

SHIPLEY PARISH COUNCIL

RISK MANAGEMENT SCHEME 2025 - 2026

It is important to ensure that all identified risks have been formally assessed and that written assessments are completed and kept on record, as this will assist and may be used in evidence in case of any claims against the council.

The register should ideally specify and describe the risk, assess numerically the likelihood and the severity of the risk, which when multiplied together give a total risk score. The council should then look at any risk mitigation measures that are already in place, and any further measures that would further reduce the risk.

To reduce risk, Shipley Parish Council has adequate public liability insurance in place, which transfers the financial risk to an insurance company who would seek to defend any loss or claims. Key areas of risk that should be covered through insurance by the council include:

- Public Liability
- Employers' Liability
- Property
- Business Interruption
- Libel And Slander
- Motor
- Fidelity Guarantee

If the council is in doubt about any aspect then it should consult and discuss its policy with its insurance broker or insurance company; it is good practice to review the cover and sums insured annually. Insurance Premium Tax cannot be recovered by the council.

SPECIFIC RISKS ASSESSMENTS AND MANAGEMENT 2025/2026

Subject	Risk identified	Risk Level	Management/ Risk Mitigation	Review/Assess/Revise
MANAGEMENT				
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All electronic files are held centrally on the Cloud. Backup hard drive held by Chair and updated by Clerk at each Council meeting.	Review annually or when necessary. Existing procedure adequate. Log on codes kept secure
Council Records Electronic	Loss through damage	L	All records are stored on electronic files held in the Cloud, and website. Backup hard drive held by Chair.	Backup hard drive held by Chair and updated by Clerk at each Council meeting
Meeting Location	Health and Safety	L	Meetings are held in the Parish Rooms managed by Shipley Parish Rooms Trust, the Clerk has access to entry code. Premises and facilities are considered satisfactory from a health and safety, accessibility and comfort perspective There is disabled access and accessible toilet.	

FINANCE				
Precept	Adequacy of Precept	M	Sound budgeting to underlie annual precept. Council to monitor budget information and detailed budgets to be prepared in December. Council considers the precept in January.	Review annually or when necessary. Existing procedure adequate.
Insurance	Adequacy, cost, compliance, fidelity guarantee.	L	An annual review is undertaken of all insurance requirements and cover is adjusted as necessary.	Review annually or when necessary. Existing procedure adequate.
Banking	Inadequate checks	L	The Council follows its Financial Regulations which sets out the arrangements for banking.	Review Financial Regulations annually or when necessary. Existing procedure adequate.
Cash	Loss through theft or dishonesty	L	Monthly reconciliation prepared by the Clerk/RFO. Dual authorisation for BACS/cheque payments.	Review annually or when necessary. Existing procedure adequate.
Financial Controls and Records	Risk of inadequate checks and balances	L	Monthly reconciliations prepared by Clerk and presented to Council. Dual authorisation for BACS/cheque payments. Internal audit. All financial commitments must be resolved and minuted before any commitments are made. Section 137 expenditure to be specifically minuted.	Review annually or when necessary. Existing procedure adequate.
Payroll	Breach of employment laws including tax	L	Procedures in place for payroll to be completed internally, in line with existing procedures. NALC provides regular employment updates, along with HMRC and ACAS.	Review annually or when necessary. Existing procedure adequate.
Election Costs	Risk of election costs to fill a casual vacancy	L	Election costs of up to £2,000.00 are held in ear-marked reserves,	Review annually or when necessary. Existing procedure adequate.
VAT	Re-claiming, re-charging incorrectly	L	The Council has Financial Regulations which set out the requirements. VAT is recovered annually.	Review annually or when necessary. Existing procedure adequate.
Annual Governance and Accountability	AGAR not being submitted within time limits.	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then forwarded to the External Auditor within the time limits. Clerk prepares a timetable for Council.	Review annually or when necessary. Existing procedure adequate.

Freedom of Information Act	Risk of additional work imposed by any matters submitted under FOI.	M	The Council has a model publication scheme in place. If a substantial request is received, it may require many hours of additional work. The Council can request a fee if printed copies are required.	Monitor and report any impacts under the FOI Act.
Payment of rent by tenants	Risk of consequential loss of income	L	Tenants have been in place since 2017 and rent and contract reviews will take place when required (2022/2023 actioned). Schedule of rent collections from January to December approved.	Review annually or when necessary. Existing procedure adequate.

ASSETS

Assets	<p>Protection of physical assets;</p> <ul style="list-style-type: none"> Pit Lane Recreation Ground Allotments Noticeboards 	<p>M</p> <p>L</p> <p>L</p>	<p>Insurance is in place. Regular health and safety checks are in place, carried out by the Parish Warden for adverse wear and tear to equipment and reported the Clerk. Clerk to organise repairs for any defects/damage identified. Annual inspection by Amber Valley Borough Council A budget for maintenance/repairs is held by the council and monitored as part of the budget process.</p> <p>Allotments are managed by allotment association. Secretary of the allotment association reports any issues to the Clerk. An allotment maintenance budget is held by the council and monitored as part of the budget process.</p> <p>These are inspected regularly for any maintenance requirements. Keys are held by the Clerk and Parish Warden.</p>	
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	<ul style="list-style-type: none"> Defibrillator 	M	Regular inspections undertaken by Parish Warden each month to ensure battery and pads are in date. Machine registered with Community Heartbeat Trust & The Circuit.	
LIABILITIES				
Legal powers and legal liabilities	Risk of illegal activity or payments	M	All activity and payments made within the powers of the Council (not ultra vires) are to be resolved and clearly minuted. Standing Orders and Financial Regulations are kept up to date. Clerk to clarify legal position on proposals and seek advice if necessary.	Review annually or when necessary. Existing procedure adequate. Ensure ongoing training for all staff to ensure up to date with all legislation.
Minutes, Agendas, Statutory Documents	Risk of being inaccurate and illegal. Non-compliance with statutory requirements.	L	Minutes and Agendas are produced in the prescribed method and adhere to legal requirements, Minutes are approved and signed at the next meeting. Business conducted at meetings to be managed by the Chair. Standing Orders and Financial Regulations are reviewed annually.	Review annually or when necessary. Existing procedure adequate.
Document Control	Risk of inadequate document control	L	Document control policy is in place and regularly reviewed.	Review annually or when necessary. Existing procedure adequate.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments of every individual event undertaken.	Review annually or when necessary. Existing procedure adequate.
MEMBERS RESPONSIBILITIES				
Members Interests	Conflict of Interests Risk of not maintaining Register of Interests	M	Councillors have a duty to declare any interest at the start of the meeting or during a meeting if an interest becomes apparent. Register of interest forms to be reviewed at least on an annual basis, in addition to when anything changes.	Review annually or when necessary. Existing procedure adequate. Declarations of Interest Book available at every meeting for signature where appropriate.
Councillor Propriety	Risk of not declaring gifts or hospitality	L	Register of gifts and hospitality to be declared to the Clerk.	Review annually or when necessary. Existing procedure adequate. Councillors to identify any training needs.
	Bringing the Council into disrepute	L	New Councillor Code of Conduct agreed November 2024.	

EMPLOYEES, VOLUNTEERS AND CONTRACTORS				
Clerk/RFO	Risk of loss of Clerk/RFO	M	A contingency fund should be kept to cover recruitment and training costs in the event of resignation of the Clerk.	Review annually or when necessary. Existing procedure adequate.
	Fraud	L	The requirements of the Fidelity Guarantee Insurance to be adhered to.	Purchase reference books where necessary. Membership of the SLCC and DALC. Monitor working conditions Yearly appraisals.
Contractors	Risk of non-compliance with terms of contract	L	Contracts are reviewed annually.	Review annually or when necessary. Existing procedure adequate.
Volunteers	Risk of injury etc.	L	Risk assessments are carried out on all activities where volunteers are used.	Review annually or when necessary. Existing procedure adequate.

NB: RISK LEVELS

- H = High Risk
- M= Medium Risk
- L = Low Risk

Signed (Chairman)

Signed (Parish Clerk)

Date.....