



## RISK ASSESSMENT October 2016

Risk No	Risk	Impact	Likelihood	Actions already taken	Further actions required
1	CAIPE income relies heavily on corporate membership fees. Funding in higher education continues to be tight. Each year presents CAIPE with challenges to persuade present corporate members to renew their membership.	High	Medium	The promotion Group are formulating a 5-year strategy to recruit and sustain Corporate Members.	The Promotion group was set up to address CAIPE marketing. The two Vice Chairs of CAIPE are accountable for updating Board member links with Corporate members and to review this yearly. The Board Members' duty towards Corporate Members is being updated and reviewed every 3 years
2	Running and managing the organisation. CAIPE relies heavily on a small number of key volunteers, who if they left would leave CAIPE with little continuity	High	High	An administrative assistant and membership secretary were employed in 2010 for 25 hours a month and extra hours as required. A website manager employed in December 2011 for 12 hours a month and extra hours as required. Both people are self employed	An action plan needs to be put in place to provide back up for both administrative assistant and the website manager  New website and standardisation of templates for letters, PowerPoint etc, will provide continuity for the administration and electronic storage of records.
3	In the present climate of financial cuts in higher education and other organisations, financial support for board members' travel costs may be reduced.	High	Medium	Business plan was revised to incorporate the increase in travel expenses for board members. Reimbursement of travel and other expenses commenced for Board members, who are unable to claim expenses from their employer.	The business plan should be reviewed and revised annually and become a working document.

4	If one or more of the above occurred, income levels could be variable.	<b>High</b>	<b>Low</b>	At present CAIPE has sufficient reserves to ensure continuity in the event of a large variation of income or to spend in an emergency.	To maintain £10,000 in a bond to ensure continuity or to meet commitments in the event of a need to foreclose.  To review the risk assessment annually and monitor a policy on the maintenance of reserves.
5	Access to key documents for administration of CAIPE business whilst new website is being set up.	<b>High</b>	<b>Medium</b>	Administrative assistant uploading documents onto new CAIPE secure website.	To work closely with Craven Digital to ensure access to CAIPE documents. Website to go live in September 2016.
6	Ongoing access to CAIPE documents with new website	<b>High</b>	<b>Low</b>	With new website there will be no intranet. Access to documents will be at level of membership. Executive and Board members will access all documents.	With standardisation of all documents and conversion to pdf file format it will ensure secure storage and copyright to CAIPE.
7	Website failure	<b>High</b>	<b>Low</b>	Craven Digital include a transparency of recognising risk in the contract.	Website hosted on a cloud web server for three years.
8	Possible Financial claim made to CAIPE for professional activities of members when working for CAIPE.	<b>Medium</b>	<b>Low</b>	Professional indemnity insurance commenced 2015 for one million pounds.	Renew and revise policy annually: by treasurer and board.