

Cley Parish Council Risk Management Policy

About the Council

Cley 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 Came and Co., Local Council Insurance.

The contact details for the insurers are:

Client Ref: 2312/1819

Came & Company, Blenheim House, 1 – 2 Bridge Street, Guildford, Surrey, GU1 4RY

Tel 01256 395020 e mail localcouncils@cameandcompany.co.uk

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 [Example below]:

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	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
Councillor	Low	Councillors complete and maintain DPI		
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
Allotment site	Medium	Risk assessment undertaken Regular inspections Maintenance regime of site	Insurance in place through NAS Insurer advised	Council Committee Clerk
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	Insurance cover for retention of cash	Council to agree and review

		count and bank cash		
Audit challenges	Medium	Controls in place – review of policies Budget reporting Financial statements	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:

Date to be reviewed:
(1 year from date of agreement)