

Fulmodeston and Barney Parish Council Risk Management Policy

About the Council

Fulmodeston and Barney Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. It is not an “exempt” council. The Council has varying activities and functions and is currently insured through BHIB Insurance Brokers the insurer being Aviva. The Insurance Policy is for a one year term and is renewable on 1st June

The contact details for the insurers are:

enquiriesobhibaffinities.co.uk Tel 0330 013 0036

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 2019'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which must be 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 and forwarded to the Insurer.

- ✓ Sites are inspected at least annually and records are retained. Where appropriate external professional organisations are used.
- ✓ Play Areas are inspected weekly and an annual professional 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 (Standing Orders, Financial Regulations, Budget reporting, policies).

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 £10 m Lone Worker's Policy | Insurance Policy Clerk absence cover Budgeted provision | Clerk and Council |
| Members of the public attending meetings | Low <ul style="list-style-type: none"> Accident Incident | Public Liability Insurance £10 m Visual Inspection – recorded Standing Orders in place | Insurance Policy | Clerk |
| SAM2 Speed watch volunteers | Medium <ul style="list-style-type: none"> 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 Asset Register maintained and Insurers advised | Clerk arranged Asset Register updated annually by Clerk |
| Contractors | Medium <ul style="list-style-type: none"> Public accident | Public Liability Insurance £10 m | Insurance Policy Council and Contractor | Clerk |

| | | | | |
|-----------------------------------|--|---|--|-----------------------------|
| | | Contractors own Public Liability | (£10 million) | |
| Risks | Likelihood v Impact = Risk Rating | Mitigation | By what means | Action |
| Financial/Governance | | | | |
| 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 | IA appointed annually | Clerk / RFO | Council to agree and review |
| Data Protection | Medium | Clerk and Councillors trained Data Protection | Clerk / RFO Clerk / Councillors | Council to agree and review |

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|---------------------|-----|-----------------|-------------|--|
| | | Policy adopted | | |
| Payment of Invoices | Low | Invoices issued | Clerk / RFO | |
| | | | | |

Date agreed: DECEMBER 2023

Date to be reviewed: Annually
 (1 year from date of agreement)..... DECEMBER 2024

Signed..... —

Role..... CHAIRMAN