

Board of Directors

Agenda for Wednesday 25 July 2018
Commencing with lunch at 1200 and concluding at 1400
CDN, Airthrey Castle, Stirling

		Paper	Lead
1.	Declaration of Interests	Verbal	<i>Chair</i>
2.	Welcome and Apologies	Verbal	<i>Chair</i>
3.	For Discussion/Agreement Strategic Issues <ul style="list-style-type: none"> Committee/Network/Group Structure Workshop Operational Issues <ul style="list-style-type: none"> Risk Register 	 Verbal CDN/250718/1	 <i>Jim Metcalfe</i> <i>Jim Metcalfe</i>
4.	For Information These items are for information only. Only updates from the last Board meeting will be provided. Additional items may be tabled. <ul style="list-style-type: none"> Finance, HR and Health and Safety Update and Q3 Forecast (paper 2a) (<i>Non Disclosure</i>) 	 CDN/250718/2	
5.	AOCB	Verbal	<i>Chair</i>
6.	Date of Next Meeting <ul style="list-style-type: none"> Thursday 23 August (1200 to 1430) which is followed by a joint meeting with the Colleges Scotland Board (1500 to 1630) and concludes with a reception from 1630 to 1800. 	Verbal	<i>Chair</i>

High Risk (Score 18-25)	Medium Risk (Score 10-17)	Low Risk (Score 1-9)
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No	Risk	Consequence	(Pre-Controls) Risk Score			Control	Frequency of Monitoring	Responsibility	Date reviewed	+ / -	Net Risk (Post Controls)			Is Control in Place?
			L	I	Total						L	I	Total	
1	Risk that good staff might not be motivated and retained	[REDACTED]	5	5	25	[REDACTED]	Monthly	Board/ Executive	July 2018	↔	4	5	20	<ul style="list-style-type: none"> • Ongoing • Yes • Yes • Yes • Yes • Yes • Yes • Yes
2	Risk that income generation does not meet needs of the business.	[REDACTED]	5	4	20	[REDACTED]	Monthly	Executive/ Board	July 2018	↔	5	4	20	<ul style="list-style-type: none"> • Yes • Underway • Yes
3	SFC Funding uncertainty	[REDACTED]	5	5	25	[REDACTED]	Monthly	Board/ Executive	July 2018	↔	4	5	20	<ul style="list-style-type: none"> • Ongoing • Discussions underway • Yes • Yes

High Risk (Score 18-25)	Medium Risk (Score 10-17)	Low Risk (Score 1-9)
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No	Risk	Consequence	(Pre-Controls) Risk Score			Control	Frequency of Monitoring	Responsibility	Date reviewed	+ / -	Net Risk (Post Controls)			Is Control in Place?
			L	I	Total						L	I	Total	
4	Impact of the Scot Gov 'Education Governance: Next Steps' publication, and the consultation on establishing an 'Education Workforce Council for Scotland'	[Redacted]	3	5	15	[Redacted]	3 monthly	Executive	July 2018	↔	5	4	20	<ul style="list-style-type: none"> • Yes • Yes • Yes
5	Member expectations are not well managed	[Redacted]	5	5	25	[Redacted]	Monthly	Board/ Executive	July 2018	↔	3	4	12	<ul style="list-style-type: none"> • Ongoing • Yes • Yes

High Risk (Score 18-25)	Medium Risk (Score 10-17)	Low Risk (Score 1-9)
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No	Risk	Consequence	(Pre-Controls) Risk Score			Control	Frequency of Monitoring	Responsibility	Date reviewed	+ / -	Net Risk (Post Controls)			Is Control in Place?
			L	I	Total						L	I	Total	
6	Failure to manage CDN brand message to external stakeholders	[Redacted]	4	4	16	[Redacted]	Monthly	Board/ Executive	July 2018	↔	3	3	9	<ul style="list-style-type: none"> • Ongoing • Yes • Yes • Ongoing
7	Maintaining relationships with key sector agencies	[Redacted]	5	3	15	[Redacted]	Monthly	Board/ Executive	July 2018	↔	2	3	6	<ul style="list-style-type: none"> • Ongoing • Ongoing
8	Environment of rapid policy change in Scotland has an impact on the wider education system and CDN's work within it	[Redacted]	2	4	8	[Redacted]	Monthly	Board/ Executive	July 2018	↑	2	3	6	<ul style="list-style-type: none"> • Yes • Yes • Yes
9	Spend on consultants exceeds public procurement thresholds	[Redacted]	3	2	6	[Redacted]	Monthly	Executive	July 2018	↔	2	2	4	<ul style="list-style-type: none"> • Yes • Yes • Yes

Likelihood

Likelihood	The probability that the risk and its associated impacts could occur
1	Risk is unlikely to occur
2	Risk may occasionally occur
3	Risk is likely to occur
4	Risk may often occur
5	Risk could easily, or does, occur

Impact

Impact	Impact the risk would have on the business
1	No significant impact on the business (£5,000 or less)
2	Has a small impact on the business (£15,001 - £50,000)
3	Has limited impact on the business (£50,001 - £150,000)
4	Has a large impact on the business (£150,000 - £500,000)
5	Has a serious impact on the business (£500,001 - £1 million)

Commentary

Brief narratives where the inherent or residual (pre and post-control) risk is assessed as "High" are given below:

Risk No.	Risk	Comments
1	Risk that good staff might not be motivated and retained.	This has a high inherent and residual risk due to the potential impact on delivery and effect on remaining staff.
2	Risk that income target not met.	This has a high inherent and residual risk due to the threat to the future sustainability of the organisation
3	SFC Funding uncertainty.	This has a high inherent risk due to the uncertainty surrounding future funding arrangements and the impact of this on the organisation.
4	Impact of the Scot Gov 'Education Governance: Next Steps' publication	This has a high inherent risk due to future uncertainty.
5	Member expectations are not well managed.	This has a high inherent risk due to the uncertainty surrounding future funding arrangements and resource and the impact of this on the organisation.

CDN Board Meeting

25 July 2018

Agenda Item: 3

Paper No: CDN/250718/1

Title: Risk Register

Summary:

The attached risk register is the latest register to be considered by the Leadership Team.

Recommendation:

The Board is asked to consider the completeness and appropriateness of the current risk register.