

## Museum Service Forward Plan 2013-2018 : RISK ASSESSMENT for Key Aims and Objectives

Council = Uttlesford District Council

Board = Board of Directors, Saffron Walden Museum Society Ltd

MSC = Museum Support Committee

Aim Ref. No.	Risk	Likeli-Hood 1 -3	Impact 1 - 3	Score L x I	Control Action to Mitigate	Current Status of Risk	Previous Status	Residual Risk after control is applied	Owner
6.1 / a)	Tenders for new store and/or racking fit-out over budget, blocking progress with Forward Plan	3	3	9	<ul style="list-style-type: none"> <li>Fund-raising to meet shortfall (2014 temp exhibition 'Out of Store' to help raise public profile)</li> <li>Apply to HLF for grant up to £100,000</li> <li>Re-use old static racking where possible to minimise costs</li> </ul>	RED	N/A	GREEN	Board, Council, Curator
6.1 / b)	New store of insufficient capacity, blocking progress with Forward Plan and undermining sustainability of collections management and services	2	3	6	<ul style="list-style-type: none"> <li>Alternative solution for horse-drawn vehicles (medium- and long-term)</li> <li>Some rationalisation of older collections, but this needs time and staff resource to make much impact, dependent on HLF grant for Stage II</li> <li>Include store re-fit in Museum improvements to increase capacity of Inorganics store</li> </ul>	AMBER	N/A	AMBER	Curator
6.2/ a)	Integrated IT plan: issues with capacity and connection affecting efficient use of Modes database, and planning for expansion of database and its uses	3	3	9	<ul style="list-style-type: none"> <li>Consultation with Council IT section on requirements. External expertise will be sought where needed</li> </ul>	RED	RED	AMBER	Curator

					<ul style="list-style-type: none"> <li>Local broadband speed an issue but not within Council's control</li> </ul>				
6.2/ b)	Cost of implementing IT plan in view of budget cuts	3	3	9	<ul style="list-style-type: none"> <li>Include in HLF grant application for Stage II</li> <li>Fund raising to meet shortfall</li> </ul>	RED	RED	GREEN	MSC
6.2 / c)	Volume of work required for digitisation, editing and enhancing	3	3	9	<ul style="list-style-type: none"> <li>HLF application Stage II to include additional project-funded staff</li> <li>Use of trained volunteers (managed with help pf project-funded staff)</li> </ul>	RED	RED	GREEN	Curator
6.3/ a)	Failure to attract HLF funding to extend museum facilities	3	3	9	<ul style="list-style-type: none"> <li>Minimise risk of grant application failing by seeking HLF guidance from early stage</li> <li>Gather supporting evidence and local partnership funding</li> <li>Seek alternative funding strategies</li> </ul>	RED	RED	AMBER	Curator, Council, Board
6.3/ b)	Funding achieved insufficient to meet all aims in the Forward Plan	3	2	6	<ul style="list-style-type: none"> <li>Reappraise aims in light of what facilities are possible and prioritise aims</li> </ul>	AMBER	AMBER	GREEN	Curator
6.3/ c) – d)	Insufficient curatorial staff and time to undertake redisplay of human history galleries within timetable	3	3	9	<ul style="list-style-type: none"> <li>Additional project staff to assist as part of HLF funding</li> <li>Other aspects of service and outreach will be temporarily restricted to allow staff to concentrate on research and</li> </ul>	RED	N/A	GREEN	Council, Curator

					preparation of new displays				
6.4/ c)	Scheduled monument and listed building consents from English Heritage cannot be obtained	2	6	6	<ul style="list-style-type: none"> <li>Involve English Heritage in plans from early stage and seek their guidance</li> <li>Geophysical survey and site management plan for castle will assist with planning and application to HLF</li> </ul>	AMBER	N/A	GREEN	Curator Council (Planning Dept – site management plan for castle) English Heritage
6.5/ a)	Failure to attract active volunteers	1	3	3	<ul style="list-style-type: none"> <li>Appoint Volunteer Coordinator to extend recruitment process.</li> <li>Enhance the attractions of becoming a volunteer</li> <li>Ensure there is sufficient staff time available (permanent + project staff) to train and supervise volunteers properly)</li> </ul>	AMBER	N/A	GREEN	MSC
6.5/ d)	Lack of extended museum: lack of space for community displays	3	3	9	<ul style="list-style-type: none"> <li>Reappraise existing space to provide small community display case</li> </ul>	RED	N/A	AMBER	Curator
6.6/ a) – d)	Lack of staff and financial resources to market improved museum adequately	2	3	6	<ul style="list-style-type: none"> <li>Include marketing budget for re-launch in HLF application</li> <li>Work with other Council services on PR, tourism and visitor surveys</li> <li>Enlist volunteers to assist with publicity and surveys</li> </ul>	AMBER	N/A	GREEN	Curator, Council, MSC