

RSCDS Risk Management Plan 2014 (Page 1)

Item	Risks	Score	Existing Controls	"Net Risk"	RSCDS Actions and Plans to manage Remaining Risk	Whose Responsibility?	Timescale
A	Membership Loss (resulting in loss of income)	9	Determined at Branch Level	High	<p>RSCDS:</p> <ol style="list-style-type: none"> 1. monitors & reviews Branch memberships annually 2. reviews perceived value in membership 3. positions SCD within <i>broader</i> objectives eg. Health, fitness, age 4. improves comms, website&database, dvtps strategy 5. supports Branches with publicity materials eg. leaflets, templates for posters etc. 6. provides ideas for local development/promotion eg. Health Strategy, local targetting 7. advises Branches of any national events planned for their area 8. works in partnership with Branches to maximise impact of national events 	<p>Board/HQ Board Board/MO/HQ</p> <p>MO/MS HQ</p> <p>MO/HQ</p> <p>MO/MS</p> <p>MO/HQ</p>	<p>March-May March-May Ongoing</p> <p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Annual Event Calendar</p> <p>As requd.</p>
B	Finance	6		Medium			
	(a) Reduction in return from Summer School		1. Event managed by Schs Sub-comm. & Events Manager 2. Attendance monitored and participant evaln. sought 3. Full annual event review 4. Comparative estimates obtained/ costs&prices benchmarked regularly	Med/High	<p>RSCDS:</p> <ol style="list-style-type: none"> 1. Sub-comm and EM work to forward plan 2. Points arising from monitoring and evaln. considered and acted upon annually 3. Publicity and marketing reviewed and refreshed annually 4. New ideas shared within group and piloted 	<p>Sub-C/EM Sub-C/EM</p> <p>Sub-C/MO/EM</p> <p>Sub-C/EM</p>	<p>Ongoing</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>
	(b) Loss of Investment Values, Income		1. Outsourced to Specialists 2. Overseen by RSCDS Panel 3. Investment policy	Medium	<ol style="list-style-type: none"> 1. reviews performance annually 2. monitors performance quarterly 	<p>Board Treasurer/Panel</p>	<p>Oct Quarterly</p>
	(c) Loss of Financial Control		1. Managed by EO, Treasurer 2. Supported by accountant and auditor 3. RSCDS financial processes and procedures 4. FGAG to meet as intended	Medium	<ol style="list-style-type: none"> 1. quarterly reports to the Board 2. annual performance review 3. monitors processes and procedures, and reviews annually 4. ensures openness and transparency 5. supports EO + external scrutiny for the Board 	<p>Board Board EO/Treas./Board</p> <p>Board/Treas./EO FGAG</p>	<p>Quarterly May-June Ongoing</p> <p>Ongoing Biennially</p>
	(d) Loss of profitability in Shop (poor costing/pricing/timing/ distribution)		1. Shop run by HQ 2. Product history and movement database informs decision-making 3. Comparative estimates obtained/ costs&prices benchmarked regularly	Medium	<ol style="list-style-type: none"> 1. manages and develops shop 2. liaises with Comms re: new products 3. maintains and develops Database 4. conducts regular reviews 5. reports regularly to Board in EO report 6. implement website dvlpmnts & monitor impact 	<p>HQ HQ HQ HQ EO EO/Board</p>	<p>Ongoing Ongoing Ongoing Ongoing Quarterly Ongoing</p>
C	Membership of Board, Comms. 6 Office Bearers, Convenors (unable to secure "right" people in "right" places/ required skills)		1. Selection by vote at AGM 2. Succession Planning ("Elect") 3. Job Descs., Person Specs. 4. Induction materials/pack 5. Training session (annual)	High*	<p>RSCDS:</p> <ol style="list-style-type: none"> 1. reviews processes annually 2. reviews materials and training annually 3. actively encourages members to "stand" and "head hunts", identifies and advertises for preferred skills early in the process 4. engages members in WGs and specific projects 5. Pursuing RSCDS as Co. Ltd. By Guarantee 6. Additional Contract with Peninsula re:Employment Law 	<p>Board/HQ Board/HQ Board/Comms</p> <p>Board/Comms Board EO</p>	<p>Apr-May Dec-Feb Ongoing</p> <p>Ongoing</p>

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Item	Risks	Score	Existing Controls	"Net Risk"	Plans to manage Remaining Risk	Whose Responsibility?	Timescale
D	External Risk (Loss of RSCDS status in SCD)	6	1. Marketing Officer Post 2. External Events/Partnership WG	Medium	RSCDS: 1. develops & implements annual Forward Plan 2. ensures effective use of MO post 3. improves public awareness of RSCDS 4. is prepared to modernise and change, remain relevant, engage with non-RSCDS SCD 5. works to influence public bodies (eg.Scot.Govt., SED) 6.monitors/improves comms.incl new media (A5,7,8 above)	EO/MO EO Board/MO/EO Board Board/MO/HQ MO/HQ	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
E	ICT, Database, Website and Management Systems (Threat of system failure)	6	1. Systems upgraded 2009 2. IT support incl. quarterly health check with disaster recovery testing, daily backup with copy kept off-site	Medium	RSCDS: 1. Next upgrade 2013 -14 2.Website, soc. networking & new media d'vlpd with due regard for legal protection, safety and integrity 3. Create wider Disaster Recovery Plan (DRP)	HQ Website developer EO	Ongoing
F	Staff (Turnover and Continuity) Nb.Temporary "Net Risk" upgrade to "high" as two senior staff retiring by Mar'15	4	1. Good Selection/Induction 2. 1to1 supp./sup.as reqd 3. Opps. for training & dvlpmnt. 4. Annual Appraisal 5. Monthly staff meeting 6. Contract with Peninsula	High*	RSCDS: 1. maintains management systems 2. provides competitive terms&conds 3. continues to respect and value staff 4. maintains staff access to Peninsula helpline	EO Board Board Board	Ongoing Ongoing Ongoing Ongoing
G	Links with Members	4	1. Biannual Magazine 2. Website 3. Info. provision 4. Consultation as required 5. Ezine 6. On-line Surveys	Medium	RSCDS: 1.ensures pubcn.& distribn. of Mag. on time 2. improves Database and use of Website 3. implements Comms strategy (A4) 4. developing research/evaln. to inform policy and service dvlpmnt. 5. four per annum, 6. as required	EdBoard/MS HQ/MS/MO MS/MO/HQ	Ongoing Ongoing Ongoing
H	Child & Vulnerable Adult Protection (Reputation)	3	1. RSCDS & Branch Policies 2. Disclosure/PVG Scheme applied 3. Good Practice Guidelines (card) 4. Risk Assessment Process 5. Comms. - annual alert from HQ	Med/Low	RSCDS: 1. reviews Policies and Procedures annually 2. provides info updates (eg Disclosure) (Branches) 3. provides info on the website (HQ policies/proceeds.) 4. considers provision of training materials (Branches)	E&TCom/YS/HQ HQ HQ E&TCom/YS/HQ	Ongoing As reqd Ongoing Ongoing
I	Links with Branches	3	1. Annual memb'ship process 2. Guidance from HQ on RSCDS membership 3. AGM Voting & Consultation 4. Regular updates/briefings 5. Info. provision 6. Database/Website collaboration 7. Regional Conferences 8. Board/Panels/WGs	Med/Low	RSCDS: 1. reviews procedures annually 2. aims to survey HQ performance annually 3. improves Database/website (AandG) 4. maintains MB member links with Branches 5. supports dvlpmnt at local level (A5,6,7) 6. introduction of quarterly update on Board and Committee actions and activity	HQ MS Comm HQ Board HQ/MO/DO/ Board/Comms/MS	April-May Nov-Dec Ongoing Ongoing Ongoing
J.	Health and Safety (H&S)	2	1. HQ H&S Policy 2. HQ Procedures Manual 3. Fire Safety Procedures 4. Contract with Peninsula 5. Annual Events H&S Risk assessm'ts 6. Branch classes/events Risk Ass'mts 7. Comms. - annual alert from HQ 6. Archive digitalisation to be completed	Med/Low	RSCDS: 1.reviews Policy, Procedures & Manual annually 2. ensures regular testing of fire & elec.equipment 3. maintains annual plan for maint. and upgrade of premises and office equipment 4. reduces level of cardboard/paper in the Office 5. encourages/supports Branches in maintaining good practice (public liability,risk assessment etc.) 6. Fireproof safe (Archive) to be purchased (E3 above)	EO/Peninsula H&SO(HQ) EO/H&SO EO/H&SO E&TCom/YD/ HQ HonArch/EO	October Ongoing Ongoing Ongoing Ongoing

* Separate Action Plan to be developed by HRM Panel
Elizabeth Foster RMP Approved by MB Feb 2014

Ledger for Responsibilities	EM - Events Manager MO - Marketing Officer	MS - Membership Secretary H&SO - Health&Safety Officer	EO - Executive Officer Priority
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