

**Risk Register  
for  
Westbury Manor Museum February 2015**

**A Risk Register is presented to the JMC on an annual basis so that it can assess the key risks to the operation of Westbury Manor Museum.**

**Recommendation: That members accept the revised Risk Register until its next review in April 2016.**

<b>Risk no.</b>	<b>Risk</b>	<b>Risk rating (H/M/L)</b>	<b>Controls</b>	<b>Responsible person / body</b>	<b>Review date</b>	<b>Action due by</b>
1	Partial / catastrophic loss of collection	L	Disaster recovery plans in place in the event of loss of items through theft or fire / water damage. Monitoring and maintenance of collection by professional team. HCT self insurance protects against losses.	Collections Team / HCT	1 April 2016	
2	Partial / catastrophic loss of building	L	HCT has disaster recovery plans are in place in the event of theft / fire or water damage. HCC Property Svs have procedures in place for quick response. Self insurance protects against loss.	HCT / HCC Property Services	1 April 2016	
3	Revenue Budget Shortfall	L	Regular monitoring of budget by HCT and JMC means overspend / underachievement of income is identified and dealt with at a local level or within HCT.	Area Curator / HCT	1 April 2016	

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4	Loss of Museum Accreditation resulting in loss of funding opportunities	L	HCT experience and knowledge in achieving accreditation	HCT	1 April 2018	
5	Reduction in Funding from current providers	L	Regular dialogue between funders mitigates against unplanned changes to service provision. Notice of changes in funding would result in planned changes as required at a local level.	HCT	1 April 2015	

The risk rating encompasses the probability of occurrence and the level of impact there would be.

Review Date: 1 April 2016