

The logo features the words "business" and "map" in a bold, sans-serif font. "business" is positioned above "map". The word "map" is contained within a dark purple arrow that points to the right. The entire logo is set against a white rectangular background that is tilted slightly clockwise.

**business
map**

**Mitigating risks
and action
planning**

Using the Business Map in Wirral

**Jo Pringle MBE
Autumn 2022**

...and six things to do



1. 'What's changing' section.
2. Use tools to 'find out more'.
3. Identify the risks.
4. Consider ideas and options.
5. **Return to risks and think about actions to reduce/remove them.**
6. **Complete the action plan**

Mitigating or reducing risks

What is the risk?	Impact on the business	Planned action to mitigate, reduce or remove risk
Parents are paying for fewer additional services and hours.	We have lower occupancy. We need fewer staff/we are overstaffed. Income is smaller. Finances are not breaking even.	<ol style="list-style-type: none"><li data-bbox="1209 494 1765 629">1. Look at alternative models of delivery for funded places .<li data-bbox="1209 644 1765 736">2. Consider offering places for funded two-year-olds<li data-bbox="1209 751 1765 886">3. Develop a marketing plan to reach families and fill vacancies.

Mitigating or reducing risks

What is the risk?	Impact on the business	Planned action to mitigate, reduce or remove risk
Occupancy is lower across school holidays.	We have lower occupancy. We need less staff/we are overstaffed. Income is smaller. Finances are not breaking even.	<ul style="list-style-type: none">• Stop delivering holiday provision?• Explore new opportunities - HAF as an opportunity for summer 2023.• Develop a marketing plan to create a wider reach including Hospital site, local businesses and retail park for summer 2023.

Mitigating or reducing risks

What is the risk?	Impact on the business	Planned action to mitigate, reduce or remove risk
<p>There is a decreasing pool of staff to recruit from.</p>	<ul style="list-style-type: none"> • We cannot recruit to vacant posts. • Negative impact on staff who are already covering additional hours. • Additional costs - bank /agency staff. • We cannot take in any additional children until Sept 2022 • Income is reduced. • Parents go elsewhere 	<ol style="list-style-type: none"> 1. Explore staff review to maximise 13.1 ratio in pre-school to enable baby/2YO intake after half term. 2. Review T & Cs / implement wellbeing plan. 3. Apprentices 4. Succession planning to build future team capacity.

Action plan

Action	By whom	By when	Completed
Look at alternative models of delivery. <ul style="list-style-type: none">- Review the modelling 'how to guide'- Complete financial modelling activity- Market research with existing families and waiting list.- Consider market review and local competition.	Jo P	31 August 2022	
Talk to LA about Holiday Activities and Food programme to increase holiday occupancy for Christmas 2022 and across 2023.	Jo P	September 2022.	

SMART action plans

Specific

specify what you want to achieve

Measurable

be able to measure whether you have achieved the action or not

Achievable

the actions need to be achievable and attainable

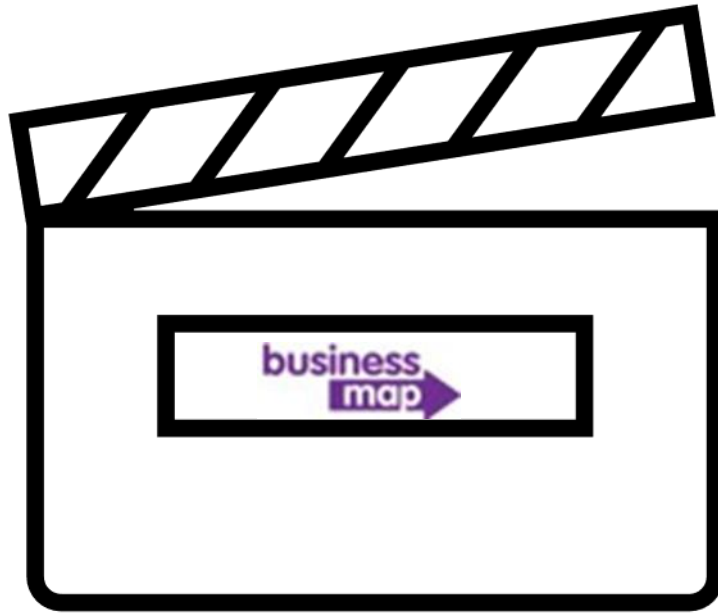
Realistic

ensure you can realistically achieve actions with resources available.

Time

clear about when actions will be taken, started and completed

Action



- Return to the risk register - identify all possible actions to mitigate, reduce or remove risk
- Develop a SMART action plan
- Implement and monitor the plan



**business
map**

Using the Business Map in Wirral

Toolkit contents

- Six video presentations
- Four 'how to' guides
- Downloadable tools
- Additional resources from the original DfE funded Business Map programme can be accessed here:
<https://foundationyears.org.uk/2021/01/hempsalls-business-map-for-early-years-providers/>