Risk register - Maidenhead & District Scout Council

Note 1: the financial risk impact will vary with size of loss.

Step 1: Identify the risks				Step 2: Assess the risks					Step 3: Control the risks				Step 4: Monitor the risks	
						Pre-control Score				Post-control Score				
ID	Date added	Category	Risk owner	Risk	Impact.	Impact score	Likeli-hood	Score	Current controls	Impact score	Likeli-hood	Score	How will the risk be monitored	Further actions
1	15/07/2024	Operational	District Trustee Board	Trustees in a 'critical role' resign or unable to continue in their role specifically Treasurer	Breaches of Charity Commission rules and limited ability to maintain financial responsibilities	3	2	9	Additional signatories on accounts. Succession planning for the key roles. No vacancies on Trustee Board. TB Members regularly meet, communicate and share knowledge.	3	1	6	TB vacancies. Aherence to regular meeting schedule.	
2	15/07/2024	Data protection	District Trustee Board	Access to personal data by unauthorised people due to paper copies of information being held	Breach of GDPR regulations if personal information not kept secure or destroyed in line with guidance	2	3	8	Every new member has to complete GDPR training module when joining. Putting an ongoing GDPR policy for the District in place. Follow POR and financial best practice for the retention of records.	2	2	6	Annual review of GDPR policy.	
3	15/07/2024	Financial	District Trustee Board	Group winds up with liabilities exceeding assets	District required to take over Group debt. (Note 1)	3	2	9	The District has no power over Groups as they are mostly independent charities. Regular communication with Group TBs by District TB, including annual newsletter, request for audited annual accounts, annual Trustee Meetings hosted by District for all Group Trustees.	3	2	9	Review of annual accounts of each Group. Liaison between District & Group Treasurers. Oversight of Groups by District Lead Trustee	Newsletter to Groups to list Groups who have submitted their audited end of year accounts to District Treasurer.
4	15/07/2024	Financial	District Trustee Board	Financial loss due to theft of financial assets	Financial loss (Note 1) and reputational damage.	3	2	9	Adherence to POR requirements for account signatories. Annual audit.	3	2	9	Monitoring of compliance to POR by Disrict TB. Aunnual audit review.	
5	15/07/2024	Financial	District Trustee Board	Loss of access to bank account or investment account.	Financial loss (Note 1)	3	2	9	Multiple signatories on all Bank and investment accounts. Annual audit.	3	2	9	Periodic, at least annual, review of signatory status.	Compilation of shared register of assets accounts & signatories. Appointment of Assistant Treasurer. Extra signatories on accounts Critical passwords used by Treasurer to be shared with District Lead Trustee and Chair of Trustee Board.
6	15/07/2024	Legal and Regulatory	District Trustee Board	Civil legal action - District is sued.	Financial loss, reputational impact. (Note 1)	4	2	12	Adherence to POR and National guidance.	4	1	8	Monitoring of compliance to POR by Disrict TB.	
7	15/07/2024	Operational	District Trustee Board	Theft of District equipment	Financial cost of replacement	2	2	6	Equipment register compiled largely for insurance purposes. Responsibility for key itmes of equipment given to named individuals	2	1	4	List updated for purchases. List reviewed annually.	Responsibility for upkeep of list to be allocated to specific Trustees

8	15/07/2024	Governance	District Trustee Board	Use of Restricted funds for non-qualifying purposes	replenishment of restricted funds from District unrestricted funds. (Note 1)	3	2	9	Consideration by District TB of Trust fund requirements on each use of these funds. Minuting of decisions by Trustee Board.	3	1	6	Audit of Trust funds and balances within annual accounts process, and review of annual accoun ts by District TB	Treasurer to be assigned lead responsibility for adherence to Trust fund terms & conditions with annual report to District TS of use of assets held in Trust
9	26/02/2025	Governance	District Trustee Board	Approval by District TB of international expeditions without appropriate evaluation or safeguards	Financial Risk & reputational risk	4	4	20	Appropriate training for Expedition Leaders. Experience and knowledge of DLV in evaluation of risks and benefits.	4	3	16	Review of each high risk expedition by District TB prior to approval by DLV	Consultation with County on evaluation criteria for such expeditions including insurance position to include understanding of uninsurable risks.

By when	**Respon-sibility**	**Last review date**
	Trustee Board	
	Trustee Board	
Autumn Newsletter	Trustee Board	
	Trustee Board	
Jul-25	Treasurer & Trustee Board	
	Trustee Board	
Jul-25	Treasurer & Trustee Board	

Jul-25	Treasurer & Trustee Board	
Spring 2025	DLV & Trustee Board	

How to use this template

Template last updated:	Mar-24

This document includes the three following tabs:

Title	Description
Guidance	A high-level description of how to fill in the risk register
Risk register template	A blank template risk register for you to fill in
Risk register example	A risk register completed with three examples

Guidance

Identifying, monitoring, and managing risk is a key part of good charity governance and Trustees n

A risk is something that may or may not happen. If it does happen, it could affect your Group, Distı when you're dealing with something that's already happened.

For example, you may identify there's a risk of damage to your Scout meeting place in bad weathe urgently repairs are needed, or whether you need to cancel sessions to keep everyone safe. Simply

A risk register is a tool to help you record your risks and identify what to focus on. It'll help you to

Trustees develop and maintain the risk register, and put controls in place. But, they can delegate a might decide a building needs maintenance, but they're not responsible for doing the repairs them

The Risk Register is designed to support Trustee Boards to focus on risks to the charity. It prompts regulators on key areas of risk. This is distinct from guidance on Risk Assessments required for all the Trustees responsibilities for risk assessments read the Safety Checklist.

Step 1: Identify the risks

Work with other Trustees and Leadership teams to identify risks. The risks you identify will depend on the size of your Group, District or County.

The risk categories you should consider:

1. External – Risks which may affect the Group/ District/ County, such as changes in the external environment (that we can't really control).
2. Operational – Risks that occur from the activities we carry out.
3. Financial – Financial risks in terms of funding and planning.
4. Legal and Regulatory – Risks related to complying with legislation and regulations.
5. Governance – Risks that are part of the effective and ethical management of the Group/ District/County.
6. Data Protection – Risks to personal or organisation data that could result in loss, damage, misuse, or destruction.

You need to understand
identified. We use a 4x4
risk.

Trying to decide on an a
judgment on your own.
team. That way, you hav

Check the definitions for

Working out the overal
In this template, the ove
by likelihood, and addin
(Impact x likelihood) +

	Major 4	8	12	16	20
	Significant 3	6	9	12	15

Score	Description
1	Minor

IMPAC					
	Important 2	4	6	8	10
	Minor 1	2	3	4	5
		Unlikely 1	Possible 2	Likely 3	Highly Likely 4
	LIKELIHOOD				

2	Important
3	Significant
4	Major

Score	Description
1	Unlikely
2	Possible
3	Likely
4	Highly likely

nust develop and maintain a risk register.

rict or County/Area/Region (Scotland). An issue is

r. If that happens, you'll need to consider how
/ thinking it through is risk management.

manage risks and make the right decisions.

ıctions to others. For example, the Trustee Board
ıselves.

s Trustee Boards to follow guidance from charity
Scouts activities and premises. To find out about

Step 2: Assess the risks

the impact and likelihood of the risks you've
grid to help us work out the score of a particular

ppropriate score is difficult if you're making the
lt's always best to review risks and their scores as a
/e a more balanced, accurate view of each risk.

impact and likelihood below to help you.

.l risk score
rall risk score is worked out by multiplying impact
g the impact score again.
impact = risk score

Impact score
Example
No impact on activities or reputation
Complaint unlikely
Legal action unlikely

Some activity disruption Potential for negative publicity - avoidable with careful handling Complaint probable Legal action possible
Activities disrupted Negative publicity unavoidable Complaint probable Legal action probable
Activities interrupted for significant time Major negative publicity unavoidable Major legal action expected

Likelihood score
Example
Not expected to occur within two years
May occur within 12 to 24 months
Could occur within 12 months
Expected to occur within 12 months

Further information

Charities and risk management CC26
Checklist of financial controls for charities
How to manage risk NCVO

Safety checklist

Step 3: Control the risk

To begin with, think about what the score would be before you do anything about the risk. This is your pre-control score.

Then, think about all the different things that help you to manage that risk, by either reducing its impact or the likelihood of it happening. These are your controls.

Once you've recorded all the controls you have in place, think about how much that's reduced the score you started with. This is your post-control score. Think of this as the 'real' level of risk.

Are there any other things you can do (perhaps longer-term plans) to reduce the impact or likelihood even further? Please write these up in your 'Further planned actions' column.

Step 4: Monitor the risk

Make sure every risk has a named 'owner' and named people who are 'responsible' for any necessary actions. Remember, tasks can be delegated to people outside the Trustee Board. It's important they provide regular updates on these actions, so you know if the risk is being managed correctly.

Here are a few ways you can monitor risks:

- Ask for reports and updates on actions
- Review risks at Board meetings
- Review risk assessments

Risk register example - 1st Scoutburgh Valley Scouts

Step 1: Identify the risks				Step 2: Assess the risks					Step 3: Control the risks				Step 4: Monitor the risks				
						Pre-control				Post-control							
ID	Date added	Category	Risk owner	Risk	Impact	Impact score	Likelihood score	Score	Current controls	Impact score	Likelihood score	Score	How will the risk be monitored	Further actions	By when	Responsible	Last review date
1	28/11/2023	Governance	Chair (Jamal)	Trustees may not have the required skills to carry out their roles	Possible regulatory breaches.	3	3	12	Skill requirements identified and maintained.	2	2	6	Discuss and agree actions at every Trustee Board meeting.	Audit skills and identify any gaps. Then, develop next steps.	Mar-24	Treasurer (Kim) Trustee (Anil)	12/12/2023
2	14/10/2023	Operational	Lead Volunteer (David)	Local programme delivery may not meet the needs of our community.	We aren't reaching or engaging groups in IMD 1-5 areas.	3	3	12	Review current outreach and engagament efforts to identify what can be done differently. Initiatives to support and provide opportunities for local young people such as, lottery funding.	3	2	9	Trustee Board will review status and progress at the next meeting, with an update from the District Lead Volunteer.	The District Lead Volunteer will work with the Growth and Communities team to create and put a development plan in place. Reach out to other Districts for ideas and successful practices to help inform development plan.	Mar-24	District Lead Volunteer (Anders) Joe, Eric, Amy, Dawn, Dave, Bumika, Grace	12/12/2023
3	21/10/2023	Operational	Lead Volunteer (David)	Too few volunteers - the two Cub volunteers who are also helping with Beavers suddenly leave.	We won't be able to run Cubs and the Beaver section will also be affected.	3	2	9	Group Lead Volunteer holds annual informal reviews with all volunteers. Review on-going learning and training requirements. Regular checks in with individuals to see how they're feeling, discuss what could be done to reduce their volunteering tasks, if needed, and to get as much notice as possible if they do wish to stop or reduce their volunteering.	1	2	3	Updates to be provided by Group Lead Volunteer to District Lead as and when necessary	Put together a recruitment plan. Identify anyone in the Group or the District that could be asked to stand-in. Make sure there is a parent rota in place in Beavers and Cubs.	Mar-24	Group Lead Volunteer (Joe) Eric, Bumika, Grace	12/12/2023
4	01/11/2023	External	Treasurer (Kim)	Damage to the roof of the Scout meeting place due to high winds and rain, including possible falling debris.	Can't go ahead with sessions.	4	3	16	Risk assessment. Planned maintenance work. Young people currently meeting in a church hall.	1	1	2	Monitor progress and costs.	Check quotes and organise start dates for repairs. Keep parents/ carers informed of progress.	Jan-24	Group Lead Volunteer (Joe)	12/12/2023
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	Impact	Likelihood
Risk categories	1	1
External	2	2
Operational	3	3
Financial	4	4
Legal and Regulatory		
Governance		
Data protection		
Global		