RISK MANAGEMENT GUIDANCE FOR Newmarket U3A

Committee Procedures and Guidance

1 Purpose

To support Newmarket U3A committees in identifying governance and operational risks, and to mitigate these risks.

2 Scope

Relevant to all u3a committee members.

3 Introduction

Risk management is the process of identifying, evaluating, and controlling risks, and is an important part of future-proofing Newmarket U3A. Anything that could potentially stop Newmarket U3A from achieving its aims should be seen as a risk. Identifying and understanding these risks will help you put the right measures in place to prevent them from happening. The aim is not to eliminate all risks entirely (this would be very difficult and not cost effective), but rather to reduce the risk to a level that Newmarket U3A is comfortable with.

4 Identifying the risks

The first step is to identify possible risks in the different areas of Newmarket U3A. The Charity Commission suggest risks are reviewed under the following headings.

- **Governance risk**: In order to run Newmarket U3A, the committee should have the right skills for the role (either through prior experience or developed through mentorship and training with previous members in the role).This includes understanding trustee responsibility.
- **Financial risk:** This may have an impact on your ability to achieve your financial obligations. These risks include the risk of fraud through transferring physical cash to a bank account, or theft.
- **External risk**: This includes the reputation of Newmarket U3A, and any threat to the name or standing of Newmarket U3A (and the wider movement's reputation). It may be caused by your members (past and present), or committee members. Changes to government policy may also impact Newmarket U3A's ability to operate successfully.
- **Operational risk:** This is a threat to Newmarket U3A caused by a breakdown in internal procedures. This risk may come from your committee not having the policies and procedures in place to run the U3A effectively.

- **Regulatory and compliance risk:** This refers to the risk of failing to comply with legislation. Following the U3A guidance and advice documents on the national website will help compliance with reporting rules and charity legislation can help prevent your u3a from falling foul of regulations (and reputational damage).

Once a risk has been identified, it is important to assess the likelihood of the risk occurring, and the impact it would have on Newmarket U3A if it did occur. Thinking about this together as a committee is a valuable exercise. All the possible implications of the risk, some of which might not be obvious, should be considered.

(For example, you may have a new Chair on the committee that does not have experience as a Chair. There is a moderately high likelihood of this happening, and the impact on the u3a could be moderate. To mitigate this risk, the committee can ensure all new trustees are fully inducted and offer their support when required.)

5.Reducing and controlling risks

The committee should recognise any risks and work together to lower these risks to an acceptable level.

6.Risk Assessments

Newmarket U3A should have specific risk assessments in place related to different group activities, to evidence that those activities are safe to participate in.

7.Monitoring risks regularly

The Committee is recommended to hold regular risk management meetings (at least once a year) to check how Newmarket U3A is dealing with them and if there are any new risks to consider.

Signed: K Gifkins 23 October 2024

Review Date: October 2025