

RSCDS Risk Register 2019

| Item | Risk | Likelihood | Impact | Score H/M/L | Existing Controls | Plans to manage remaining risk | Responsibility | Timescale |
|------|---|------------|--------|----------------|--|--|---|--------------------------------------|
| 1 | Reduction in membership (loss of income and fewer activists on the ground) | 5 | 3 | 15 High | Continuing encouragement for branches to recruit and retain members. Publicity through the magazine and other media for successful recruitment initiatives. Membership benefits package regularly reviewed. | Upgrades to the website to improve members' experience. New marketing strategy under development. | Board, staff, branches | Mar-20 |
| 2 | Staff turnover and absence | 3 | 4 | 12 Medium | New Office Manager and Marketing & Comms Officer in place. Induction and support for all staff. Advice on HR matters from a professional agency. Pay award for all staff that at least matches inflation. | Review of appraisal system. Staff development | Office Manager | Ongoing |
| 3 | Financial risk a)Reduced revenue from RSCDS events and shop b)Lower investment returns c)Loss of financial control | 3 | 4 | 12 Medium | a)Close management by staff and both appointed and elected volunteers. Customer feedback sought and acted upon. Publicity reviewed and updated. b)Portfolio professionally managed and reviewed by a qualified panel of volunteers (FGAP). c)Internal financial controls and budgetary process managed by Treasurer and Finance Officer. Oversight and advice from FGAP, accountant and auditor. | a)Improved marketing through new website. Alternative revenue streams being investigated e.g. grants, partnerships, lease of office space. | Staff, MS Treasurer and Chair Treasurer and Finance Officer | Ongoing Sep-19 Ongoing |
| 4 | Cannot secure the right balance of skills for the Management Board and Committees. | 3 | 4 | 12 Medium | Job descriptions published. Candidate profiles help members to elect appropriate Trustees and Committee members. Induction package. Training. Appointed panels and working groups supplement the elected Board and Committees. | Use of video-conferencing and flexible meeting arrangements to increase the pool of potential candidates. | Chair and Convenors | Ongoing |
| 5 | ICT failure, including technical failure, cyber attack and user error. | 3 | 4 | 12 Medium | IT support includes quarterley health check with DR testing. Daily back-up with copy kept off-site. Cyber Essentials certification achieved. | Maintenance package with the Lane Agency for website support. Discussions with Microsys to explore other potential security measures and training for staff. | Convenor MS, Office Manager | Jun-19 |
| 6 | Policy failure - Safeguarding - H & S - Data protection - HR | 2 | 4 | 8 Med/Low | Policies reviewed and updated. Advice sought when required (Peninsula on HR, ICO on data protection). Guidance available for branches. | Remove unwanted data from the H drive | OM and staff | Summer 2019 |
| 7 | Branch/Affiliated Group disaffection | 2 | 3 | Low | Regular communications to maintain engagement. Strong network through the dancing community. | | MB, EB, staff | Ongoing |