NITON & WHITWELL PARISH COUNCIL
RISK MANAGEMENT SCHEDULE

Risk management: Risk is the possibility that an event or action will hinder an organisation from achieving its objectives or conducting its strategies. Risk management is the process of identifying, assessing, and controlling those risks. It forms a central part of good governance, alongside community focus, sound structures and processes, appropriate conduct, and effective service delivery.

This schedule helps the Parish Council identify and manage risks to its objectives, legal duties, assets, and services. Because risk cannot be removed entirely, the Council defines each risk, assesses its significance, records existing controls, assigns a residual rating and identifies any further action. It also states when and how each control will be reviewed.

- Defines the subject
- Describes the risk
- Assigns the risk level
- Evaluates controls and records the findings
- Reviews and updates procedures when needed

Document owner: Parish Clerk and Responsible Financial Officer. **Approved by:** Niton and Whitwell Parish Council. **Approval date:** To be recorded on adoption. **Next scheduled review:** At least annually, and sooner following a material change in legislation, operations, assets, staffing, or controls.

Risk ratings: H = high, M = medium and L = low. Each rating represents the residual risk after the recorded controls have been considered. The Council assigns the rating by considering both the likelihood of the event and the severity of its potential impact. Any material change in either factor must trigger a review of the rating and the associated controls.

				MANAGEMENT
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All current files and recent records are stored in a locked metal filing cabinet at the Parish Council Office in Niton. Electronic files are backed up to iCloud. If an unexpected event prevents normal operations, the Chairman will contact the Isle of Wight branch of the Society of Local Council Clerks for support.	Review when necessary Ensure procedures below are undertaken

Meeting locations	Adequacy Health and Safety	L	Meetings are held alternately at the Exchange in Niton and Whitwell Village Hall. If either venue is unavailable, Niton Methodist Church Hall or Niton Village Hall may be used. The Council considers the premises and facilities adequate for the Clerk, councillors and members of the public who attend, subject to the applicable health and safety procedures for each venue.	Review when necessary Existing Health & Safety procedure adequate
Council Records	Loss through theft, fire, damage	L	Recent and current papers are stored in a locked metal filing cabinet at The Exchange. Archived papers are stored at the IW Council Records Office.	Damage or theft is unlikely, and so provision is considered adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	L	The Parish Council's electronic records are stored on the Clerk's computer and backed up to iCloud daily.	Existing position considered adequate but subject to review. Monitor to ensure computer and software fit for purpose.
Individual Risk Assessments	Ensure all risks identified	L	Review all risk assessments held on file	

FINANCE				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Precept	Adequacy of precept	L	Sound budgeting to support precept. Council receives quarterly budget update information and a detailed budget at the end of the calendar year. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate Review provision and compliance annually

Banking	Inadequate checks	L	The Council has robust Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts	Review the Financial Regulations annually and whenever a change in banking arrangements, legislation or Council procedure makes an earlier review necessary.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float.	Existing procedures adequate
Financial controls and records	Inadequate checks	L	The Responsible Financial Officer prepares a monthly bank reconciliation and provides it to all councillors. Two councillor signatories authorise cheques. The Clerk and two councillors schedule and approve electronic payments. The Council is subject to internal and external audit. Before the Council enters into a financial obligation or makes a payment, the decision must be resolved and clearly recorded in the minutes. Any payment made under section 137 must be recorded when it is approved.	Existing procedures adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work.	Monitor and report any impacts made under Freedom of Information Act
General Data Protection Regulation (GDPR)	Noncompliance Data breach	L L	Revise, develop and adopt policies to ensure ongoing compliance. Ensure adequate procedures to detect, report, and investigate a personal data breach.	Compliance is reviewed annually at the Annual Meeting.
Transparency Code	Noncompliance	L	The website has been developed to support compliance with the Code. As the Council's annual turnover now exceeds £25,000, it follows the Code as a matter of best practice.	Update at least monthly and develop further as necessary.

Clerk	Loss of clerk Fraud Actions undertaken Salary paid incorrectly	M L L L	A contingency sum is included in emergency reserves to enable training for an appropriate qualification in the event of the Clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Community Action now manages payment of salary using HMRC's PAYE Basic Tools on-line software.	Include in financial statement when setting precept Membership of SLCC maintained. Annual review for salaried staff.
Election Costs	Risk of election cost after 2010	L	To make provision for meeting the cost of future elections in the annual budget.	Include in financial statement when setting precept
VAT Accounting	Re-claiming/charging	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual return	Not submitted within time limits	L	The annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signature, checked, and then sent to the External Auditor within the required time limit.	Existing procedures adequate
ASSETS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Niton Recreation Ground	Please see attached separate risk assessment	M	Weekly inspections conducted by The Parish Warden. Annual safety inspection by approved company.	Existing procedures adequate
Niton Public Toilets	Deterioration of building Loss of cleaning staff Electrical failure Legionnaire's Disease	L L L L	Visual inspections conducted weekly; repairs to the woodwork, doors and tiles done in March2022, provision put aside in the budget. Covered by contractual arrangements. Electrical installation inspection August 2024 Legionella Risk Assessment conducted August 2026	Existing procedures adequate Existing procedures adequate Next inspection due Next inspection due August 2027
Seats, notice boards and Village signs	Damage whilst in storage or in situ	L	The Clerk and councillors conduct regular village asset audits. A complete review of all assets was conducted in May 2025.	Existing procedures adequate

LIABILITY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**

Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate
Minutes/ Agendas/ Statutory documents	Accuracy and legality Noncompliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman.	Existing procedures adequate Undertake adequate training. Members to adhere to Code of Conduct
Public Liability	Risk to third party, property, or individuals	M	Insurance is in place. Risk assessment of any further individual event undertaken	Existing procedures adequate
Employer Liability	Noncompliance with employment law	L	Provide appropriate training and seek advice from NALC or SLCC when necessary.	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes	M L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings.	Existing procedures adequate Existing procedures adequate
COUNCILLORS' PROPRIETY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Members Interests	Conflict of interest Register of Members' Interests	M L	Councillors must declare any relevant interest at the start of each meeting; declarations are included as a standing agenda item. Each councillor's Register of Members' Interests must be reviewed at least annually. The registers are published on the Principal Authority's website, with a link from the Parish Council's website.	Existing procedures adequate Members to take responsibility to update their register

Each control and review action must identify the responsible role, the required review frequency or due date, and the evidence that confirms completion. When controls are revised, or a review identifies a material change, the Council must record the resulting change to the risk rating and the reason for that change.

Where a review date has passed, the responsible role must record whether the review has been completed, rescheduled, or escalated. An overdue review must not be described as adequate without current evidence.

RISK ASSESSMENT REVIEW REGISTER

The review register below records the routine checks that support this risk assessment. For each item, the Council records the required frequency, the date of the most recent review and any action or next review date.

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ ACTIONS
Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Three-year agreement signed 31st May 2024	25th May 2024	Review April 2027
Assets inspection	Annually	Internal audit May 2025	Reviewed May 2025
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored, and reported Precept requested Payment's approval procedure Bank reconciliation provided to Councillors Clerk's salary reviewed and documented Internal audit External audit Internal check of financial procedures	 Annually 3-year contract Annually Quarterly Annually Monthly Monthly Annually Annually Annually Annually	 May 2025 May 2024 2026 Feb 2026 24th Jan 2026 1st Feb 2023 May 2024 Apr 2025 Ma y2026 July 2026	 Lloyd's signatories were updated in June 2026. Signatories for CCLA and National Savings were also updated in May 2024. Review April 2027 Review September 2024 Sept 2026 Review April 2026 Start Review November 2026 Review May 2025 Ongoing monthly Ongoing monthly Increased with NJC rate Due May 2026 Due June 2026 Ongoing monthly
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	 Ongoing Annually Annually Annually Daily	 Ongoing Updated Apr 2025 May 2026 May 2026 Daily	 Ongoing Ongoing May 2027 May 2027 Daily
Employers Responsibilities Contract of employment in place Contractors Indemnity Insurance Written arrangements with contractors	 Ongoing Ongoing Ongoing	 Ongoing	 Clerk's start date Covered by contractor's own insurance
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	 Ongoing Ongoing Ongoing Ongoing monthly	 28th May 2024 September 2024 Ongoing	 Part of acceptance of office Monitor and review as necessary Forms distributed annually N/A Ongoing

Signed by the Chairman: _____ Date: _____

Chairman's name: _____

Signed by the Clerk: _____ Date: _____