

**Risk Management Policy**

Mission statement of the Parish Council:

To provide services for, and manage and maintain the assets of, the Parish of Upwell, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money. The Council documents relevant to this assessment are: Financial Regulations, Standing Orders, Code of Conduct, Asset Register.

RFO = Responsible Financial Officer (usually the Clerk)

**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.
* 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   * Accident at work * Sickness * Terminates employment | Employer’s Liability in place.  Adequate Working Balance.  Adequate Working Balance. | Insurance Policy  Budgeted | Clerk and Council |
| Members of the public attending meetings | Low   * Accident * Incident | Public Liability Insurance.  Visual Inspection – recorded.  Standing Orders in place. | Insurance Policy  Village Hall Chairman / Committee or Council | Clerk  VH Chairman / Committee |
| SAM2  Speed watch volunteers | Medium   * Roadside accident * Lifting heavy equipment | Risk Assessment and training for use of SAM2 provided.  Public Liability Insurance.  Asset Insurance. | Westcotec  Council £10 million Public Liability  Insurance Policy  Asset Register maintained and Insurers advised | Clerk arranged  Asset Register updated annually by Clerk |
| Contractors | Medium   * Public accident | Public Liability Insurance.  Contractors own Public Liability. | Insurance Policy  Council and Contractor (£10 million) | Clerk |
| **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.  Internal Controls in place. | Clerk / RFO  Insurance Policy  Policies reviewed annually | Council to agree and  review |
| Handling of cash | Medium | Clerk 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 (Usually Clerk)  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: Sept 21

Date to be reviewed: Sept 22

(1 year from date of agreement)