



# Selsey Community Forum Business Risk Register

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Economic</b>					
	Unemployment High	2	2		<ul style="list-style-type: none"> <li>▪ Ongoing monitoring of economic climate to understand existing and emerging needs</li> <li>▪ Review of Business Plan and Funding Strategy to understand areas of risk and likelihood of future challenges</li> </ul>
	Inflation above target	2	2		<ul style="list-style-type: none"> <li>▪ Ongoing review of grant providers their status and funding opportunities</li> <li>▪ Maintain clear understanding of grant criteria review and align against services</li> <li>▪ Schedule review of SCF Funding Strategy and prioritise service delivery</li> </ul>
	NI and wage increase costs	2	2		<ul style="list-style-type: none"> <li>▪ Utilise data to understand trends and needs and outcomes</li> </ul>

	Financial need to limit services				<ul style="list-style-type: none"> <li>▪ Work with the SCF partnership to identify gaps in services and forecast likely demands on provision</li> <li>▪ Increase liaison with local councils and providers to understand gaps in provision against local demand and likely impact</li> </ul>
					<ul style="list-style-type: none"> <li>▪ Food Forum - in place. Partnership initiative</li> <li>▪ Poverty Forum - in place. Partnership initiative</li> <li>▪ Utilise data systems to track needs and outcomes of intervention</li> </ul>
					<ul style="list-style-type: none"> <li>▪ Data collection and reporting to inform service delivery</li> <li>▪ Ongoing review of services and capacity</li> <li>▪ SCF partnership working together and prioritising agenda for addressing local needs</li> </ul>
					<ul style="list-style-type: none"> <li>▪ Develop a programme which explores alternative funding sources</li> <li>▪ Enhance relationships with local businesses to manage expectations</li> </ul>
					<ul style="list-style-type: none"> <li>▪ Forums in place to track need and agree service response</li> <li>▪ Evaluate data to prioritise areas of need</li> </ul>

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Governance</b>					
	Sustained capacity and profile of SCF Trustee Group	1	1		<ul style="list-style-type: none"> <li>▪ Stable and skilled Trustee Group with representation from across the community</li> <li>▪ Gender balance in Trustee Group</li> <li>▪ Trustees bring experience of working in other charities along with a range of varied skills</li> <li>▪ Trustees to set out their individual plans to inform succession planning and meet requirements of the charity and wider organisation now and in the future</li> <li>▪ Trustee representation maintains unity between all sectional committees / steering groups and Trustee Group</li> <li>▪ Trustee Group committed for 2025</li> </ul>
	Trustee roles and responsibilities	1	1		<ul style="list-style-type: none"> <li>▪ Delegation of responsibilities across Trustee Group</li> <li>▪ Trustees taking on a range of responsibilities to deliver SCF agenda</li> <li>▪ Undertake knowledge and skills analysis done</li> <li>▪ Scope all responsibilities and explore options to maintain continuity</li> <li>▪ Set plan for knowledge sharing</li> <li>▪ Devise contingency plan to manage absences and reduce risks to the SCF partnership</li> <li>▪ Monthly reporting by Chairman and Operations Team to Trustee Group with proposal to develop reporting for the wider charity partnership</li> </ul>
		1	1		<ul style="list-style-type: none"> <li>▪ Scope emerging costs and funding capacity to define options for management and leadership structure within SCF</li> </ul>

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Funding</b>					
	High dependency on grant funding	2	2		<ul style="list-style-type: none"> <li>▪ Funding Strategy in place to keep focus, provides for funding diversification and ongoing review</li> <li>▪ Review of Business Plan</li> <li>▪ Utilise on line funding platforms</li> <li>▪ Levels of donations increasing</li> </ul>
	Failure of grant applications to secure funding	2	2		<ul style="list-style-type: none"> <li>▪ Undertake lessons learnt from grant application outcomes</li> <li>▪ With other organisations explore joint funding opportunities</li> </ul>
	Lack of business grants to SCF	2	2		<ul style="list-style-type: none"> <li>▪ Representation at local business forum</li> <li>▪ Develop social media platforms to communicate services of SCF with businesses</li> </ul>
	SCF Legacy Strategy fails to attract sponsors	2	2		<ul style="list-style-type: none"> <li>▪ SCF Legacy Strategy in place</li> <li>▪ Review communication plan to ensure engagement with all parts of community</li> <li>▪ Utilise and build on success of social media to promote the work of SCF</li> </ul>
	SCF fails to meet grant providers criteria	2	2		<ul style="list-style-type: none"> <li>▪ Ongoing review of grant providers to understand criteria and target applications</li> <li>▪ Established relationships in place with grant providers</li> <li>▪ Credibility of high quality service delivery</li> </ul>

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Reputation</b>					
	Services cease due to lack of funding	2	4		<ul style="list-style-type: none"> <li>▪ Maintain a review of services and the deployment of resources to ensure delivery of priorities</li> <li>▪ Communication Plan in place to manage expectations</li> <li>▪ Undertake an impact assessment for all identified at risk areas of service delivery</li> </ul>
	Failure to maintain quality assurance processes	2	3		<ul style="list-style-type: none"> <li>▪ Quality Assurance Framework in place with schedule for quality assurance activity and reporting</li> <li>▪ Data collection and user feedback processes in place to inform performance and improvement measures</li> <li>▪ Communication Plan to publish performance outcomes to service users and the wider community</li> </ul>
	SCF Partnership lacks cohesion and focus	2	2		<ul style="list-style-type: none"> <li>▪ Business Plan 2025-2027</li> <li>▪ Funding Strategy 2025-2027</li> <li>▪ Programme of reviews of all working strategies to ensure they are synergised, embedded and relevant</li> <li>▪ Quality Assurance Framework in place</li> <li>▪ Credibility with partners of SCF delivering high quality services</li> <li>▪ All areas of delivery have action plans and Steering Groups</li> </ul>
	Negative impact of social media	2	4		<ul style="list-style-type: none"> <li>▪ Administration processes in place to monitor social media sites</li> <li>▪ Communication Plan in place</li> <li>▪ Policies and procedures to be implemented which safeguard the integrity of SCF and manage complaints and negative feedback</li> </ul>

<b>Risk Category</b>	<b>Elements of risk</b>	<b>Probability</b> 1 Low 5 High	<b>Impact</b> 1Low 5 High	<b>Risk Level</b> High - Red Medium- Amber Low- Green	<b>Mitigation</b>
<b>Resources &amp; Infrastructure</b>					
	SCF Infrastructure insufficiently robust to deliver high quality services	2	2		<ul style="list-style-type: none"> <li>▪ Review estate, capacity and resources</li> <li>▪ Selsey Care Shop High Street based and accessible</li> <li>▪ Additional office space secured at STAR Advertising</li> <li>▪ Review of management capacity to ensure adequate staff and volunteer cover</li> <li>▪ Training for volunteers to be organised to manage shop in times of staff absences and holidays</li> <li>▪ New data recording / reporting system in place</li> <li>▪ Stable, skilled staff team in place</li> <li>▪ Local forum networks in place supported across the SCF partnership</li> </ul>
	Inadequate forecasting and planning to be agile in an unstable economic environment	2	2		<ul style="list-style-type: none"> <li>▪ Review of Business Plan and priorities</li> <li>▪ Actions plans in place for all areas of service delivery</li> <li>▪ Scope all areas of existing and proposed services to ensure capacity and resources are in place</li> </ul>
	Service expansion exceeds capacity and resources	2	2		<ul style="list-style-type: none"> <li>▪ Trustee Board to review service delivery against Business Plan, using data and reports, including funding outcomes to inform priorities</li> </ul>
	Inadequate attention to risk factors for SCF	2	2		<ul style="list-style-type: none"> <li>▪ Implement annual schedule to review business risks and amend against data, operational reporting , performance, programme planning, delivery and feedback</li> </ul>

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Operational</b>					
	Good practice is compromised by poor training of staff and volunteers	1	1		<ul style="list-style-type: none"> <li>▪ An established, knowledgeable Operations Team</li> <li>▪ Large committed and knowledgeable volunteer group</li> <li>▪ Training Needs Analysis completed</li> <li>▪ Training communicated and in place</li> <li>▪ Establish data base to track and monitor completed training</li> </ul>
	Operating systems are outdated and increase risk of data breaches and legal challenge	1	1		<ul style="list-style-type: none"> <li>▪ Audit of hard and software to ensure all equipment is compliant and fit for purpose</li> <li>▪ New recording system in place</li> <li>▪ Digital strategy to be developed</li> <li>▪ GDPR polices and processes in place and monitored through QA arrangements</li> <li>▪ Data Protection training in place</li> </ul>
	Failure to implement Health & Safety measures impacting on consistent practice and behaviours	1	1		<ul style="list-style-type: none"> <li>▪ Risk Assessments for all activities in place</li> <li>▪ Risk assessment reviews ongoing</li> <li>▪ Lessons learnt activity ongoing</li> <li>▪ Staff and volunteer training in place</li> <li>▪ Complete a quarterly H&amp; S audit</li> </ul>
	Non compliance of Staff team to meet behavioural and performance standards	1	1		<ul style="list-style-type: none"> <li>▪ Team Meetings, Operational Meetings, Supervision arrangements in place</li> <li>▪ Appraisals completed annually</li> <li>▪ Team Building provision in place</li> </ul>

Risk Category	Elements of risk	Probability 1 Low 5 High	Impact 1Low 5 High	Risk Level High - Red Medium- Amber Low- Green	Mitigation
<b>Finance</b>					
	Finance systems and processes fail to provide regulatory and timely information	1	1		<ul style="list-style-type: none"> <li>▪ Robust financial checks and balances in place</li> <li>▪ Proactive charity accountant</li> <li>▪ Year-end compliance including reporting to Charity Commission</li> <li>▪ Quarterly financial report to be submitted to Trustee Board by accountant</li> <li>▪ Measure to safeguard against fraud include no relatives serving on the Trustee Board and bank signatories are unrelated</li> </ul>
<b>Competition</b>					
	New charity / organisations establish in Selsey	1	1		<ul style="list-style-type: none"> <li>▪ Unique in area</li> <li>▪ SCF partnership in place</li> <li>▪ Positive relationships exist to share information and joint plan when appropriate</li> </ul>
<b>Compliance</b>					
	Policies and Procedures are outdated with poor adherence to review processes	1	1		<ul style="list-style-type: none"> <li>▪ Policies and Procedures in place for all areas of service delivery</li> <li>▪ Safeguarding Policy is in place and regularly reviewed</li> <li>▪ Policies and Procedures are reviewed and up to date</li> <li>▪ Good Charity Commission record</li> </ul>