

# Burnham Market Parish Council

## Risk Management Policy

### About the Council

Burnham Market Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014

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'. 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.
- ✓ This form is run on a traffic light system with risks identified as high (red), medium (orange) and low (green).
- ✓ 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<br>= Risk Rating   | Mitigation   | By what means   | Action                              |
|--|--|--|---|-------------------------------------|
| <b>Operational</b>                       |  |  |   |                                     |
| Staff (Clerk)                            | <p><b>High</b></p> <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> <li>• PAYE</li> </ul> | <p>Employer's Liability in place<br/>Lone Worker's Policy inc passwords etc.<br/>Adequate Working Balance<br/>Adequate Working Balance<br/>Since moving PAYE to an outside firm, all legislation is up to date and a P32 and pay slip are available every month. PAYE now paid via BACS monthly.</p> | <p>Insurance Policy<br/><br/>Budgeted<br/><br/>Outsourced</p> | Clerk and Council                   |
| Members of the public attending meetings | <p><b>Low</b></p> <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> </ul>   | <p>Public Liability Insurance<br/>Visual Inspection – recorded</p>   | <p>Insurance Policy<br/>Village Hall Chairman / Committee</p> | Clerk<br>VH<br>Chairman / Committee |
| Defibrillator                            | <p><b>Medium</b></p> <ul style="list-style-type: none"> <li>• Incident</li> </ul>  | <p>Asset Insurance</p>   |   | Clerk arranged                      |

|                |   |  |   |   |
|----------------|---|--|---|---|
| Asset Register | <ul style="list-style-type: none"> <li>Lifting heavy equipment</li> </ul> <p>Low</p>                | Checked by councillors and Clerk   | Asset Register maintained and Insurers advised                      | Asset Register updated regularly by councillors and clerk |
| Contractors    | <p>Medium</p> <ul style="list-style-type: none"> <li>Public accident</li> <li>Quotations</li> </ul> | <p>Public Liability Insurance</p> <p>Contractors own Public Liability</p> <p>Any contracts over £400 are subject to 3 quotes.</p>                | <p>Insurance Policy</p> <p>Council and Contractor (£10 million)</p> | Clerk   |
| Employees      | <p>Low</p>  | <p>Fraud is covered by the Fidelity Guarantee insurance.</p> <p>Health &amp; Safety – training where required, and any relevant PPE supplied</p> | <p>Insurance Policy</p> <p>Health and Safety Policy</p>             | <p>Clerk</p> <p>Clerk</p>                                 |

| Risks                             | Likelihood v Impact<br>= Risk Rating | Mitigation   | By what means   | Action                                      |
|-----------------------------------|--------------------------------------|--|---|---|
| <b>Financial</b>                  |                                      |  |   |   |
| Precept                           | Low                                  | To ensure enough precept is available to carry out Statutory Duties via the budget which is reviewed quarterly with a projected figure for the year end. This enables correct and transparent forecasting to include all regular costs and projects. | Clerk/RFO<br>Finance Team   | Council to review and approve               |
| Cash flow and end of year balance | Medium                               | Budget prepared<br>Budget Monitoring document provided to members<br>Reserve funds allocated<br>Fidelity Guarantee in place<br>Internal Controls in place  | Clerk / RFO<br>Finance Team<br><br>Insurance Policy<br>Policies reviewed annually | Council to review and approve               |
| Financial Records                 | Low                                  | The Financial Regulations that are in place cover any irregularities along with Standing Orders. Financial records include bank reconciliation and payments/receipts produced monthly for council meetings.  | Clerk/RFO   | Council to review and approve               |
| Banking                           | Low                                  | Online banking gives additional protection with 2 approval signatories required from the 4 signatories. Each signatory can view the bank accounts 24/7 and have their own login and password.  | Clerk/RFO can only add payments to the system for signatories to approve          | Monthly bank statements to all councillors. |

|                  |               |   |   |   |
|------------------|---------------|---|---|---|
|                  |               | A new online banking policy is available, and the Financial Regulations have been updated.  |   |   |
| Handling of cash | Low – n/a     | NO CASH   | Insurance cover for retention of cash         | Council to review and approve                       |
| Audit            | Medium        | Audit control policies in place and reviewed annually.  | Clerk / RFO                                   | Council to agree and review                         |
| Data Protection  | Medium        | Registered with the Information Commissioners Office and compliance included a Data Protection Policy and Privacy Statement are in place and on the website.<br>Clerk and Councillors trained               | Clerk / RFO<br>Clerk / Councillors<br>Council | Council to agree and review at least annually       |
| Grants           | Low           | Walpole Parish Council does not receive any grants at present.<br>No grants have been received to the Parish Council and a Grant request form is in place.  | Clerk / Finance Team                          | Council to review and approve                       |
| VAT              | low           | The Financial Regulations cover VAT and claims are made quarterly if over £100 to claim for.  | Clerk   | Clerk   |
| Annual Return    | Low           | The Annual Return (AGAR) is completed by the clerk, approved by the council and signed by the Chairman, then submitted to the Internal Auditor for completion.<br>Completion within the time limits placed. | Clerk   | Clerk<br>Council<br>Chairman<br>Internal<br>Auditor |
| Councillors      | Low to Medium | Declaration of Interests to be stated Low   | Clerk   | Councillors   |

|                              |               |   |       |                         |
|------------------------------|---------------|---|-------|-------------------------|
|                              |               | Register of Interest forms to be updated<br><b>Low</b><br>Code of Conduct to be strictly adhered to -<br><b>Medium</b>  |       | Chairman                |
| Agendas.<br>Minutes, Notices | <b>Low</b>    | The clerk produces the agenda 5 working days prior to the meeting date and draft minutes within 14 working days from the meeting date. Draft minutes are approved at the next meeting and signed by the Chairman. The agenda and minutes are displayed on the website and in normal circumstances on the noticeboards | Clerk | Councillors<br>Chairman |
| Freedom of Information Act   | <b>Low</b>    | The Freedom of Information Policy is on the website and reviewed annually   | Clerk | Councillors             |
| Insurance                    | <b>Medium</b> | The requirements are reviewed annually or if a new item requires adding to the current policy.<br>The liabilities include employers and employees, and it is vital to ensure compliance is met and reviewed.  | Clerk | Councillors             |
| Council Records              | <b>Low</b>    | The clerk keeps and stores the records including signed minutes, historical documents, property / land deeds and since 2020, all documentation is kept electronically with cloud back up.   | Clerk | Clerk                   |
| Assets                       | <b>Medium</b> | The asset register is reviewed at least annually and updated when new items are acquired. The loss or damage to bins, play  | Clerk | Councillors             |

|           |        |   |       |             |
|-----------|--------|---|-------|-------------|
|           |        | <p>equipment etc., needs to be correctly allocated on the insurance policy. Councillors take responsibility for checking assets and completing relevant forms regularly to ensure that any repairs are made in a timely manner.</p> <p>The Clerk checks the noticeboards monthly in normal circumstances.</p> |       |             |
| Insurance | Medium | <p>The requirements are reviewed annually or if a new item requires adding to the current policy.</p> <p>The liabilities include employers and employees, and it is vital to ensure compliance is met and reviewed.</p>   | Clerk | Councillors |
|           |        |   |       |             |

Date agreed: November 2021

Reviewed April & August 2022

Next date to be reviewed: August 2024