



INSTITUTE OF AGRICULTURAL MANAGEMENT

THE INSTITUTE OF AGRICULTURAL MANAGEMENT

Portbury House | Sheepway | Bristol | BS20 7TE
 T: 01275 843825 M: 07581 375539 E: enquiries@iagrm.com

W:www.iagrm.org.uk

Risk area identified	Likelihood occurrence (1 remote, 5 highly probable)	Severity of impact (1 low to 5 high)	Overall or "gross" risk	Control procedure	Retained or "net" risk	Monitoring process	Responsibility	Further action required	Date of review
<u>GOVERNANCE</u>									
Organisational structure	2	3	6	Organisational chart with clear structure, roles and responsibilities	Low	Discussed at Council meetings	Trustees/ Chairman	Annual agenda item for trustee meeting	Annual
Trustee body relevant skills	2	4	8	Skills base identified. Recruitment of trustees with necessary skills	Low	Annual review of Council skills	Trustees/ Chairman	Annual agenda item for trustee meeting Trustee training	Annual
Direction, strategy	2	4	8	Strategic plan	Low	Discussed at Council meetings	Trustees/ Chairman	Agenda item change of Chairman	Every 3 years



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Loss of key staff	3	4	12	Succession planning. Documentation of procedures	Medium	Discussed at Council meetings	Trustees/ Chairman	Annual agenda item for trustee meeting	Annual
Reporting to Trustees	2	2	4	Timely and accurate financial reporting.	Low	Discussed at Council meetings	Director/ Chairman	Regular Trustee meetings	Quarterly
<u>OPERATIONAL</u> Service provision- member satisfaction	2	2	4	Complaints dealt with in a timely manner	Low	Discussed at Council meetings	Trustees/ Director	Regular interaction with members. Feedback forms where necessary	Regular at trustee meetings



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Competition from similar organisations	3	3	9	Review other organisations activities. Review activities on regular basis, monitor attendance	Low	Discussed at Council meetings	Trustees/ Chairman	Regular feedback from attendees Quality control	Regular at trustee meetings
Procedural and systems	2	3	6	Policies and procedures documented	Low	Discussed at Council meetings	Director	Policies and documentation updated regularly	annually
Information technology	3	3	9	Appraise system security and authorisation procedures	Low	Discussed at Council meetings	Director	Update security and back up data on regular basis	annually



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Health and safety	2	5	10	Insurance policy Comply with laws and regulations	Low	Discussed at Council meetings	Director	None noted	annually
Environment	2	5	10	Comply with laws and regulations Membership of SocEnv and associated controls/procedures	Low	Discussed at Council meeting	Director	None	annually
<u>FINANCIAL</u> Budgetary control and financial reporting	3	4	12	Prepare budgets and update when necessary	Medium	Discussed at Council meetings	Director/ Treasurer	Monitor and report regularly	Quarterly at Trustees meetings



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Reserves Policy	2	3	9	Link reserves to business plans and activities	Low	Discussed at Council meetings	Director/ Treasurer	Regularly review	Annually
Cash Flow	3	4	12	Adequate cash flow projections Chase bad debts	Medium	Discussed at Council meetings	Director/ Treasurer	Regularly monitor and identify any potential times of poorer cash flow	Quarterly at Trustees meetings
Financial commitments	2	5	10	Authorisation of commitment from Trustees. Contractual agreements with staged payments and opt outs	Medium	Discussed at Council meetings	Trustees	Identify at early stage if over committed and mitigate liability	Annually



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Fraud or error	2	5	10	Authorisation of payments and Policies for procedures	Low	Discussed at Council meetings	Director	Regular discussion at trustees meeting on budget v actual expenditure	Quarterly
<u>EXTERNAL</u>									
Public perception	2	2	4	Good quality reporting of charity activities	Low	Discussed at Council meetings	Trustees	Good communication with members	Half yearly
Relationships with funders	2	4	8	Regular contact with funders	Low	Discussed at Council meetings	Trustees	Good communication with members	On going



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Demographic	3	3	9	Understanding membership base and actively seeking new members	Low	Discussed at Council meetings	Trustees	Promoting benefits of membership	On going
<u>COMPLIANCE</u>									
Compliance with legislation and regulations	2	4	8	Identify key legal and regulatory requirements Allocate key responsibilities for compliance	Low	Discussed at Council meetings	Director Treasurer	Review and agree allocation of responsibility for compliance	Annually

Last reviewed 04.12.20 (VB)