

RISK REGISTER

Risk Type and Detail	Likelihood of occurrence 1 - low to 5 - high	Severity of impact 1 - low to 5 - high	Gross Risk Score (Likelihood x Severity)	Control Measures to Reduce Risk	Net Risk Score	Monitoring Arrangements	Risk Manager	Further Action Needed
GOVERNANCE RISKS								
Inappropriate organisational structure: Council too large or too small to conduct business effectively	2	3	6	Maintain Council numbers at 14 in accordance with constitution. Co-opt to fill vacancies as soon as possible	2	Brief review of Council membership to be a standing item at meetings	Chair	Co-opt / propose for election number relevant number of Council Members as appropriate
Trustees lack relevant skills or commitment	2	3	6	Prospective Council members to be on recommendation of existing SNS members, based on their skills and knowledge	2	Council to welcome and support new members. Review skills of Council Members and co-opt as necessary	All	
Trustees unaware of their responsibilities to the charity and of the constitution	3	3	9	Provide new Council members with Charity Commission guidance and copy of the SNS Constitution Ensure all Trustees have signed a Trustee Declaration as required by the Charity Commission.	3	Ensure this takes place immediately after each AGM	Secretary	
Conflicts of interest: members have outside interests which may result in personal gain or reputational damage to SNS	2	3	6	Council members to be required to declare any conflicts of interest at the start of meetings	2	Declaration of interest to be a standing item on the agenda of all Council meetings	Secretary	

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OPERATIONAL RISKS								
Lack of communication with members.	1	3	3	Ensure communication with members is conducted speedily and effectively Ensure communication with Suffolk Bird Group is effective in the case of joint memberships	2	Appropriately skilled people can update the website and send e-mails	Admin Secretary Web Manager	
Poor selection of indoor meeting speakers. Poor support for indoor meeting speakers.	3	4	12	Ensure speakers come with good references Ensure speakers have full information from about their engagements	4	Ensure these actions take place	Chair	Induct and inform speakers as appropriate
Accidents occurring at public events caused by lack of planning, preparation or due diligence	3	4	12	All meetings and events to be subject to risk assessments consistent with the nature of the event	3	Field Meetings – Health & Safety Guidance drawn up (May 2025) and published on the SNS website	Chair Treasurer	Review annually
Publications <i>White Admiral</i> , Suffolk Natural History and Suffolk Birds not delivered in time	3	3	9	Respective Editors to ensure publication dates are adhered to as far as possible	3	Editors to report to Council if any significant dates likely to be missed	Editors	
Joint administration of SNS and SBG memberships becomes too time consuming and costly	2	3	6	New system in place (Beacon) from 2025 to streamline membership	2	Admin Secretary to monitor and provide regular reports to Council	Chair Treasurer	Report outcomes at end of membership years to both SNS and SBG Councils

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FINANCIAL RISKS								
Decline in membership numbers and subscription income received	3	4	12	All Council members to be active in recruiting and promoting the benefits of SNS membership	4	Monitor the number of new members regularly and report losses at the spring meeting of Council	Admin Secretary	Ensure membership information remains up to date and fit for purpose
Inadequate additional annual income received to sustain desired number of events and projects supported by grant funds	1	4	4	Low risk as a result of legacy income received 2025 and 2026. However, ensure events are cost covered and within budget as far as possible and ensure grant funds are sufficient for demand.	1	Income and expenditure on events and within grant funds to be reported regularly to Council	Treasurer	Continued monitoring of investments desirable
Inaccurate or insufficient information to allow assessment of the charity's finances	3	4	12	Maintain accounts in good order as if subject to audit	2	Treasurer to report briefly at each Council meeting and more fully at AGM	Treasurer Chair	
Insufficient or inappropriate insurance cover for SNS activities	3	5	15	Review requirements annually. Have appropriate Public Liability cover for events, indoor and outdoor meetings and projects and Professional Indemnity cover in special circumstances.	3	Council to be informed that annual insurances are in place	Chair Treasurer Secretary	Review for 2027
Fraud. Charities, like all organisations, are vulnerable to and loss from fraud and deception. SNS is no exception.	4	5	20	High moral and ethical ethos within the Society means the internal risk of fraudulent activity is negligible but fraud deriving from external sources cannot be discounted hence the high likelihood score. Vigilance and awareness are necessary in all transactions	4	Council to be made aware of HM Government Guidance <i>Protect your Charity from Fraud</i> Updated 27 November 2024	All	Assess likelihood annually

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EXTERNAL RISKS								
Charity suffers from poor public perception	3	4	12	All Council members to act as ambassadors for the charity and ensure all media project a positive view SNS website to remain attractive and informative as the public face of SNS	3	Media exposure and appearances (with good or poor outcomes) to be monitored and reported to Council as appropriate	All Web Manager	SNS meetings, events and grant projects to be promoted and reported via <i>White Admiral</i> , website and social media as appropriate
Demographic or other changes to people's interests reduce the pool of potential members	4	4	12	Council to promote interest in Suffolk's natural history to all age groups	4		All	Encourage knowledgeable people to lead meetings and attend public events
Turbulent external economic or political circumstances	4	5	20	Council to have a plan to inform members that the charity's operations are suspended until further notice	6	Monitor likelihood of these events occurring	All	Council to agree circumstances under which suspension would be put into effect.
COMPLIANCE RISKS								
Poor knowledge of legal responsibilities and regulatory requirements affecting the charity	3	5	15	All Council members to be aware of their responsibilities and to raise issues of concern at the earliest opportunity	4	Circulate Charity Commission updates as necessary	Secretary	

Risk register adopted by Council 21st January 2019
Revised and updated March 2026
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