

The Triangle Trust 1949 Fund Risk Register – agreed 9 December 2021. (Due for formal review December 2022)

| | Area | Risk | Consequence | Likelihood | Significance | Risk rating | Mitigation | Assessment | Who | Action to be taken | Risk rating after mitigation |
|---|-----------|----------------------------------|--|------------|--------------|-------------|--|---|----------|---|------------------------------|
| 1 | Financial | Poor performance of investments | Reduce grant giving | Likely | Moderate | Medium | - Professional investment manager appointed - 3 yearly review of investment managers and service - Annual review of projected grant giving model - Ability to spend capital if required | - 6 monthly presentation from investment managers to review performance | Trustees | Regular investment manager review. Beauty Parade due 2022/23. Regular updates on performance and market conditions being provided by Sarasin and increased engagement by designated Trustees Investment Committee established | Medium |
| 2 | Financial | Reliance on one source of income | Reducing grant giving | Possible | Major | Medium | - Professional investment manager appointed - 3 yearly review of investment managers and service - Annual review of projected grant giving model - Ability to spend capital if required | - 6 monthly presentation from investment managers to review performance | Trustees | Investment Committee established | Medium |
| 3 | Financial | CAF Bank goes into liquidation | Cash held in CAF Bank (currently £650,000) is lost | Unlikely | Moderate | Low | - £85,000 is protected by the Financial Services Compensation Scheme | | Trustees | | Low |

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| 4 | Financial | Fraudulent withdrawal of investments | Lose investments (approx. £22m) | Unlikely | Major | Medium | <ul style="list-style-type: none"> - Professional investment manager appointed with appropriate checks and controls in place - 2 Trustees must approve all withdrawals - Good communication with investment manager | | Trustees | | Low |
| 5 | Financial | Fraudulent grant applications | Funding wasted | Possible | Moderate | Medium | <ul style="list-style-type: none"> - Fraud statement on grant application form - Thorough application review process - Applicant visits - New grantees to provide copy of bank statement before first grant payment. - Moved to 6 monthly payments for new grantees and annual financial reporting | - Review process agreed by Trustees and revised every 3 years | Director | | Low |
| 6 | Financial | Insurance policies not up to date | Financial penalty | Unlikely | Major | Low | Annual check on insurance policies | Director | Director | | Low |
| 7 | Financial | Lack of cost control | Wasted resources | Unlikely | Moderate | Low | Control of expenses | Reviewed by Trustees through Management Accounts | Director Trustees | | Low |

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| 8 | Governance | Not adhering to requirements of Charity Commission, SORP, HMRC, Inland Revenue, Health & Safety | Loss of reputation, Trustees held responsible | Possible | Moderate | Medium | <ul style="list-style-type: none"> - Quarterly management accounts produced - Trustee training - Trustee induction for new Trustees | <ul style="list-style-type: none"> - External audit - Trustees ensure annual return is submitted to Charity Commission - Auditor reviewed every 3 years | Director Trustees | Auditor review to take place in 2022 after annual accounts are agreed. | Low |
| 9 | Governance | Staff/Trustees committing fraud or error. | Loss of money and reputation | Unlikely | High | Medium | <ul style="list-style-type: none"> - Follow good practice - Trustee and staff recruitment procedures - 2 authorisations required for all bank payments - 2 Trustees to authorise capital withdrawals - Financial Processes Policy was updated and agreed at October 2020 Trustee Meeting. | <ul style="list-style-type: none"> - Trustees review regular management accounts - external audit | Trustees | | Low |
| 10 | Governance | Loss of key staff | Loss of knowledge, grantees not paid | Possible | Moderate | Medium | <ul style="list-style-type: none"> - Filing system in place - Procedure manual - Workload monitored - Annual review for staff | <ul style="list-style-type: none"> - Chair has regular meetings with Director | Chair | | Low |
| 11 | Governance | Loss of Trustees | Gaps in knowledge at Trustee level and potential for meetings to not be quorate | Possible | Moderate | Low | <ul style="list-style-type: none"> - Clear timeline of when Trustees need reappointing or are due to retire - Recruitment process in place | <ul style="list-style-type: none"> - Chair to be aware of when Trustees are due to retire and clear succession planning in place. | Chair | | Low |

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| 12 | Governance | Breach of GDPR (our data is accidentally made available to an outsider) | Fined by CIO | Unlikely | Moderate | Low | - Data processing procedures in place to adhere to GDPR - Salesforce is only used on password protected devices. | - Chair to ensure agreed procedures are followed | Chair | | Low |
| 13 | Safeguarding | Significant safeguarding issue occurs within grantee organisation | Reputational risk | Possible | Moderate | Low | - Application process contains robust assessment of safeguarding - Training for named staff and Trustee | - Assessment reports to reference Safeguarding - Annual Safeguarding training undertaken | Director and Vice Chair | Director and Vice Chair undertaken online NSPCC Safeguarding training | Low |
| 14 | Security | Office break in | Loss of equipment and information | Possible | Moderate | Medium | - Insurance - Limited number of key holders - Electronic information backed up externally - Laptops to be locked away overnight | | Director | | Low |
| 15 | IT Security | Computer data corrupted Hacking risk | Loss of information Misuse of data | Possible | Major | High | - All PCs and laptops password protected - All electronic files stored in the cloud and synchronised between PCs and laptop via Google Drive - Anti-viral software on PCs, laptop and website - Weekly backup of electronic files - Daily backup of website via host - Grant database in the cloud and backed up weekly via Salesforce | IT systems and cloud storage to be reviewed in 2022. | Director | Move to Office 365 took place in 2021 and will be followed by moving Googledrive across. | Low |

Risk Matrix:

| | Minor | Moderate | Major | | Grade | Risk mitigation actions |
|-----------------|-------|----------|--------|--|--------|--|
| Likely | Low | Medium | High | | High | Mitigating actions need to be very reliable and should be approved and monitored in an ongoing manner. |
| Possible | Low | Medium | High | | Medium | Actions to reduce the likelihood and seriousness to be identified and tracked periodically. |
| Unlikely | Low | Low | Medium | | Low | These risks should be recorded, monitored and controlled. |