

Risk Register

Scottish Universities Sport (SUS) manages numerous risks. These risks have the potential to disrupt achievement of SUS strategic and operational objectives. SUS aims to use risk management to take better informed decisions and improve the probability of achieving its strategic and operational objectives.

As part of the SUS Risk Management Policy, which is a formal acknowledgement of the commitment of SUS to risk management, SUS' Risk Register identifies specific risks and controls necessary to deal with these risks which may have the potential to disrupt SUS activity.

The aim of this work is not to have risk eliminated completely from SUS activities, but rather to ensure that every effort is made by SUS to manage risk appropriately to maximise potential opportunities and minimise the adverse effects of risk.

Below is a summary of risks and where we are with each of them.

SUS Executive is asked to:

Item
➤ Note risk register summary and ask any questions

Risk Summary	Progress to date
1. Status of SUS. Currently unincorporated. Need at assess the best governance for SUS. Risk of staying as is against moving to company limited by guarantee.	Being assessed by JS & JO. May look externally for further guidance (Neil Park or McGrigors)
2. Relationship with BUCS and financial dependence on contribution from BUCS. Absence of SLA with BUCS for services SUS provide.	There is still no signed agreement but talks are ongoing and Roger Finbow has been appointed to complete arbitration.
3. Relationship with sportscotland . SUS is dependent on the partnership support and financial contributions of sportscotland .	We have a signed agreement in place for 2009-10 but need to work with LC for a longer term agreement / commitment.
4. Profile of SUS with Scottish Government. Currently good understanding and appreciation of SUS at government level but this could change with a change of administration. SUS needs to raise profile to ensure it is viewed as a major player in the development of sport and health agendas.	Need for SUS to make sure we are at the table for any relevant discussions. Make sure a relationship is developed with key individuals.
5. Substantial reliance on member institutions payment of affiliation fees.	Most are paid for this year but look to working out a longer term agreement with each University.
6. SUS's ability to manage a fast and intense period of growth resulting from inclusion of Scotland's colleges and projects such as Active Students.	The SUS strategy should help to manage growth. JS will ask JL to document plans for college work.
7. Dependence of key staff and their skill sets. Reliance on individuals and volunteers.	JO currently looking at an HR overview.
8. Reliance on office space. HR and IT services of Edinburgh University.	No signed agreement yet in place. JS to source this in addition to the information regarding IT arrangements.
9. Reliance on Key companies such as Kukri, Image Scotland etc.	Look for longer term agreements. However check on validity of this due to un-incorporation.

<p>10. Complexity of Competitions programme and reliance on very small team who can administer this.</p>	<p>Need for development of sections of operations manual.</p>
<p>11. Operational Reserves. Currently receiving low interest rate and reserves at too low a percentage of the overall operating budget.</p>	<p>Looking to move reserves to better account / bond. Some money will be tied up for a longer term for a better rate.</p>
<p>12. Financial Systems and Monitoring. Risk of having no financial system in place. Risk of fraud. Detailed financial procedures required and approved by Exec.</p>	<p>SAGE now in place but still require an element of checking by the chair.</p>
<p>13. Cash flow management.</p>	<p>Ad hoc – would be better to have agreements in place for early payment.</p>
<p>14. Media Exposure of a negative activity associated with SUS.</p>	<p>Need tighter control over SUS stories being put out to media. JS to look at developing a policy about this.</p>
<p>15. Litigation or criminal proceedings.</p>	<p>Insurance in place to be ready for this eventuality.</p>
<p>16. Damage or theft of SUS assets.</p>	<p>Insurance now in place. When SUS moves offices look at tighter security.</p>