



RISK MANAGEMENT POLICY

2022/23

The Town Council is responsible for putting in place arrangements for the management of risk.

This risk management policy and assessment has been prepared in respect of all activities of the council. The risk assessment is a live document and should be regularly reviewed.

When considering any new activity, this should be added to the risk assessment document. Where necessary, a separate risk assessment may be required for a specific activity e.g., the organisation of a community event. The Clerk and Town Manager has delegated authority to prepare any suitable risk assessments.

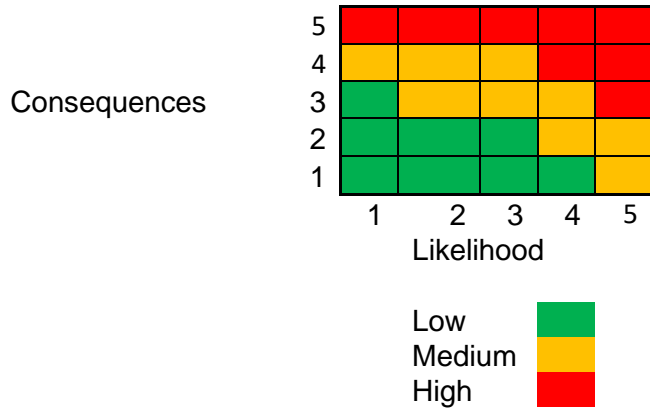
Risk assessment is a systematic general examination of relevant factors that enable the Parish Council to identify any and all potential risks inherent in its practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Parish Council 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 main points have been followed and the register constructed accordingly.

Subject
Hazard
Who is affected?
Current Mitigations
Likelihood
Consequences
Risk Rating

Note: Insurance cover for risk is the most common approach to certain types of inherent risks and for the protection of physical assets owned by the council – buildings, furniture,

equipment, etc. (loss or damage). Comprehensive insurance is in place with Zurich Insurance.



Subject	Hazard	Current mitigations	Likelihood 1 low 5 very high	Consequences	Risk Rating	Notes/ Actions	Insurance manages risk?
Reputation	Councillor or officer acts fraudulently	Officer recruitment process - references taken.	1	3	L		
		Invoices are checked and authorised by two councillors prior to payment.	5	5	H	In place and the Chair of Finance spot checks every month and two Cllrs sign invoices before payment.	Y
		In the event of the Clerk being off on long term sick the Finance Assistant could make payments from the bank account.	1	3	L	Bank details in the safe	Y
		Salary is administered by external company and approved by finance member prior to payment.	4	3	M	TCS Management Ltd now in place from Sept 2021	Y
		Payments and reconciliations are checked independently per quarter by Finance member	4	3	M	Yes	Y
		Councillors have limited access to payment system – can log on only to view accounts.	3	5	M	Cllrs are on the mandate for three accounts and can make	

						gain access but all payments are completed by the Clerk.	
Reputation	Councillor or officer acts outside code of conduct - bribery, etc	Multiple councillors' guards against this, financial regulations require multiple quotations, specify tender opening processes and require group decision making.	1	2	L	Clerk ensures all tenders are obtained as per Financial Regs.	Y
Reputation	Unpopular decisions, adverse press or social media, e.g. from disgruntled ex officer or councillor	Where possible, potentially controversial or major decisions are subject to public consultation. Group decision-making provides a range of perspectives and thus balance.	3	1	L		Y
Finances	Fraud/Theft of Council Finance	Password protected internet banking system. Dual pre-authorisation of payments system. (via signing invoices) Internal/External audit Schedule of all payments reported at Council meetings	3	3	M	The Finance Assistant controls the payments schedule from invoices. The two Cllrs check invoices, and the Clerk makes the payments. These are then spot	Y

	Mis-Management of Finances, including inadequate records	Financial regulations reviewed annually; Quarterly Budget reviews and reconciliations; Finance Member checks; Dual pre-authorisation of payments system; Internal/External audit	4	3	M	checked by Chair of Finance. If a payment required between meetings, the mayor/Chair authorises via email. FR checked in May 2022. Budget reviews completed in June, October and December	
	Reporting and auditing: Mis - information communication	The balance of all accounts is produced for FC every month except for August from the reconciliation of the accounts. The budget is reconciled every quarter. Some approved members have independent access to bank records online.	3	3	M	Yes	
	Bank & Banking, including: Inadequate checks Bank mistakes Loss Charges	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts.	1	1	L	Checked every month and signed off by the Clerk.	

	Procurement fraud	<p>Check suppliers accounts and their details where they have purported to have changed their bank details</p> <p>Periodic review of supplier details and encourage the F & A to make checks</p> <p>All staff are aware of cold callers</p>	2	1		<p>Spot checks made by Finance Assistant</p> <p>Yes</p>
Insurance	Adequacy	<p>An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. An up-to-date register of assets is maintained.</p> <p>Public liability insurance cover for £15,000,000</p> <p>Employers' liability insurance cover £10,000,000</p> <p>Ensure compliance measures are in place.</p>	3	4	M	<p>Yes, FA register is completed and up to date.</p> <p>Insurance in place.</p> <p>It's been noted this year by the auditor that the Chain is not insured if not returned to the TH when not in use and needs to be placed in a safe. The TC has now purchased a new safe and</p>

	Cost	3 quotes are obtained at the time of renewal				a sign devised to ensure the mayor is aware.	
Data protection	Breach	The Council is registered with the Data Protection Agency.	1	1	L	Ensure subscription is kept up to date	

Internal Controls	<i>Fraud/Theft of Council Finance</i>	Standing Orders and Financial Regulations dealing with the award of contracts for services or the purchase of capital equipment – NALC model used and reviewed annually.	1	3	L	Up to date	
	Poor Value for money / Overspend on Services	Service contracts. Minimum 2 and usually three quotes obtained for any substantial works	1	2	L	In place with cleaner and electrician Quotes over £3,000 always strived for. One exception in this year due to works unveiled within repair work.	
	Internal Audit Assurance / Are Internal controls in place?	Invoices signed by two members at Council meetings Schedule of all payments reported at Council meetings	1	1	L		

Council Assets:

Office equipment	Theft of equipment	Insurance covers theft. General security in home setting	1	3	L		yes
Office equipment	Damage to IT equipment leading to loss of availability, need to replace, may lose connectivity, potential loss of data.	Laptop case used to transport equipment. Staff act with care. Work is stored on Onedrive so back-ups available. Equipment is insured and has extended warranty in place. Procedures allow replacement to be purchased quickly. I Cloud in place for back	2	2	L		yes
Office equipment	Theft of portable equipment (laptop) while travelling or at meetings	General practice is to keep laptop in locked boot if travelling by car, or in laptop case if on foot etc. Laptop is password protected Insurance covers theft	1	2	L		Yes
Play and Fitness Equipment - risk to third parties	NA	NA	3	3	M	Consider whether periodic inspections are necessary. Medium on H&S - financial risk covered by insurance.	yes

Civic Hall	Negligence or misuse of sub-leased property Ensure all compliance checks are carried out	Landlord Check carried out annually. Last done June 2022 – all in good order – Fire Checks, Asbestos, Legionnaires, Electrical tests (Hard wiring tests, Pac tests) etc	3	2	M		Yes
Town Hall	Negligence or misuse of sub-leased property Ensure all compliance checks are carried out	Landlord Check carried out annually. Last done June 2022 – all in good order – Fire Checks, Asbestos, Legionnaires, Electrical tests (Hard wiring tests, Pac tests) etc	3	2	M		Yes
Bollington Health & Leisure	Still on BTC Asset register.	Public Liability Insurance Ongoing meetings to ensure the transfer is being completed	1	1	H	Changed solicitors to endeavour to remedy the transfer. In progress	Yes
Public Benches / Signs/ Public information	Checked	All checked for wear and tear, and any repair work noted and scheduled.	2	3	L		Yes

Social Media	Inappropriate posts which lead to discrimination or reputational damage.	<p>Periodic checking of Facebook activity to adhere to the BTC Communication Policy</p> <p>Town Clerk to approve all BTC posts</p> <p>Cllr Induction and Staff Training</p> <p>The team to be very responsive to malicious posts</p> <p>As soon as staff exit employees they are removed as an administrator.</p>	3	5	H	To ensure all staff and Cllrs are trained	Y
Defibrillators	Battery replaced this year for mobile defibrillator	In TH.	1	4	M	N	Y

Areas monitored in addition to the above register:

Internal controls

Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation. Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary

Minutes properly numbered and master copy kept in safekeeping
 Documented procedures to deal with enquiries from the public
 Documented procedures to deal with responses to consultation requests
 Monitoring arrangements by the council regarding LCA status
 Documented procedures for document receipt, circulation, response, handling and filing
 Procedures in place for recording and monitoring members' interests and gifts and hospitality received
 Adoption of codes of conduct for members and employees

Working groups / Partnership

Ensure that proper safeguards exist when the Council works in partnership with another body

Council's response

Yes

Completed but behind.

Yes

Yes

Yes S106 monies

Unable to complete due to number of elected Cllrs

Yes

N/A

Yes

If the Council is working in Partnership with another body the Council should take a critical look at the situation with particular emphasis on:

1. If the body is not a statutory body check if a constitution is in place and appropriate officers are in place.
2. Review the financial position of the body.
3. Where appropriate check for public liability insurance.
4. Keep records of the relationship of the parties by a written agreement where appropriate or the use of regular notes and minutes