

BERTIE BUS RISKS REVIEW 2024

Area	Potential Risk	Likelihood	Impact	Risk	Mitigation	Current risk	Responsible
Governance and Management	The charity lacks direction, strategy and forward planning				<ul style="list-style-type: none"> Regular Committee meetings Monitoring of financial and operational performance with regular reports from Treasurer Chairman selection 		Trustees
	Trustee body lacks relevant skills or commitment				<ul style="list-style-type: none"> Ensure cross section of skills on Committee Buy in skills such as legal 		Trustees
	Conflicts of interest				<ul style="list-style-type: none"> Protocol for disclosure of potential conflicts of interest Procedures for standing down on certain decisions 		Trustees
	Organisational structure				<ul style="list-style-type: none"> Clear understanding of role of Committee and volunteers Delegation and monitoring consistent with good practice and constitutional or legal requirements 		Trustees
	Reporting to trustees (accuracy, timeliness and relevance)				<ul style="list-style-type: none"> Regular reports to Committee by volunteers 		Trustees

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Financial	Lack of funding				<ul style="list-style-type: none"> • Maintaining good relationship at all levels with local authority • Ensure local funding opportunities monitored • Continue to fundraise • Use of gift aid • donations 		Trustees
	Misapplication of funds				<ul style="list-style-type: none"> • Procedures for authorising expenditure • Annual audit/ examination is carried out by external examiner • Two signatures for cheques 		Trustees/ Treasurer
	Restricted funds are used for something other than designated purpose				<ul style="list-style-type: none"> • Separate accounts are kept for each project and monitored against budgets and projections 		Trustees Treasurer
	Economic climate impacts income through reduced availability of grants and constraints on Government funding.				<ul style="list-style-type: none"> • Careful targeting of funding applications and well prepared applications • Amount of grants low • Maintaining high profile in local area 		Trustees

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	Bank where funds are deposited fails.				<ul style="list-style-type: none"> Protected up to value of £75,000 Monitor banking situation carefully Assess and move funds to more secure situation Money not in one bank 		Trustees Treasurer
	Low interest received from bank funds				<ul style="list-style-type: none"> Optimise opportunity for interest received from deposits vs notice period Consider alternative investments 		Trustees Treasurer
Insufficient Cashflow/ funds	Inability to meet commitments Reputational issues with traders Lack of liquidity to cover variance. Impact on operational activities.				<ul style="list-style-type: none"> Identification of major sensitivities Monitoring arrangements and reporting Appropriate level of funds in current account 		Treasurer Trustees
Operational risk	Minibus not properly operated				<ul style="list-style-type: none"> Bus convenor awareness of laws and regulations relating to operation of minibus MIDAS training Insurance requirements 		Trustees Bus convenor

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	Minibus not operational				<ul style="list-style-type: none"> Financial status allows the acquisition of replacement should it be required Plan B to use alternative buses Regular maintenance 		Treasurer Bus convenor
Volunteers	Inadequate competencies and training Vetting and reference procedures Lack of Recruitment and sustainability				<ul style="list-style-type: none"> Assessment of role of volunteers Recruitment, training and supervision, programme development MiDAS & PA training Recruitment campaigns PVG assessments 		Trustees
Health & Safety	Injury to volunteer or clients External events such as the Covid 19 pandemic.				<ul style="list-style-type: none"> Risk assessment carried out and regularly reviewed to prevent incidents where possible Create new protocols and training, as required, to mitigate the effects of external events. Regular training sessions All volunteers made aware of responsibility to identify any potential problems All equipment checked and serviced annually 		Bus convenor Trustees

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Adverse publicity	Bad press regarding Bertie Bus				<ul style="list-style-type: none"> • Protocols regarding who publicly represents views of organisation • Guidelines regarding volunteer behaviour when representing the organisation • MIDAS, PA, manual handling & dementia training, safeguarding policy, no volunteer to be their own with a passenger in the passengers house. 		Chair Trustees
	Loss of donor confidence or funding				<ul style="list-style-type: none"> • Communication with supporters and funders • Proper review procedures for complaints. • Positive feedback from users 		Trustees
Public perception	Impact on voluntary income.				<ul style="list-style-type: none"> • Communication with supporters and beneficiaries. • Maintain high profile: pamphlets, website, events 		Trustees
	Ability to access grants or contract funding.						<ul style="list-style-type: none"> • Quality financial, annual report and review reporting. • Regular review of grants available

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Compliance risk (law and regulation)	Compliance with legislation and regulations – including constitution, charity law, companies act, trustees act, health and safety, OSCR, data protection (GDPR), PVG etc				<ul style="list-style-type: none"> • Identification of key legal and regulatory requirements. • Allocate responsibility for key compliance procedures • Compliance monitoring and reporting. • Compliance reports from regulators, auditors and volunteer considered and action taken at appropriate level. 		Trustees Secretary

	High risk/impact/likelihood		Medium risk/impact/likelihood		Low risk/impact/likelihood
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Risk=Likelihood x Impact

* current risk changed(proposed)