

RSCDS Risk Register 2018

| Item | Risk | Likelihood | Impact | Score H/M/L | Existing Controls | Plans to manage remaining risk |
|------|--|------------|--------|-------------|---|--|
| 1. | Reduction in membership (loss of income and fewer activists on the ground) | 5 | 3 | 15 High | Continuing recruitment drives at branch level supported by central funding and centrally produced materials. Membership benefits package regularly reviewed. | Greater exchange of information between branches about recruitment successes. Improved website with upgraded members' area. |
| 2. | 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. |
| 3. | 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 potential pool of candidates. |

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| 4. | Staff turnover and absence | 4 | 4 | 16 High | Induction and support. Absence management with support from a professional HR agency. Annual appraisal and pay review. | Recruitment of new EO. Review of staff structure. |
| 5. | ICT failure | 2 | 4 | 8 Med/Low | IT support includes quarterly health check with DR testing. Daily back-up with copy kept off-site. | New website with improved agency support. (Risk may increase during the changeover to the new system.) |
| 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. | GDPR implementation plan. |
| 7. | Branch/Affiliated Group disaffection | 2 | 3 | Low | Regular communications to maintain engagement. Strong network through the dancing community. | |