



PARENTLINE Risk Register-

Risk No	Description of Potential Risk	Description of Potential Impact	Risk Owner	Steps to Mitigate	Monitoring Frequency	Likelihood (1-5)	Impact (1-5)	Controls (1-3)	Risk Rating
Risk Category: Governance									
1	Non-compliance with Governance Code	Insufficient controls Issues with Charity Regulator, closure of charity	Board	Board training, Governance training, constant review of progress by Board, Strategic plan	Annual (after December 2020)	1	5	1	5
2	Lack of skills on the Board. Loss of key Board members	No forward planning, Stagnation of charity, CEO is overburdened or has no direction	Board	Succession planning, Board training, Regular discussion of skills required	Ongoing	2	4	3	24
Risk Category: Strategic									
1	Loss of expertise i.e. trainer, admin	Unable to train volunteers, disorganised office, delay with official paperwork	CEO	Succession planning, Use temporary staff, Devise new training programme. Calendar of deadlines.	Ongoing	3	3	2	18
2	Not Maintaining ethos	CR issues, CRO issues.	CEO/Board	Regular review of policies and procedures, good knowledge of Constitution, regular Board meetings	Ongoing	1	5	1	5

Risk Category: Compliance (Legal or Regulatory)									
1	Health and Safety of staff and volunteers	Health and safety hazards, wellbeing of volunteers/staff	CEO	Maintain, implement, and update standards in health and safety policy, develop wellbeing policy for volunteers	Annual	2	5	1	10
2									
Risk Category: Operational									
1	Loss of CEO Illness of CEO	Period of uncertainty, Low morale	Board	Annual review, 15 mins at every Board meeting without CEO. Succession planning. Close rapport CEO/Chair.	Annual	2	3	2	12
2	Loss of volunteers, quality of volunteers. inability to recruit new volunteers	Reduction of service. Added stress for volunteers and staff, low morale. Clients unhappy.	CEO	Regular recruitment, support for volunteers, ongoing training, motivation. Develop new Safe method of training new volunteers.	Ongoing	4	3	2	24
Risk Category: Financial									
1	Loss/reduction of funding	Loss of service, closure of charity. Onerous terms	CEO/Board	Maintain a low-cost strategy, Lobby funders to influence funding decisions, Source new funders.	Annual	2	5	2	20
2	Insufficient funds for projects	Reduction of service, loss of staff, Stagnate.	CEO/Board	Generate fundraising opportunities, increase donor base, lobby for corporate sponsorship	Ongoing	3	3	2	18
Risk Category: Environmental or External									
1	Covid 19	Serious illness, Closure of charity	CEO	Compliance with all Govt Requirements. Liaise with Carmichael Centre	Monthly	3	4	1	12

				regularly, Remote phone access, Zoom meetings, Implement Volunteer wellbeing policy.					
2	Cyber-attack, Fire damage. Hacking	Loss of confidential information. GDPR problems	CEO	Back up data, use cloud computing, Keep files secure, secure passwords	Ongoing	1	4	2	8
Risk Category: Reputational									
1	Complaints by clients	Adverse media coverage, reputation damage.	CEO/Board	Comprehensive training for volunteers, ongoing training for volunteers, peer supervision of volunteers.	Ongoing	1	3	2	6
2	Dishonest dealings by Board/staff	Adverse media attention, court proceedings, closure of charity	CEO/Board	Robust financial controls, Contracts of employment, Signed Board Code of Conduct Policy.	Ongoing	1	5	1	5

The Matrix for assessing impact, likelihood, and effectiveness of existing controls

Each risk is scored in terms of:

- * **likelihood** i.e. the probability of future occurrence, how likely the risk it is that the risk will occur and how frequently it has occurred in the past.
- * **impact** i.e. the impact on the organisation and external stakeholders if the risk occurs.
- * **effectiveness of existing controls** i.e. given the controls which are currently in place, how effective are they at mitigating the risk.

A scale of **1** to **5** is used for **Likelihood** and **Impact**, and **1** to **3** is used for the effectiveness of existing **Controls**, according to the following matrix:

Likelihood Scale of 1 - 5	Impact Scale of 1 - 5	Controls Scale of 1 - 3
1 = Rarely, if ever	1 = No significant impact	1 = Controls highly effective
2 = Possible	2 = Minor impact	2 = Controls effective, but could be improved
3 = Likely	3 = Significant but containable impact	3 = No controls / controls are ineffective
4 = Very Likely	4 = High impact	
5 = Unavoidable / already occurring	5 = Extremely detrimental impact	

The risk score is determined by multiplying the risk impact by the risk likelihood by the effectiveness of the controls.

The following traffic light system can be used on a risk register to highlight / prioritise risk:

Risk Level	Risk Score	Action / Response
High	25+	CEO/Board act immediately using outside expertise if necessary.
Medium	13 - 24	Put as a standing agenda item and plan to improve over a 12-month time scale
Low	0 - 12	Monitor on an annual basis