

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
A. Financial	Falling membership levels lead to reduction in income. Fraud Loss of financial support from Sheffield Hallam University (Links postage)	Publicity Group. Active promotion of Su3a. Internal controls/external examination Written finance policy Advice/advisers for groups with income. The university have promised that should they decide to stop paying for postage Su3a will be given sufficient notice to ensure provision of a new supplier.
B. Organisational	Loss of Key member(s) of staff Failure of IT systems	Emergency & Succession Planning (work in progress re Treasurer and IT team) Seek advice from IT team once new system in.

	<p>Significant breach of data regulations</p> <p>Groups act unlawfully or illegally</p>	<p>Data Protection Officer & policy.</p> <p>Document – Guidance for group coordinators Recognised route for reporting matters of concern by membership?</p>
C. External	<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>
D. Trustees Duty of Care to Members and to the assets of the organisation.	<p>Health & Safety</p> <p>Safeguarding Bullying & 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.

1. Guidance for Group Coordinators.

A,B & C

- | | |
|---|----------------------------|
| 2. Code of Conduct for Group Meetings. | D. |
| 3. Equality, Diversity & Inclusion Policy | B & D |
| 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 |