

COUNTY FINANCIAL RISK ASSESSMENT

	Risk	Risk rating	Control measure needed	Action needed
1	Failure to provide adequate insurance cover for volunteers, equipment and Ty Clwyd	5	1.1 Use a reputable insurance company. 1.2 Inform insurers if there are any changes. 1.3 Regularly review Ty Clwyd health and safety and fire risk assessments. 1.4 Discuss private functions cover and possibilities with insurers 1.5 Maintain health and safety procedures at Ty Clwyd 1.6 Prepare health and safety risk assessments for all events.	
2	Failure to manage and maintain County property (Ty Clwyd)	5	2.1 Have a Ty Clwyd manager and assistant(s). 2.2 Review Ty Clwyd management structure. 2.3 Hold Ty Clwyd management meetings. 2.4 Carry out repairs to Ty Clwyd as soon as possible. - keep register of external businesses used. 2.5 Appoint a fire officer for Ty Clwyd (maybe to cover County too) 2.6 Make sure someone is responsible for annual health and safety and fire risk assessments. 2.7 Regularly review Ty Clwyd food hygiene procedures. 2.8 Prepare welcome packs and send out to all who hire Ty Clwyd. 2.9 Regularly review welcome packs and update where necessary	
3	Fall in bookings for Ty Clwyd	5	3.1 Keep property in good order and maintain good standard of cleanliness. 3.2 Make sure Ty Clwyd continues to offer something that people want and is suitable for their needs. 3.3 Advertise in County and externally.	

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			3.4	Make sure the booking procedure is efficient - keep the website up to date and user friendly -follow up enquiries as soon as possible.	Sub-committee working on website update and updating bookings procedure
			3.5	Analyse evaluation forms and implement any necessary changes. Done at every committee meeting and action from these (or if action not possible) put on display	
			3.6	Follow up any complaints quickly to ensure that complainant feels they would like to visit again and does not spread their bad feelings and to prevent the problem happening again.	
4	Litigation fees as a result of Ty Clwyd employee grievance/tribunal.	3	4.1	Have contract of employment for all employees	
			4.2	Follow statutory employment procedures (consult an expert as necessary).	
			4.3	Hold employment liability insurance.	
5	Failure to make a profit from Ty Clwyd shop	3	5.1	We have a Ty Clwyd Shop Policy	
6	Failure to keep money secure and manage investments	5	6.1	Use reputable high street banks and COIF to hold money.	
			6.2	Keep funds in current account for what is needed and the balance on deposit - regularly review the levels in each and transfer as necessary.	
			6.3	Keep cash and cheques secure and bank as soon as possible	
			6.4	All cheques are to be signed by two out of at least 3 signatories.	
			6.5	All bank signatories are approved by the County Executive.	
7	Failure to use funds for	4	7.1	We have County Expenses Policy.	

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	County expenses only.				
8	Loss due to fraud/error/theft.	4	8.1 8.2 8.3 8.4	Follow County Expenses Policy. External Independent Examination of County, Ty Clwyd and Friends of Ty Clwyd accounts must be carried out annually. Annual accounts are presented to the County Executive for approval. Have system for recording receipts/shop sales. Money is insured if kept on site. Hirer puts in cash box and then into locked shop cabinet, warden and trading co-ordinator will have keys, trading co-ordinator/warden collects money. Hirer runs their own shop and there is a small shop box for campers.	
9	Failure to manage funds by Trustees or County Treasurer	5	9.1 9.2 9.3	Trustees and County Treasurer to be appointed by the County Commissioner. Trustees must be aware of their responsibilities and sign to say that they have read and understand these. Undertake regular Trustee training	
10	Insufficient funds to carry out annual programme.	4	10.1 10.2 10.3 10.4	Set County annual budget at September finance meeting - take into account previous year expenditure, one off expenditure. Set membership subscription amount each year as soon as possible (after UK and Cymru). Agree this amount at the County Executive and communicate to Units via cascade process, website and bulletin We have County Reserve Policy. Review reserves annually at September Finance meeting.	

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11	Failure of events run by the County	3	11.1	Each event to have a risk assessment to include a financial aspect (County Events Financial Risk Assessment form is available to show risks to consider)	
12	Fall in annual income due to failure to maintain County Membership numbers and attract new Members (girls and adults).	3	12.1 12.2 12.3 12.3 12.4	Have County PR team. Have County Succession planning team - "Movers and Shakers". Hold County Events which also promote Guiding. Monitor numbers annually (after subs) - look into any areas where numbers have fallen and look at how to solve any problems and increase numbers. Ensure adverse publicity is dealt with promptly and effectively - see GGUK complaints process currently called "Dealing with Difficult Situations"	
13	Litigation fees as a result of poor practice.	3	13.1 13.2 13.3 13.4 13.5 13.6 13.7	Deal with all complaints promptly. - speak with any Guiders as soon as possible. Provide training and support for Unit Guiders to help them deliver "Good Guiding" Follow Guiding Manual rules. Carry out DBS checks for all new Guiders/volunteers. Health and Safety Risk Assessments for all events and Unit meetings. All accidents to have an accident form and Girlguiding UK procedures followed. Make sure up to date procedures are used.	
<p>Risk rating in terms of potential damage: 1 = Insignificant, 2 = Minor, 3 = Significant, 4 = Serious, 5 = Major or catastrophic</p>					