

## Strategic Risk Framework

Main Risks to u3a Sheffield.

Financial – loss of revenue leading to insolvency and the organisation being unable to pay its way.

Organisational – Loss of a key volunteer(s), inability to fill Executive committee roles, in particular Officers.

External – Reputational damage which could lead to financial loss.

Trustees – Failure of duty of care to members. Failure to ensure proper management of the organisation’s assets.

The organisation seeks to mitigate all risks by issuing advice/guidance either in written or verbal form (general coordinator) and by having policies and procedures to cover all main risk areas. A list of these can be found on the website and within the Guidance to Group Coordinators document.

Risk	Challenges	Mitigations
<b>A. Financial</b>	<p>Falling membership levels lead to reduction in income.</p> <p>Fraud</p>	<p>Publicity Group. Active promotion of Su3a.</p> <p>Internal controls/external examination Written finance policy Advice/advisers for groups with income.</p>
<b>B. Organisational</b>	<p>Loss of Key member(s) of staff</p> <p>Failure of IT systems</p> <p>Significant breach of data regulations</p> <p>Groups act unlawfully or illegally</p>	<p>Emergency &amp; Succession Planning (<i>work in progress</i>) <i>Seek advice from IT team once new system in.</i></p> <p>Data Protection Officer &amp; policy.</p> <p>Document – Guidance for group coordinators <i>Recognised route for reporting matters of concern by membership?</i></p>

<p><b>C. External</b></p>	<p>Unforeseen events e.g. pandemic affecting revenue</p> <p>Groups interact unchecked with external agencies causing possible reputational damage to Su3a</p>	<p>Sufficient reserves. Good financial management and reporting.</p> <p>All contacts from outside agencies to go via RSL. Reminders to groups</p>
<p><b>D. Trustees Duty of Care to Members and to the assets of the organisation.</b></p>	<p>Health &amp; Safety</p> <p>Safeguarding Bullying &amp; Harassment</p> <p>Grievances</p>	<p>Guidance for Group Coordinators (Risk Assessment)</p> <p>Policy on website Procedural advice/General Coordinator Advice</p> <p>” ” ” ” ”</p> <p>Trustees are covered by indemnity insurance but need to be able to demonstrate due diligence.</p>

## Appendix

List of Policies, Guidance and other items supporting the framework.

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|---|---------|
| 1. Guidance for Group Coordinators.       | A,B & C |
| 2. Code of Conduct for Group Meetings.    | D.      |
| 3. Equality, Diversity & Inclusion Policy | B & D   |

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|---|----------------------------|
| 4. Finance Policy   | A & D                      |
| 5. Health & Safety Policy   | D                          |
| 6. Privacy Policy   | A & D                      |
| 7. Safeguarding Policy  | D                          |
| 8. Sorting out problems and Grievances                                | D                          |
| 9. Terms & Conditions of Membership                                   | A, B, C, D.                |
| 10. Trustee Code of Conduct   | D                          |
| 11. Constitution  | D                          |
| 12. Research & Shared Learning as conduit for external organisations. |                            |
| 13. Communication channels  | - General Coordinator Role |
|   | Coordinators Meeting       |
|   | New Members meeting        |
|   | Links                      |
|   | Enewsletter                |