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
Economic					
	Unemployment High	2	2		▪ Ongoing monitoring of economic climate to understand existing and emerging needs ▪ Review of Business Plan and Funding Strategy to understand areas of risk and likelihood of future challenges
	Inflation above target	2	2		▪ Ongoing review of grant providers their status and funding opportunities ▪ Maintain clear understanding of grant criteria review and align against services ▪ Schedule review of SCF Funding Strategy and prioritise service delivery
	NI and wage increase costs	2	2		▪ Utilise data to understand trends and needs and outcomes

	Financial need to limit services			<td style="background-color:#FFA500"></td>	- Work with the SCF partnership to identify gaps in services and forecast likely demands on provision - Increase liaison with local councils and providers to understand gaps in provision against local demand and likely impact
				<td style="background-color:#FFA500"></td>	- Food Forum - in place. Partnership initiative - Poverty Forum - in place. Partnership initiative - Utilise data systems to track needs and outcomes of intervention
				<td style="background-color:#FFA500"></td>	- Data collection and reporting to inform service delivery - Ongoing review of services and capacity - SCF partnership working together and prioritising agenda for addressing local needs
				<td style="background-color:#FFA500"></td>	- Develop a programme which explores alternative funding sources - Enhance relationships with local businesses to manage expectations
				<td style="background-color:#FFA500"></td>	- Forums in place to track need and agree service response - Evaluate data to prioritise areas of need

Commented [KN1]: Unsure that the element of risk and the mitigation are about the same subject?

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Governance					
	Sustained capacity and profile of SCF Trustee Group	1	1		▪ Stable and skilled Trustee Group with representation from across the community ▪ Gender balance in Trustee Group ▪ Trustees bring experience of working in other charities along with a range of varied skills ▪ 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 ▪ Trustee representation maintains unity between all sectional committees / steering groups and Trustee Group ▪ Trustee Group committed for 2025
	Trustee roles and responsibilities	1	1		▪ Delegation of responsibilities across Trustee Group ▪ Trustees taking on a range of responsibilities to deliver SCF agenda ▪ Undertake knowledge and skills analysis done ▪ Scope all responsibilities and explore options to maintain continuity ▪ Set plan for knowledge sharing ▪ Devise contingency plan to manage absences and reduce risks to the SCF partnership ▪ Monthly reporting by Chairman and Operations Team to Trustee Group with proposal to develop reporting for the wider charity partnership
		1	1		▪ Scope emerging costs and funding capacity to define options for management and leadership structure within SCF

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Funding					
	High dependency on grant funding	2	2		▪ Funding Strategy in place to keep focus, provides for funding diversification and ongoing review ▪ Review of Business Plan ▪ Utilise on line funding platforms ▪ Levels of donations increasing
	Failure of grant applications to secure funding	2	2		▪ Undertake lessons learnt from grant application outcomes ▪ With other organisations explore joint funding opportunities
	Lack of business grants to SCF	2	2		▪ Representation at local business forum ▪ Develop social media platforms to communicate services of SCF with businesses
	SCF Legacy Strategy fails to attract sponsors	2	2		▪ SCF Legacy Strategy in place ▪ Review communication plan to ensure engagement with all parts of community ▪ Utilise and build on success of social media to promote the work of SCF
	SCF fails to meet grant providers criteria	2	2		▪ Ongoing review of grant providers to understand criteria and target applications ▪ Established relationships in place with grant providers ▪ Credibility of high quality service delivery

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Reputation					
	Services cease due to lack of funding	2	4		▪ Maintain a review of services and the deployment of resources to ensure delivery of priorities ▪ Communication Plan in place to manage expectations ▪ Undertake an impact assessment for all identified at risk areas of service delivery
	Failure to maintain quality assurance processes	2	3		▪ Quality Assurance Framework in place with schedule for quality assurance activity and reporting ▪ Data collection and user feedback processes in place to inform performance and improvement measures ▪ Communication Plan to publish performance outcomes to service users and the wider community
	SCF Partnership lacks cohesion and focus	2	2		▪ Business Plan 2025-2027 ▪ Funding Strategy 2025-2027 ▪ Programme of reviews of all working strategies to ensure they are synergised, embedded and relevant ▪ Quality Assurance Framework in place ▪ Credibility with partners of SCF delivering high quality services ▪ All areas of delivery have action plans and Steering Groups
	Negative impact of social media	2	4		▪ Administration processes in place to monitor social media sites ▪ Communication Plan in place ▪ Policies and procedures to be implemented which safeguard the integrity of SCF and manage complaints and negative feedback

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Resources & Infrastructure					
	SCF Infrastructure insufficiently robust to deliver high quality services	2	2		- Review estate, capacity and resources - Selsey Care Shop High Street based and accessible - Additional office space secured at STAR Advertising - Review of management capacity to ensure adequate staff and volunteer cover - Training for volunteers to be organised to manage shop in times of staff absences and holidays - New data recording / reporting system in place - Stable, skilled staff team in place - Local forum networks in place supported across the SCF partnership
	Inadequate forecasting and planning to be agile in an unstable economic environment	2	2		- Review of Business Plan and priorities - Actions plans in place for all areas of service delivery - Scope all areas of existing and proposed services to ensure capacity and resources are in place
	Service expansion exceeds capacity and resources	2	2		Trustee Board to review service delivery against Business Plan, using data and reports, including funding outcomes to inform priorities
	Inadequate attention to risk factors for SCF	2	2		Implement annual schedule to review business risks and amend against data, operational reporting , performance, programme planning, delivery and feedback

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Operational					
	Good practice is compromised by poor training of staff and volunteers	1	1		- An established, knowledgeable Operations Team - Large committed and knowledgeable volunteer group - Training Needs Analysis completed - Training communicated and in place - Establish data base to track and monitor completed training
	Operating systems are outdated and increase risk of data breaches and legal challenge	1	1		- Audit of hard and software to ensure all equipment is compliant and fit for purpose - New recording system in place - Digital strategy to be developed - GDPR polices and processes in place and monitored through QA arrangements - Data Protection training in place
	Failure to implement Health & Safety measures impacting on consistent practice and behaviours	1	1		- Risk Assessments for all activities in place - Risk assessment reviews ongoing - Lessons learnt activity ongoing - Staff and volunteer training in place - Complete a quarterly H& S audit
	Non compliance of Staff team to meet behavioural and performance standards	1	1		- Team Meetings, Operational Meetings, Supervision arrangements in place - Appraisals completed annually - Team Building provision in place

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Finance					
	Finance systems and processes fail to provide regulatory and timely information	1	1		▪ Robust financial checks and balances in place ▪ Proactive charity accountant ▪ Year-end compliance including reporting to Charity Commission ▪ Quarterly financial report to be submitted to Trustee Board by accountant ▪ Measure to safeguard against fraud include no relatives serving on the Trustee Board and bank signatories are unrelated
Competition					
	New charity / organisations establish in Selsey	1	1		▪ Unique in area ▪ SCF partnership in place ▪ Positive relationships exist to share information and joint plan when appropriate
Compliance					
	Policies and Procedures are outdated with poor adherence to review processes	1	1		▪ Policies and Procedures in place for all areas of service delivery ▪ Safeguarding Policy is in place and regularly reviewed ▪ Policies and Procedures are reviewed and up to date ▪ Good Charity Commission record

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