

ROOKLEY PARISH COUNCIL

RISK MANAGEMENT SCHEDULE 2025

Definition of Risk Management

Risk is the threat that an event or action will adversely affect the ability of the Parish Council to achieve its objectives. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and forward planning.

Purpose of Document:

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

1. RISK MANAGEMENT

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/ Revise
Business Continuity	Council not being able to continue its business due to an unexpected circumstance	L	Locum Clerk assistance is not available. Parish Council would need to cover. The council does not run any services.	Existing procedure not adequate
Meeting location	Adequacy of public access	L	Meetings are held in the village hall and are accessible to the public.	Existing location adequate

Reviewed: 4.6.2025

Council Records	Loss through theft, fire, damage	L	The Clerk has a box of documents mainly minutes and financial records and invoices. Legal documents for the Village Green are kept with Glanvilles Solicitor.	The council needs a document retention policy to refer to. In hand. Existing procedure adequate
Council Records electronic	Loss through damage, fire, corruption of computer	L	Back-ups of the files are taken regularly and maintained on external hard drive. Microsoft Cloud to be used once new laptop in place.	Existing procedure adequate
2. FINANCE				
Area	Risk(s) identified	Level	Control of risks	Review/Assess/Revise
Precept	Adequacy of precept	L	Proper budgeting should underlie the annual precept.	Existing procedure adequate
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out requirements	Existing procedure adequate Financial Regulations should be reviewed every 4 years
Cash	Loss of cash through theft or dishonesty	H	Cash not used - Receipts provided for reimbursement of expenses. Fidelity Insurance in place.	Existing procedure adequate
Banking	Bank mistakes	L	Bank reconciliation presented monthly All bank statements checked monthly against cash book and invoices.	Existing procedure adequate
HMRC	Reclaiming VAT -	L	Financial Regulations set out requirements. Internal auditor provides additional check.	Existing procedures adequate
Payroll Service.	Unauthorised activity	M	Due diligence on company before appointment and monitor regularly	Existing procedures adequate
Expenditure	Capital expenditure or expenditure not budgeted for	M	The council must ensure that the funds for any proposed expenditure not budgeted for must be clearly identified	Existing Financial Regs adequate
Grants / Donations	Legal Power to pay Authorisation of council to pay	L	Any such expenditure should be undertaken in accordance with Council policy, minuted and listed accordingly using S137 power.	Existing procedure adequate.
Election costs	Risk of an election costs	L	Risk higher in election year. A contingency funding should be maintained to meet the costs.	Existing budgetary adequate.
Annual Return	Submission within time limits	L	Annual Return completed within time limit.	Existing procedures adequate

Insurance	Adequacy.	M	An annual review should be undertaken and reported to the council before the renewal.	Quotations obtained, review undertaken and 3 year contract taken out June 2025. Ensure any new equipment etc. is added to policy.
	Compliance to all insurance criteria.	M	Insurance for Public Liability, Employers Liability and Fidelity Guarantee are a statutory requirement. The council must understand and comply with insurance policy in all their activities.	
	Risk to third party, property or individuals	L	A Risk Assessment of any new event should be undertaken by the Clerk to ensure insurance policy and specific event endorsements are adhered to.	
Budget	Transparency - Budget content not available to residents.		The annual budget should be made available to the public via the website and on the notice board and could be included in the newsletter distributed to each household.	On website.

3. PHYSICAL EQUIPMENT OR AREAS				
Area	Risk	Level	Control of risks	Review/Assess/Revise
Play and skateboard equipment	Vandalism and accidental damage	M	Insured against theft and damage.	Existing procedures adequate
	Non compliance with health and safety.		Regular inspections of playground/skate park areas are now undertaken by the IWC Environment Officer and inspection reports provided to council each month. Any damage or repairs required, reported immediately to PC.	Existing procedures adequate
	Use of volunteer for skatepark repairs.	L	RoSPA inspection undertaken annually, the Clerk drafts an action plan of any work required for consideration and reported in the minutes.	Existing procedures adequate
	Repairs not compliant with prescribed standards.	H	In the event of repair considered urgent which the volunteer is unable to provide with immediacy, the council should have planned action to stop the use of the skatepark until repairs undertaken.	Wight Trash used for repairs.
		M	All repairs and relevant expenditure for repairs should be authorised, actioned and minuted and must comply to current standards.	Procedures revised and updated 2022. Wight Trash now used for repairs.

Reviewed: 4.6.2025

Village Green	Injury by users of the green	L	A formal inspection of the trees should be undertaken and repeated every five years as the area is used by the public.	Council should agree when the next inspection should take place and budget for it. Tree Survey/inspection undertaken July 2023.
			Carol Service on the Green – event insurance criteria complied with.	A policy for the Village Green is needed to provide proper budgeting, future planning of tree planting, maintenance and health & safety provision. Village Green Policy in hand.
Notice board and benches	Injury to users if not adequately maintained. Non compliance of statutory requirements if board out of use.	M	An annual risk assessment should be undertaken before the budget and funds allocated for repair / replacements.	Noticeboard repaired May 2025 by Cllrs. Benches to be regularly monitored and repaired as necessary.

4. LEGAL LIABILITY				
Area	Risk	Level	Control of Risk	Review /Assess/Revise
Legal Powers	Illegal payments	L	All activity and payments must be made within the powers of the Parish Council, agreed by resolution and minuted.	All councillors should refresh their understanding of the standing orders and financial regulations. Financial Regulations reviewed February 2025. Standing Orders reviewed July 2025. All policies to be reviewed on a regular basis.
	Illegal activity	L	The Clerk will clarify the legal position on proposals and recommend seeking advice if necessary. The Clerk can only take instruction from the decisions properly made at a Council meeting and no individual member has any power to issue orders to the Clerk.	

Council meetings	Legality	L	Minutes and Agenda are produced in the prescribed method by and adhere to all legal requirements.	Existing procedures adequate
	Business & conduct at Meetings	M	Business at meetings must be managed and run in accordance with Standing Orders.	IWALC regularly provide training for councillors and for the role of the chairman.
Councillor Liability	Slander by a Councillor at a Council Meeting	L	Adequate insurance cover provided.	Existing procedures adequate
Members interests	Conflict of interests	L	Councillors have a duty to declare any personal or pecuniary interest at the start of the meeting, if it is not recorded on their signed Register of Interests.	Members take responsibility to update their own register.
	Register of members interest	L	Members to review their Register of interest annually	
Website	Non compliance of (WCAG) 2.1 AA rating (Sept 2020) and Transparency Code 2015	H	Parish Council advised to comply with Website Content Accessibility Guidelines & The Transparency Code.	Stand alone website to be researched and discussed at future meeting.
Contracts and leases	The Council currently does not have a lease for the play equipment sited on land owned by RVA or a contract for grass cutting on the Village Green.	H	Agreement to be drawn up and agreed by PC and RVA and signed by both parties.	Draft agreement drawn up – to be agreed.
	Legal disputes can have very high costs and implications for a council.	M	A contract for grass cutting will be drafted	Grass cutting agreement drawn up, for agreement/signing by contractor and PC.
	Inadequate contract details leading to lack of monitoring or evidence of contract compliance.		All contracts must have clearly defined terms and conditions agreed by the council and monitored regularly. A copy of the contractors' liability insurance is a requirement and should be renewed annually.	Copy of contractors Liability Insurance certificate obtained and asked to be sent copy when renews.

Date of Meeting approval : 4th June 2025

Minute no: 314/25-26

Date of Next review: June 2026

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