DRAFT RISK REGISTER FOR SE SCOTLAND AREA MEETING – rev 3

This draft has been prepared to facilitate discussion among SESAM Trustees about plausible risks to which SESAM is exposed, based on the experience of other organisations, and the best ways of mitigating those risks. Many risk migitations are already in place, and the inclusion of a risk in this draft does not mean that it can reasonably be considered to be likely

Risk	Description	Mitigations in place	Likelihood (L) 1-5	Impact (I) 1-5	Overall (L x I) 1-25	Actions
Decline	Membership numbers and energy decline	Outreach, welcome, strong communities, focus on what seekers are seeking, avoiding administrative overload	3	4	12	
No vision	Failure of organisation to nurture a strategic vision	New revision of book of discipline. Eldership in meetings.	4	3	12	
Roles unfilled	AM unable to appoint to key roles	As for decline plus strategic planning by nominations committee, willingness to redefine what are key roles, availability of training, team building, job shares, mentoring.	4	3	12	Consider more team building, mentoring and job sharing
Congregationalism	Local meetings go their own way and do not recognise the authority of SESAM	Building community across SESAM, ensuring appointments made from a range of meetings, being responsive to local meetings' needs, apppointing link trustees for each LM.	3	3	9	
Factionalism	Theological, political or practical differences of view harden into factions dividing SESAM or local meetings.	Worship together under the care of Elders, listening, mediation and reconciliation skills. Willingness to ask for help beyond the local meeting concerned, or SESAM.	3	3	9	
Loss of role holder or staff member	Role holder moves, dies or is incapacitated.	Recording of tasks, deputising arrangements, rotation of role holders	3	3	9	
Loss of data	Loss of current and historic records through fire, flood etc.	Backup of curent data. Archives to be passed to relevant secure facilities according to agreed schedule	3	3	9	Ensure key documents are maintained in multiple locations.
Data breach	Personal data held by the organisation is shared inappropriately	Data protection policy and procedures	3	3	9	
Reputational damage	Damage to reputation e.g. from inappropriate letting or public statement by a Friend or meeting.	Compliance with legislation. Regularly reviewed lettings policy. Clarity on authority to make statements for SESAM. Risk management should not prevent SESAM from supporting unpopular	3	3	9	Review lettings policy during 2025
Failure of governance	Inability or unwillingness of officers to discharge governance roles appropriately.	Appropriate skill set among trustees and other officers, training, compliance with OSCR guidelines and SESAM constitution. Identification and managemenet of any conflicts of interest or	2	4	8	Learning session on accounts and budgeting to plan with treasurer and accountant.
Safeguarding	Abuse of child or vulnerable adult occurs or is alleged. Failure to comply with policy.	Safeguarding policy in place, implemented and promoted through training and reminders	2	4	8	
Pandemic	Pandemic or other disruption to lettings business	Contingency plan for loss of major part of lettings income	2	4	8	
Unexpected repair bill	Sudden call on funds as a result of an unexpected and urgent requirement to repair buildings or equipment.		4	2	8	
Fire and flood	One of SESAM's buildings burns down or otherwise rendered unavailable	Insurance, fire safety inspections, awareness of other venues as fallback	2	3	6	
Bankruptcy	SESAM cannot meet its financial obligations	Careful financial planning and budgeting, reserves policy, investment advice	2	3	6	
Internet failure	Loss of safe access to internet and related services	Retained memory of internet independent working.	2	3	6	
Employee discontent	Employee is discontented or makes claim against SESAM.	Employment legislation and policies, regular review meetings with manager, escalation route for problems or disputes. Guidance for volunteers working with staff.	3	2	6	Check escalation/appeal route for employees and guidance for any Friends working with staff.
Loss of service provider	Loss of key service provider – architect, accountant, electrician, lift engineer etc.	Continuing alertness to alternative providers.	2	2	4	
Third party claim	Third party claims for damages or injury by SESAM negligence.	Health and safety policy in place, implemented and promoted. Insurance.	2	2	4	
Fraud	Money misused or wasted	Financial rules (e.g. dual signatories), examination or audit, alertness to scams.	1	3	3	