

Stibbard Parish Council Risk Management Policy

About the Council

Stibbard Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Inspire (Came and Company). The Insurance Policy is for a term of 1 years and is due for renewal 31st May 2018.

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2017'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

The Risks identified for the Council:

| Risks | Likelihood v Impact = Risk Rating | Mitigation | By what means | Action |
|--|--|---|---|--|
| Operational | | | | |
| Staff (Clerk) | High <ul style="list-style-type: none"> • Accident at work • Sickness • Terminates employment | Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance | Insurance Policy Budgeted | Clerk and Council |
| Members of the public attending meetings | Low <ul style="list-style-type: none"> • Accident • Incident | Public Liability Insurance Visual Inspection – recorded Standing Orders in place | Insurance Policy Village Hall Chairman / Committee or Council | Clerk VH Chairman / Committee |
| Speed watch volunteers | Medium <ul style="list-style-type: none"> • Roadside accident | Risk Assessment Public Liability Insurance | Council £10 million Public Liability | Clerk arranged |
| Contractors | Medium <ul style="list-style-type: none"> • Public accident | Public Liability Insurance Contractors own Public Liability | Insurance Policy Council and Contractor (£10 million) | Clerk |
| Play area | Medium <ul style="list-style-type: none"> • Public accident • Damaged equipment | Public liability insurance Visual inspections every fortnight | Insurance Policy | Clerk Councillors |

| Risks | Likelihood v Impact = Risk Rating | Mitigation | By what means | Action |
|-----------------------------------|--|---|--|-----------------------------|
| Financial | | | | |
| Cash flow and end of year balance | Medium | Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place | Clerk / RFO Insurance Policy Policies reviewed annually | Council to agree and review |
| Handling of cash | Medium | Two people designated to count and bank cash | Insurance cover for retention of cash | Council to agree and review |
| Audit challenges | Medium | Audit control policies in place and reviewed | Clerk / RFO | Council to agree and review |
| Data Protection | Medium | DPO appointed Clerk and Councillors trained Finance Committee has delegated power to manage the process Data Protection Policy adopted | Clerk / RFO Clerk / Councillors Finance Committee Council | Council to agree and review |

Date agreed; 8th May 2018

Date to be reviewed: May 2019