

Risk Register – Dublin 8 Community Education Centre



| 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 | Inability to recruit 'voluntary' new members with appropriate skills to the Board. | Non-Compliance with CRA & CRO. Stagnation of charity and lack of direction | The Board of Management of D8CEC CLG | Board match advertising when replacing Board Members | 3 Terms of 3 Years | 1 | 4 | 2 | 8 |
| 2 | Non-compliance with Governance Code. CRA | Insufficient controls, Issues with Charity Regulator, Loss of charitable status | The Board of Management of D8CEC CLG | Board training, governance training, constant review of progress by Board, Annual reporting to CRA | Annual | 2 | 5 | 2 | 20 |
| 3 | Lack of skills on the Board. Loss of key Board members | No forward planning, Stagnation of charity, CEO is overburdened or has no direction | The Board of Management of D8CEC CLG | Succession planning, Board training, Regular discussion of skills required. | Annual | 2 | 3 | 2 | 12 |
| Risk Category: Compliance (Legal or Regulatory) | | | | | | | | | |
| 1 | CRO | Non-Compliance with the Company Act 2014 | Board of Management & Cantor Fitzgerald (Company Secretary) | Yearly Audit reporting to the CRO & updating of Board Members. | Yearly | 1 | 2 | 1 | 2 |

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| 2 | GDPR | Noncompliance with requirements of GDPR and corresponding Irish Statius. | GDPR Information Officer | Updating of GDPR Manual | On going | 1 | 1 | 1 | 3 |
| 3 | Insurance | Lack of cover/exposure | CEO | CEO and Board of Management review insurance yearly. | Annual | 1 | 2 | 1 | 2 |
| 4 | Course Accreditation | Loss of accreditation leading to reduction in funding & learner numbers | Centre Manager | QQI re-engagement process to be undertaken. Financial resources available to assist in this process. Required policies and procedures reviewed on a annual basis. | Policies and procedures reviewed on a regular basis | 1 | 5 | 1 | 5 |
| 5 | Health and Safety of staff | Health and safety hazards, wellbeing of staff | Centre Manager | Maintain, implement, and update standards in health and safety policy, wellbeing policy for staff. Well-being training sessions | Annual | 2 | 4 | 1 | 8 |

Risk Category: Operational

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| 1 | Availability of school facilities at an appropriate financial rate. | D8CEC cannot continue delivering classes to the community. | The Board of Management of D8CEC CLG | The Board of Management and the Centre Management contact the Christian Brothers to talk about extending the lease of the premises. Lease will end in March 2024. | Centre Manager will contact Province Leadership team in Marino and report back to the Board of Management. | 3 | 5 | 2 | 30 |
| 2 | Loss of Centre Manager / Illness of Centre Manager | Period of uncertainty, | The Board of Management of D8CEC CLG | Annual review, 15 mins at every Board meeting without Centre Manager. Succession planning. | Annual | 2 | 5 | 2 | 20 |
| 3 | Loss of tutors (volunteer and staff) & quality of tutors | Reduction of service, low morale. | Centre Manager | ????? Staff wellbeing, communication ????? Recruitment process | Ongoing | 2 | 5 | 2 | 20 |
| Risk Category: Financial | | | | | | | | | |
| 1 | Organisational Funding | Reduction in organisational funding from main funders CDETB/SOLAS | Centre Manager | Continue to build positive relationships with funders. Excellent reporting processes to CDETB/SOLAS via the FARR and PLSS | Quarterly Audit. Ongoing reporting via PLSS and FARR. | 1 | 5 | 1 | 5 |

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| 2 | Timing of receipt of the SLA and annual funding | - inability to pay wages on time; - uncertainty wrt the scheduling of classes - inability to meet ongoing centre costs | Centre Manager & Board | D8CEC holds funds in reserve to de-risk the negative impact of delays in the receipt of funding. D8CEC reserves policy to be documented and approved by the Board | Ongoing | 4 | 4 | 1 | 16 |
| Risk Category: Strategic | | | | | | | | | |
| 1 | Loss of expertise, centre manager & tutors | Unable to deliver planned courses, disorganised office, delay with official paperwork, reduction in funding | Centre Manager | Succession planning, Tutors succession planning, | Ongoing | 3 | 3 | 2 | 18 |
| 2 | Not Maintaining accreditation & ethos | Funding & CRO issues, | Centre Manager / Board. | Regular review of policies and procedures, good knowledge of Constitution, regular Board meetings, engagement with accreditation providers | Ongoing | 1 | 5 | 1 | 5 |

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| | | | | | | | | | |
| Risk Category: Environmental or External | | | | | | | | | |
| 1 | Covid 19 | Serious illness, Closure of charity | Centre Manager | Compliance with all Govt Requirements. Zoom classes, | Ongoing | 2 | 4 | 1 | 9 |
| 2 | Cyber-attack, Fire damage. Hacking | Loss of confidential information. GDPR problems | Centre Manager | Back up data, use cloud computing, keep files secure, use secure passwords | Ongoing | 2 | 4 | 2 | 16 |
| Risk Category: Reputational | | | | | | | | | |
| 1 | Reduction of Learners attending the Centre | Lose of learners and numbers attending the centre will mean a reduction in funding from CDETB/SOLAS | Centre Manager | Continue to build good relations with local services in Dublin 8. Continue to build good relationship with Employment services in Dublin 8. Continue to build good relations with other training services and Colleges in Dublin 8 and surrounding areas. | Ongoing contact via meetings quarterly and constant contact via emails and phone calls. | 1 | 5 | 1 | 5 |
| 2 | Dishonest dealings by Board/staff | Adverse media attention, court proceedings, | Centre Manager/Board | Robust financial controls, Contracts of employment, Signed Board Code of Conduct Policy. | Ongoing | 1 | 5 | 1 | 5 |

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| | | closure of charity | | | | | | | |

The assessment matrix is available for reference at the end of this document.

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+ | [Insert text here regarding the action your charity will take for risks rated High] |
| Medium | 13 – 24 | [Insert text here regarding the action your charity will take for risks rated Medium] |
| Low | 0 – 12 | [Insert text here regarding the action your charity will take for risks rated Low] |

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Approved by the Board of D8CEC on 5th October 2022

Caitriona Egan - Chairperson