

RISK	Likelihood	Impact	Overall Level	Mitigating Factors
Lack of finance	3	5	20	Reserves are still relatively healthy to annual spend. Fundraising campaign kicking off in Oct20.
Insufficient referrals	3	5	20	A Communications Support person has been appointed with brief to raise the profile of Charity Mentors. Both Communications Support and Coordinator regularly attend Oxfordshire charity events and network with key players. This is directly related to second & third strategic ". The coordinator reports against this initiative on a quarterly basis to the trustees, so project flow is regularly monitored.
Mentor quality diminishes	2	5	15	Feedback forms are completed after each project and coordinator follows up on any comments that suggest mentee was not satisfied with project. Coordinator has one-on-one reviews with each mentor at the end of years 1, 3 and 5 of the mentor's normal 5-year engagement. These reviews have a pre-agreed structure. There is also a "buddy system" with meetings taking place between a new mentor and allocated "buddy" at beginning and end of first 2 engagements for a new mentor. In addition, quarterly mentor meetings to discuss approaches and challenges and provide mutual support.
Succession planning (failure to recruit sufficient numbers or quality of co-ordinator, trustees or mentors)	3	4	16	Coordinator has undertaken to write role description etc for discussion by a sub-group of trustees who will discuss coordinator succession. Frequent contact by chair with coordinator between trustee meetings. At quarterly trustee meetings, trustee availability and succession planning reviewed as necessary. Virtual compendium of all policies, forms and marketing collateral has been compiled by coordinator and is available on website. Mentor succession is also monitored by coordinator with sub group of trustees reporting back to the board on an annual basis. Currently a "surplus" of mentors.
Cyber security – account hacked and information put into public domain	3	3	12	We keep GDPR compliant databases of names, positions and contact details for ex-mentees and stakeholders but nothing that is highly sensitive. Feedback forms from mentors and mentees are distributed to mentor body by email but password protected. Mentors are asked to sign a Code of Conduct on joining and this includes clauses about confidentiality.
Loss of reputation (caused by regulatory breach, mission creep or misinformation)	2	4	12	Careful recruitment of mentors who understand the difference between mentoring and consultancy. Mentors are required to sign a code of conduct which covers, amongst other things, confidentiality and understanding that their role is not to give advice. For all mentoring projects, the chair of the organization is required to provide email agreement on limited liability of Charity Mentors and our referral form also sets out the limits of our involvement and our responsibilities. Regular development meetings with mentors to remind them that we are not consultants. We have

				<p>professional indemnity insurance. Our strategic aims specifically include things that we will not do so we can avoid mission creep. Governance is regularly audited (as part of trustee meeting annual calendar) by trustees with reference to items from the "Small Charities Governance Code"</p> <p>https://www.charitygovernancecode.org/en/front-page (using the NCVO template for micro-charities).</p>
Financial loss	1	3	6	<p>Amounts are relatively small! Regular scrutiny of accounts by trustees. Two signatures required on all cheques.</p>

Over 18 is high risk.

9-18 med risk

Below 9 low risk