

RSCDS Risk Register 2020

Item	Risk	Likelihood	Impact	Score H/M/L	Existing Controls	Plans to manage remaining risk	Responsibility	Timescale
1	Reduction in membership (loss of income, some branches close, fewer dancers to re-start SCD)	5	5	25 High	Communication to individual members through Dance Scottish At Home, magazine, website, social media to maintain interest. Branches encouraged to stay in touch with members. Membership benefits package regularly reviewed.	Membership renewal campaign in September 2020.	Board, staff, branches	Ongoing
2	Social distancing measures prevent SCD in 2020-21 (no opportunity to promote SCD and recruit new members)	4(UK) 3(Elsewhere)	4	16 Medium	On-line activities, new publications and website pages to maintain interest.	Virtual Summer School, support for teachers and branches to run virtual activities. Guidelines to help branches return to dancing.	Board, staff, branches	Ongoing
3	Financial risk (Forecast budget deficit £139k, and deficits in succeeding years)	4	4	16 Medium	Staff furlough. review of central costs. Hold reduction in membership to less than 15%.	Existing financial reserves. Follow up on cost review. Financial appeal in November 2020. Products on sale through the shop.	Treasurer, Board and staff	Ongoing
4	Lack of volunteers with appropriate skills for the Board and Committees. (Board could be at 50% strength, lack of experience and direction.)	3	4	12 Medium	New volunteering page on the website. Appeals for volunteers through magazine, DSAH, branch mailings and personal contact.	Proposal to amend R&P to allow retiring Board and Committee members a further period in office.	Chair and Convenors	Ongoing
5	Staff resources (furlough arrangements mean that staff levels and experience are reduced. More on-line activities require different skills from staff)	4	4	16 Medium	Furlough kept under review. Significant volunteer input into DSAH and other virtual activities.	Return to office to improve teamworking and efficiency.	Chairman, Chair Elect, Treasurer and Office Manager	Ongoing
6	ICT failure and requirement for additional support (increased dependency on ICT for remote working, meetings and communications and associated increased costs)	2	4	8 Med/Low	Contracts with Lane and Microsys. Staff and volunteers learning lessons of remote working and organising on-line events	Continuing investment in the website and IT software.	Staff	Ongoing
7	Marketing and comms failure (failure to stay in touch with the membership and be ready to re-market SCD).	2	4	8 Med/Low	Marketing strategy June 2020.	Maintain marketing budget. Put the Marketing WG on a permanent footing. Use DSAH as a basis for on-going contact with members.	Board, MSC, staff	Ongoing