

Risk Analysis – Community Centres Consortium Project

Below are the potential risks in Community Assets being managed by BARCA-Leeds. Due diligence will be undertaken for any risks with a med/ high likelihood to ensure that risks do not pose a potential threat to the business model.

Risk	Likelihood	Impact	Rick Management	Early warning Signs
Staffing and skills				
Lack of financial in-house skills at initial stages of transfer	Low	High	Full training and development of staff teams on good financial systems, mentoring and support on good practise.	Manager struggling with initial team, reluctance of staff involvement, poor staff retention.
Loss of key staff	Med/ High	Med/ High	Robust Recruitment and Selection of all new staff ensuring appropriate skills, qualifications and experience required	Staff skills audit prior to opening.
Not enough staff available for planned activities in the centre	Med	High	Create volunteering strategy, use recently retired local residents with skills to create a programme of activities in the centre and support other users of the centre.	Low occupancy of the centre
Management				
Failure of management to understand vision, mission and purpose of the new structure	Low	Med	Training will be provided prior to the transfer, definition and clear plans of well-defined deliverables.	Confusion with staff at centre
Failure of management to understand business plan and budgets	Med	High	Training will be provided prior to opening and continued support from BARCA-Leeds to ensure that targets are met and understood. Clear goals and objectives, performance reviews and regular management meetings. Regular SMT meetings and board meetings for dissemination of finance information.	Problems with cash flow
Lack of support to senior staff/ management	Med	High	Clear goals and objectives. Clear communications plan. Visible responsibility built onto the management of the project. U BARCA will develop management of the centre.	Senior managers not attending meetings, feeling of confusion

around the project, not feeling supported.

Finances				
Team unable to raise any additional funds for the project through fundraising	Med	High	Creation of fundraising plan with clear targets and objectives. Support from BARCA which will look at money available and fill out submissions to grant funding. Look at sponsorship and local business gifting.	Centre looks and appears run down.
Unable to rent out spaces in centre for activities.	Med	High	Clear plans of use for the centre, activities for community, good working café and possibility of charity shop within centre.	Not enough un-restricted funds to make project sustainable.
Centre is not making enough income for project to be sustainable	Med	High	Look at activities that are currently taking place in the centres, any unused spaces that could be rented out for office space. Sharing of office functions such as administration/ staffing structures.	Closed centre
Expected footfall figures to be under target putting finances at risk	High	High	Marketing and promotion of the centre Market research conducted in local community to find out what they want at their centre. Specialist events to increase interest in project.	Not achieving finance target
Not enough funds raised to ensure sustainability of project	Med	High	Approach all partner organisations to ask for contribution to project prior to opening. Approach local businesses for contributions before opening. Fundraising events prior to opening. Area committee obligation to funding prior to opening.	Project not sustainable.
Buildings				
Result of the buildings survey mean that considerable money needs to be spent to	Low	High	Look at funding from Heritage Lottery and Heritage Society. Ensure that the building is in working order prior to opening and that any minor faults is paid for by LCC.	Closure of baths.

**get the building back
to condition**

**Damage to the
building sustained
after FOB takes over
building**

Low

High

Ensure that there is some contingency money in budget and that
BB is building reserve every year.
Insurance policies to be taken out.

Closure of Baths