

Spaldwick Parish Council risk assessment and management policy- V2

Policy adopted: October 2022

Last reviewed: May 2024

Next review date: May 2025

Responsibilities

The Council has collective overall responsibility for effective risk management. This includes:

- approving a risk management policy.
- ensuring its effectiveness through an annual review of the policy and Council insurance.
- completion of necessary risk assessments and checks.

Area	Risk	Level	Management
Assets	Protection of physical assets from loss or damage	M	Ongoing review of risk and adequacy of insurance cover for all physical assets; asset register reviewed and reapproved annually. Children's Play Area monitored, inspected weekly, documented appropriately and reported to Council meetings monthly. Annual play area inspection by Wicksteed.
	Security of buildings	M	Key safe for Community Room which is attached to the school building and is alarmed.
Finance	Banking	M	Accounts held with Unity Trust Bank. BACs payments encouraged (cheques if not); deposited by post by Clerk. No petty cash. Two Councillors required to authorise payments.
	Fraud	L	Fidelity guarantee covers money & property misappropriated by Clerk up to £150K.
	Financial controls and records	M	Cash book and bank statements reconciled monthly by RFO. Quarterly the cashbook, a bank reconciliation and analysis of receipts and payments against the budget are circulated and approved by the Council at a meeting. Scribe Accounts software used- all Councillors have viewing access. Annual internal and external audit.
	Compliance with VAT regulations	M	Not registered for VAT. Reclaims submitted via 126 forms annually or more frequently following large purchases.
	Compliance with HMRC regulations	M	HMRC payslips circulated monthly and payments approved at Council meetings. Payslip copies and P60s kept and payments details published in the agendas and minutes.
	Budget may be exceeded	M	Annual budget prepared in November and approved at a meeting along with the precept being set. Expenditure against budget file reviewed quarterly by Council.
	Unexpected expense	L	Transfer from reserves & review budget.
	Budgeted income not received	L	Precept is main income. Transfer from reserve & review budget if required.
	Compliance with borrowing restrictions	L	No loans and no new borrowing likely at present.

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Public Liability	Claim by member of public against Council	M	Public liability insurance in place (insured to £10M).
	Legal Liability as a consequence of asset ownership	M	Tree inspections by qualified professional. Annual playpark inspection by Wicksteed. Risk assessments and regular checks.
Employer Liability	Compliance with Employment Law	M	Membership of professional bodies (CAPALC, NALC) and Clerk has NALC model contract of employment. Clerk/RFO is member of SLCC. Council holds Employers' Liability insurance cover.
	Compliance with Inland Revenue requirements	M	Use of HMRC's Basic PAYE tools. Annual checks by internal auditor and external audit. Payroll provider used.
	Safety of Employees	L	The Clerk/RFO works from home and manages a safe working environment. Employees are covered by the Council's insurance policy for personal accidents.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary from professional bodies etc. Training of Clerk and Councillors.
	Proper and timely reporting via meeting minutes	M	The Council meets monthly (except August) and receives and approves minutes of the previous meeting. Minutes displayed on website and on village noticeboards.
Document control (current records)	Loss by fire or theft	M	Data reinstatement insured.
	Computer failure	L	All Council business conducted on Parish Council laptop. Data backed up in the cloud.
Document control (archived records)	Loss or damage	L	Old minute books and important documents sent to County Archives.
Councillor propriety	Register of Interests	M	Register of Interests completed by every Councillor. Copies held by Clerk and also sent to District Council Monitoring Officer. These are displayed on Parish and District Council websites.