

RISK ASSESSMENT AND MANAGEMENT

FOR ADOPTION: 7th NOV 2023
NEXT REVIEW DUE: 5th DEC 2024

RISK MANAGEMENT POLICY

The Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk with the Chair shall prepare, for approval by the council, risk management policy and assessment in respect of all activities in the council's domain. Risk management arrangements shall be reviewed by the council at least annually.

When considering any new activity, the Clerk with the Chair shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

The greatest risk facing the council is not being able to deliver the activity or services expected by village residents.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable WBPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that everyone is made aware of the results of the risk assessment.

This document has been produced to enable WBPC to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following procedure was follows.

- Identify the areas to be reviewed
- Identify what the risk may be (High, Medium or Low)
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required

Risk	Level	Control
Protection of physical assets	M	Assets insured, with the replacement value assessed annually.
Security of buildings, equipment, etc	H	Parish Council owns no buildings and minimal equipment. Chairs of Office secured in Chairman's dwelling, kept securely locked when vacant. Laptop and printer secured in Clerk's dwelling, kept securely locked when vacant. Projector stored in Clerk's dwelling.

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		<p>Speedgun when not in use secured in Councillor's dwelling, kept securely locked when vacant.</p> <p>External equipment: Street lights, benches, bus shelter, village noticeboards and trestle bridge information boards inspected regularly for damage.</p> <p>Leased air raid shelter is kept securely locked with key held in the Councillor's dwelling, Clerk's dwelling and in the Library.</p>
Maintenance of buildings, etc	M	<p>Parish Council owns a bus shelter.</p> <p>Air raid shelter is leased to the Parish Council with repairing responsibilities. There are no services to either shelter. Shelters inspected regularly for defects.</p>
Loss of staff (Clerk)	H	<p>In the event of loss of the Clerk due to illness or worse, EALC and SLCC should be contacted to arrange locum cover at the earliest opportunity in order that the council can continue its business.</p>
Banking	H	<p>Dual-signature online and chequebook accounts with Unity Trust Bank. Maximum signatories maintained as three councillors. All payments require second approval or co-signature.</p>
Risk of consequential loss of income	L	<p>Insurance cover.</p> <p>Single laptop backed up constantly, remotely to Microsoft.</p>
Loss of cash through theft or dishonesty	L	<p>All expenses claimed back with supporting receipts with two signatures required for approval.</p> <p>Purchases over £3000 require a minimum three quotations; between £100 and £3000 shall strive to obtain three quotations. New expenditure approved in advance by Council.</p>
Financial controls and records	M	<p>Monthly reconciliation and budget status prepared by Clerk, signed by two signatories. Two signatories on cheques, second approval on internet banking. Internal and external audit.</p>
Comply with Customs and Excise Regulations	M	<p>VAT claims calculated and submitted by the Clerk.</p>
Sound budgeting to underlie annual precept	M	<p>Finance Committee develops detailed budget projection and targeted Reserves in November, with recommended</p>

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		Precept. Approved by Full Council in December for precept request submission in January.
Complying with borrowing regulations	L	No borrowing required.
Risks to third party, property or individuals	M	Public Liability and Employers Liability Insurance in place. Parish Council has no open spaces. Trees investigated when damage reported. Public Rights of Way volunteer group has approved training and suitable PPE and tools provided by ECC. Site Risk Assessment carried out before commencing work. Speedwatch volunteer group has necessary training and suitable PPE.
Legal liability as a consequence of asset ownership (open spaces, war memorial, bus shelter, street lights)	H	Insurance in place. 6-monthly checks of external equipment. Annual detailed inspection of streetlights.
Comply with employment law	M	Membership of SLCC, EALC and NALC.
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out annual checks. Use of external payroll service producing statutory End of Year returns, Employer and Employee statements.
Safety of Staff and Visitors	M	No building owned. Clerk works from home. Home office inspected six monthly for suitability.
Ensuring activities are within legal powers	H	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary.
Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of meetings held in interim. Minutes made available to press and public on Council's website within 14 days of meeting.
Proper document control	M	Document Retention and Email policies adopted. Current leases and legal documents held in Parish Council cupboard in Village Hall. Long-term storage at Essex Record Office used for non-current documents requiring preservation.
Registers of interests and gifts and hospitality in place	L	Register of interests available for completion if necessary.
Business continuity during times of man-made or natural disasters, high	M	Where circumstances prevent a meeting of the council in a reasonable time, the

impact communicable diseases and Acts of God.		Clerk should have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. To minimise the extended financial risk, any resolution and/or Standing Order implementing such delegated authority should include the termination of the authority upon the first meeting of the council after the council meeting at which the delegation was put in place.
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This Risk Management Policy and Assessment was adopted by the Wickham Bishops Parish Council at its Full Council Meeting held on 7th November 2023.

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