

NW LONDON AREA MEETING RISK REGISTER

Item	Risk	Impact	Likelihood	Action Required	Responsible Body	Action to be taken	Date
Human Resources	Attrition of Members	High	Medium	Outreach	AM Oversight Group	Ask Oversight Group to monitor Tabular Statement. Continue to support Outreach.	
	Lack of Nurture of Members	High	Medium	Inreach and keeping members	AM Oversight / Elders	Os & Es to report and to meet at the AM level	
	Safety of Children	High	Low	Safeguarding Policy at AM and LM level, including DBS checks for volunteers	AM Oversight team	Ensure that LMs have AM Safeguarding Policy in place and that it is implemented	
	Safety of Vulnerable Adults	High	Low	Safeguarding Policy at AM and LM level	AM Oversight team	Ensure that LMs have AM Safeguarding Policy in place and that it is implemented	
	Expertise for tasks	High	High	Training	AM Nominations	Ask AM Noms to advise of any requirements and AM Noms to guide all new appointees to training (at AM/LM's expense).	
	Capacity to cope with tasks	High	High	Mentoring Sufficient members to do basic tasks	Local Oversight team & AM and LM Noms Committees.	Ask AM Noms and local Oversight team to be mindful of this	
	No willingness or availability to undertake essential tasks	High	High	Clear job descriptions Effective Nominations Com. Sharing of tasks Task audit	AM Nominations Committee	Ensure that AM Noms Co. is functioning correctly and that necessary appointments are made	

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	People unsupported in the work they do	Medium	Medium		LM Oversight team	Nominations Cttee to take care of those holding office or undertaking specific tasks	
Premises	Routine minor work to maintain and care for buildings	Low	High	<ul style="list-style-type: none"> • Programme of regular checks and maintenance activities. (Detailed in LQPT handbook) • Maintain effective communication with LQPT with quota payments and work to be done • Use LQPT list of contractors 	LM Premises Committees (appointed by AM) AM/ LM Treasurers for payments. Trustees meetings twice a year.	Ensure that Premises Committees are functioning effectively and are well supported. Improve response from LQPT on queries about urgent work.	
	Major structural fault or problem develops	High	Low	<ul style="list-style-type: none"> • Quinquennial survey and emergency work (Detailed in LQPT handbook) 	LQPT in consultation with Premises Committees	Ensure that programme of surveys is being implemented	
	Theft from Meeting Houses or individual Friends/Attendees	Medium	Low	<ul style="list-style-type: none"> • Check security of buildings as part of regular maintenance checks 	Premises Committees	Ensure that Premises Committees include this aspect in regular checks	
Liability	Public & Employers liability	Medium	Low	<ul style="list-style-type: none"> • Building & Public Liability Insurance is taken out by LQPT. • Employers Liability insurance by AM 	LQPT	Check that certificates are displayed as required. Check insurance covers Safeguarding issues	

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Records	Loss by fire etc Loss by fading Loss of electronic records	High High High	Low Low Medium	Secure storage Use of acid free paper Keep back-up on Dropbox/Google Drive	Keeper of Records Archivists Record holders Friends House Library	Ask Archivist to confirm arrangements Maintain back-up	
	Data Protection	Medium	Low	Ensure all committees and groups are aware of data protection requirements	AM Clerk and Oversight team	Circulate information on this if required	
Public Protests	High - with the recent change in the law in 2023 the risk of our previous practice has changed	High	Medium	Individual members to inform and consult with LM and AM where possible when a planned protest in support of a leading might lead to arrest	LM and AM	Inform LMs by circulating this Risk Register	
Pan London Governance	High	High	Medium	Any transition from our present NWLAM charity to a single pan London charity needs to be done with care	Trustees	Liaise with AM in Session before any final transition	
War, Global Pandemics and Climate Crises	Potential disruption of all Quaker Worship and Witness	High	High	Trustees to convene immediately to identify and seek to mitigate risks	Trustees	Implement Government regulations and hold HMG in the light.	

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Finance	Fraud	High	Low	<ul style="list-style-type: none"> Treasurer checks accounts monthly against bank statements, on-line. Quarterly bank reconciliation checked by a 2nd person all payments supported by documentation Examiner checks annual accounts and accountant double-checks them. 2 authorisers required for payments over £300 Number of approved authorisers max of 3. AM to authorise signatories AM care in appointment of AM Treasurers All transactions through bank account (no cash account). Use card readers. Examiner to check that expenditure is properly documented and authorised (refer to AMFC budget/ QQ & Interfaith purposes) 	AM Co-Treasurers, Examiners, Accountant. Bookkeeper Appointments – AM Clerk & Noms	Check these procedures are implemented	

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				<ul style="list-style-type: none"> When someone is employed in a professional capacity, check membership of professional body and indemnity insurance 			
	Deficit or cash flow problems	Medium	Low	<ul style="list-style-type: none"> Budgeting & expenditure control Quarterly check on progress, especially LM payments 	AM Treasurers	Bookkeeper to check and report to AM Treasurers	
	Loss of Income	Medium	Low	Collecting	AM Treasurers / LM Treasurers	Collecting & budgeting by LMs	
	Loss of Investments	High	Low	Annual review	AM Finance Committee	Investment Group	
	Monthly collections	Low	Low	Follow Quaker values and interests	LMs	Check Quaker values are followed	