

## PEDAS Risk Register January 2020

Notes are given below

<b>Risk</b>	<b>L</b>	<b>I</b>	<b>Score</b>	<b>Current Controls</b>	<b>Action</b>	<b>Risk owner</b>	<b>Review</b>
<b><i>Governance</i></b>							
1.Capability and motivation of Trustees	2	4	8	1. Support, induction and guidance (as required)	1. Careful selection of Trustees.	All Trustees	All Ongoing
2.Insufficient numbers of Trustees/inability to recruit/retain	4	4	16	2. Ensuring a regular inflow of new members	2. Ongoing active encouragement	As above	
3. Unprofessional/unwise/illegal behaviour, including against PEDAS objects and policies.	1	4	4	3. Code of behaviour and clear objectives. Ensuring Trustees are familiar with these.	3-6. Policy on Care & Conduct of members in different roles.	As above	
4. Conflict in dealings with other Trustees	1	2	2	4. Low risk, no current controls	Ensuring CC guidance and Constitution and all policies are communicated to Trustees/ members.		
5. Conflict of Interest	1	2	2	5.Conflict of interest is a regular committee agenda item			
6. Acting against terms of Charity Commission	1	3	3	6. Codes of behaviour, CC guidance, Constitution and clear objectives			
<b><i>Operational</i></b>							
1. Capability of members/volunteers to represent PEDAS	2	4	8	1. Support, induction and guidance (as required)	1-4. Policies on Safeguarding and Conduct and Care, including of others' assets/equipment. Policy on Safeguarding for stewards.	1-4.PEDAS Representatives including stewards. PEDAS Members	All ongoing through reporting procedures
2.Unprofessional/unwise/illegal behaviour, including acting against PEDAS objects(objectives).	2	4	8	2. Code of behaviour and clear objectives communicated.			
3.Safeguarding of assets/materials	2	4	8	3. Instructions, including abiding by rules of others premises.	3-5. GUS Operational policies, (including H&S, and full details of contract with other hirees)	3-4 Members & GUS Committee Members & GUS Committee	
4. Ensuring Health & Safety	2	4	8	4. H&S policy, ours and others Insurance (ours and others)			

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5. Risk of external hiring of Gallery.	2	4	8	5. Full instructions/contract, close monitoring of activities and support and advice, signed agreements to hire. Insurance requirements		5. GUS Committee	
<b>External</b>							
1.Reputational risk – 1.a. Operational	2	4	8	1.a.Policies relating to Conduct/Safeguarding and behaviour, including CC guidance. Right Trustee capabilities GUS operational policies & practice. Compliance with legislation	1.a.Ensure documentation and policies well communicated, discussed & available on website and in Gallery where appropriate.	1.a. All PEDAS membership inc. GUS and Trustees	Annually
1.b. Marketing & Promotion	2	4	8	1.b. Specific responsibilities assigned for these roles. All decisions on content, artwork & media discussed and agreed through PEDAS/GUS Committee meetings.	1.b. Development of policies for Privacy/GDPR. Ongoing quality monitoring of website.	1.b. M&P and IT roles  Trustees/ members	
2.Relationship with partnerships/associates, eg UCP	1	4	4	2. T&Cs of operation between GUS/PEDAS and UCP. Policies on safeguarding and conduct. Adherence to Licence and Operational Agreement with UCP	2. Policies on Conduct	2.Trustees/GUS Committee and other members where applicable.	
<b>Regulatory</b>							

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Lack of adherence to all statutory regulation and current legislation	1	5	5	Guidance/Instructions/Codes of Conduct Policy and procedures	Documentation and policies to be well communicated, discussed & available on website Support where necessary	All PEDAS members/ Trustees	Ongoing
<b>Financial</b>							
1. Adequate skills of Financial Management	1	4	4	1 -3. Capability of role holder Appropriate accounting procedures and transparency	1-3. Induction and support Policy on management of finance and record keeping, inc.holding of reserves, expenses etc	1-6.All Trustees	Ongoing through regular Committee meetings
2. Inadequate/inaccurate information	1	3	3	Finance as a standard agenda item on committee agendas	Independent examining		
3. Insufficient cash flow and reserves	1	4	4	4. Insurance cover discussed and agreed by Trustees.	4. Regular review and monitoring		
4. Insufficient insurance cover.	1	5	5				
5. Risk of fraud	2	4	8	5. Digital security systems	5. Policy on GDPR.	5. Led by IT role	
6. Loss making activities	3	3	6	6. Constant reviewing of Programme. Request for feedback from members.		6. Led by Programme team roles.	
7. Dependence on limited sources of income.	3	3	9	7-9. Questionnaires/suggestion 'box'/feedback mechanisms	7-9. Ensuring membership of PEDAS provides desired benefits.	All members	
8.Lack of support from members	3	3	9	Publicity/PR for activities and membership drives			
9. Dropping membership	3	3	9				

### Key

L= Likelihood of occurrence

I = Impace of occurrence

Scale 1-5, where 1 is the lowest rating.

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Lxl = total score. NB. Only scores above 8 require action to reduce, control or eliminate risk.

### **Narrative**

#### ***Governance***

General capabilities needed and willingness to tackle different roles.

This also applies to GUS Sub Committee in terms of skills and knowledge of Health and Safety, maintenance and financial management and PR/Publicity

Significant risk in attracting members to willingly serve as Trustees. This could lead to insufficient number of Trustees for Charity to operate.

Risk of purposeful inappropriate/illegal behaviour is slight but accidental and unintentional perceptual problems concerning issues could occur. This could occur between Trustees, in their role in communication with external people or between Trustee and member(s).

#### ***Operational***

PEDAS members operate as ambassadors and advocates for the Charity normally in the following ways

⑩ Stewards at Exhibitions

⑩ As a formal representative of PEDAS at external events/activities, or in communication with an external person or organisation.

Risk of purposeful inappropriate/illegal behaviour is slight but accidental and unintentional perceptual problems concerning issues could occur.

Safeguarding of assets and materials

Members and Trustees in operational roles must safeguard the assets in the ownership of others which are being used as 'tools' needed to carry out the role of PEDAS as a charity. Egs

⑩ The Gallery Upstairs – all infrastructure – fixtures and furnishings.

⑩ The premises used for regular weekly meetings,

⑩ Assets associated with trips away.

⑩ The use of others equipment and materials being used as part of an activity/event.

We carry additional risk with the hiring of the Gallery to external individuals and groups.

Important policy 'Safeguarding Policy and Practice for Stewards'.

Safeguarding of external individuals while engaging with PEDAS activities, eg

⑩ Visitors to Gallery Upstairs

⑩ Demonstrators/Tutors

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- ⑩ non-PEDAS members (members of public)

### ***External***

Competence/experience in Publicity/PR  
Encouragement and caution in use of social media.

### ***Regulatory***

Regulatory documentation includes:

- ⑩ PEDAS Constitution
- ⑩ Charity Commission guidelines and regulations.
- ⑩ Application for Membership
- ⑩ Compendium of Gallery policies; inc. Hiring of Gallery, Risk Register and Health & Safety, Instructions to Stewards, including 'Safeguarding Policy and Practice for Stewards'.
- ⑩ Operational Agreement with UCP, contract for Licence to Occupy and Insurance.
- ⑩ Conduct and Care of PEDAS members in different roles
- ⑩ Data Protection, Privacy and GDPR \*
- ⑩ Management of Finance\*.
- ⑩ Adherence to regulations for the holding of Charity bank account (Lloyds).
- ⑩ All other UK Legislation.
- ⑩

### ***Financial***

We have adequate procedures in place, as identified, so risks are low.

However careful planning and forecasting is required. Risks of low cash/loss making activities are not insignificant.

The biggest risks to finance are linked to members and membership numbers. Publicity, active engagement with members and membership drives are important.

Fraud sits as an ongoing potential risk.