



RISK MANAGEMENT POLICY

- 1 The Council has a risk management system in place that will help it to manage risk. 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 service delivery arrangements - *Audit Commission, Worth the Risk: Improving Risk Management in Local Government*.
The internal auditor may use this risk management system to help to identify what tests to carry out as part of the internal audit.
Members are ultimately responsible for risk management because risks threaten the council's ability to achieve its objectives. The clerk will ensure that members should:
 - Identify the key risks facing the council
 - Evaluate the potential consequences to the council of one of these risks taking place; and
 - Agree measures to avoid, reduce or control the risk or its consequence.
- 2 There are several common themes that are likely to emerge. These might include:
 - Physical assets – buildings, equipment, IT hardware etc.
 - Finance – banking, loss of income, etc.
 - Injury to the public – in playgrounds and on Council lands etc
 - Complying with legal requirements – agendas and minutes, etc
 - Councillor propriety – declarations of interest, gifts, and hospitality etc
- 3 Classification of risks will be high, medium, or low. There are three main ways of managing risk:
 - Take out insurance
 - Work with another party to reduce the risk
 - Manage the risk internally.

Area	Risk	Level	Control (and agreed improvements)	Detail/Review/Renew Frequency
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. New assets acquired are valued and added to Insurance policy and playground asset inspection schedules	Insurance renewed annually. 5-year long term agreement. Insurance Valuations conducted as required and insurance company informed. Property values as advised by the Local Authority and insured accordingly. Playground asset inspections undertaken weekly
	Safety and Security of buildings, i.e. Public Conveniences	M	Toilets are locked at dusk by cleaning contractors. Toilet blocks have approved locks and have security lighting.	Buildings and contents insurance replacement values reviewed annually.
	Maintenance of buildings etc.	M	Regular planned maintenance is undertaken on an ongoing basis to the interior of the toilet blocks. Annual programme of electrical testing and safety equipment maintenance in place. Council agrees a buildings maintenance works to be implemented and funded each year.	Electrical testing conducted annually. Legionella testing undertaken bi-annually for public toilets. Maintenance undertaken to the fabric of the buildings as required.
	Security and Maintenance of Play equipment Kerry Fields play park.	M	Playground Equipment is inspected regularly, and an inspection schedule and fault register completed. An annual inspection is undertaken by an accredited ROSPA Inspector. Immediate corrective action is taken on any faults identified. Play equipment is maintained and replaced as required	Weekly inspections by qualified council officer Annual inspection by accredited ROSPA inspector

Finance	Banking	L	All banking requirements handled by the Responsible Financial Officer. Two Councillors check the payments, receipts and bank reconciliation on a monthly basis, which Full Council agrees.	Annual Review
	Loss of cash through theft or dishonesty	L	Minimal cash handled/no petty cash account	No petty cash held. Allotment deposits paid in cash, banked as soon as practicable.
	Financial controls and records	L	Monthly reconciliation prepared by Clerk/RFO and reported to Council. Annual review of internal controls by Finance Working Party. 3 x signatories on all cheques. Clerk uses Internet Banking in first instance to make payments - Two Councillors witness & sign the Bank Reconciliation on a monthly basis (along with RFO) Internal Audit reviewed annually: External Audit.	Annual Review.
	Insurance adequacy, cost, compliance and fidelity guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Reviewed annually
	Loss of Clerk/RFO	M	In the event of the Clerk/RFO resigning or being incapacitated due to ill-health, Locums available through membership of national bodies. Best practice recruitment will be followed.	Membership of SLCC maintained. Monitor working Conditions.
	Comply with Customs and Excise regulations	L	Use HMRC help line when necessary. VAT claims calculated by Clerk/RFO. Internal and external auditor provides a double check.	
	Sound budgeting to underlie annual precept request	M	Annual public consultation undertaken to determine priorities. Council and Clerk/RFO prepare draft budget which reflects the consultation. Precept derived directly from this. Expenditure against budget reported to Full Council monthly.	Budget and precept agreed at Full Council meeting at January Full Council
Liability	Risk to third party, property, or individuals	M	Insurance in place. Open spaces checked regularly. Hazards investigated when reported. Remedial action taken by Clerk.	Public and Employers Liability covered by insurance policy.

	Legal liability because of asset ownership (Play Area and Dinghy Park)	M	Insurance in place. Weekly checks of playground undertaken by Environment Officer and reported to Clerk. Written records kept. Annual checks by ROSPA of all areas.	ROSPA conducted in May and recommended actions undertaken.
Employer Liability	Comply with employment law	M	Membership of various national and regional bodies IWALC/NALC/SLCC.	Advice taken from IWALC/NALC/SLCC and implemented accordingly.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditors carry out annual checks. Returns completed by qualified pay roll agent and paid quarterly by RFO.	
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. Regular updates circulated to Councillors for information. New Councillors attend effective councillor skills training as well as other appropriate training provided by the Local Authority or IWALC. Property Solicitor appointed for all lease renewals and land acquisitions.	New Councillors who have not attended appropriate training encouraged to do so within 12 months of taking office. Legal advice sought via NALC as required and circulated to Councillors.
	Proper and timely reporting via the minutes	M	Full Council meets monthly and receives and approves minutes of meetings held in prior month. Approved minutes made available to press and public via the web site. Planning meetings are held whenever required. Committee receive and approve minutes of previous meeting. Approved minutes published on website	Minutes not published till approved by Council or Committee
	Proper document control	M	Leases and legal documents in held in Parish Storage and locked in filing cabinets. Other data storage complies with Data Protection Act. All GDPR and Document retention and disposal policies adhered to.	Documents kept within locked filing cabinets in a locked facility.

Councillor propriety	Register of interest and gifts and hospitality in place	M	Register of interest completed by all Councillors. Gifts and hospitality register kept in Clerks Office. Review included as an agenda item at the Annual meeting of the Council.	Reviewed at Annual Council meeting. Councillors expected to update register of interested whenever changes in circumstances.
	Councillors Conflict of Interest	M	A Standard Agenda item at every meeting requires Councillors to declare any pecuniary/nonpecuniary interest at start of each meeting	Onus is on individual councillor to declare
	Bringing the Council into disrepute	M	Councillors receive and are regularly reminded of the Code of Conduct they have signed up to. Any breaches are reported to the Independent Local Authority Monitoring Officer for investigation	Code of Conduct training offered to all councillors.
	Council not being able to carry out its business due to external circumstances	L	All files and records (both paper and electronic) are kept in the Clerk's office. Stored in locked cabinets and a locked office. All electronic records and data are stored on "one drive" which enable storage to the Cloud and are therefore continually backed up.	Review as required
Data Protection and Freedom of Information	Not complying with legislation through lack of Policies	L	The Council has relevant policies in place to cover: GDPR Privacy Notices Model Publication Scheme Transparency Code Document retention and disposal	Review as legislation requires

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