

## **Moreton Morrell Parish Council Risk Management Policy and Risk Assessment**

Moreton Morrell Parish Council (MMPC) is charged with the effective management of the assets, both financial and physical, of the Parish. This duty must be carried out in accordance with the law, the Parish Council's Code of Conduct, Standing Orders and Financial Regulations, and must take into account the wishes of residents.

Risk management is a key element in ensuring that the Council is able to meet these requirements. The process will enable MMPC to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them as far as is reasonably practicable.

The Local Councils Governance and Accountability Guidance (2008) recommends that councillors:

- take steps to identify key risks facing the Council
- evaluate potential consequences to the Council if an event identified as a risk takes place
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences
- record any conclusions and decisions reached

MMPC will review its risk assessment annually in March. An interim review will be triggered if:

- there are significant changes to legislation or regulations
- an unforeseen event occurs which impacts on Council activity

The Guidance suggests that the decisions the Council has to take relating to the controls it needs to have in place to manage risk can be grouped into three main areas:

1. where there may be scope to use insurance to help manage risk
2. where there may be scope to work with others to help manage risk
3. where there may be need for self management of risk

## Moreton Morrell Parish Council Risk Assessment

Area of activity	Identified risks	Control measures	Level of risk	Responsible person/s
Provision of amenities and services	Damage to third party property or individuals	MMPC is insured with AXA . The policy is designed specifically for local councils and provides cover for all normal PC activities. The adequacy of insurance cover is reviewed annually before renewal date	M	Clerk/RFO
	Legal liability as consequence of asset ownership	Asset register kept and presented annually in May. Insurance as above	M	Clerk/RFO
Finance	Loss of cash through theft, fraud or dishonesty	Fidelity Guarantee of £150000.	L	Clerk/RFO
	Consequential loss of income or critical damage, loss or non-performance by a third party.	Insurance arrangements as above	L	Clerk/RFO
Councillors engaged in council business	Personal accident to councillors and officers of the council.	Insurance arrangements as above. policy covers: Personal accident/assault Libel/slander Employer's liability	L	Clerk/RFO

<b>Risks managed by working with others</b>				
<b>Area of activity</b>	<b>Identified risks</b>	<b>Control measures</b>	<b>Level of risk</b>	<b>Responsible person/s</b>
Finance	Loss of income	Precept and budget set every January Tenancy/rental agreements for allotments are reviewed annually.	L	Clerk
	Banking arrangements – security, charges, interest	Cheques require 2 signatures Bank reconciliation is carried out at least quarterly to avoid incurring unnecessary charges . Comprehensive internal and external audit annually	L	Clerk
Legislation	Changes to legislation, regulation or procedures that impact on Council business.	Councillors and Clerk receive adequate training, relevant publications and access to legal advice. The Council is a member of WALC Standing Orders and Financial Regulations are reviewed bi- annually	L	All  Clerk
Supplies and services provided to the Council	Work awarded incorrectly. Liability Best value not being achieved	Where possible more than one quotation is obtained for substantial work or goods.	L	Clerk
		Contractors are required to provide evidence of adequate insurance and public liability cover and appropriate Health and Safety arrangements and/or policy where stipulated by regulations	L	Clerk
Employees	Loss of Clerk's services due to illness or other unforeseen circumstance.	Clerks husband who is an ex Moreton Morrell Cllr has agreed to provide cover if required.	L	Chairman

<b>Risks self managed</b>				
<b>Area of activity</b>	<b>Identified risks</b>	<b>Control measures</b>	<b>Level of risk</b>	<b>Responsible person/s</b>
Finance	Loss of cash	Cash handling is avoided wherever possible. When cash is received a receipt is issued and the cash is banked at the earliest opportunity. Amounts in excess of £200 banked within two working days. No petty cash is held.	L	Clerk
	Inadequate financial records Non-compliance with regulations	Requirements detailed in Financial Regulations are followed. A monitoring statement is produced at least bi-annually. This includes budget update and reconciliation of payments and receipts against the bank. All invoices are cross referenced to the relevant section of the minutes and to the cheque book. Year end accounts are prepared in the required format, supported by an adequate audit trail and presented on time.	L	Clerk
	Improper use of funds granted to community bodies	Granting of funds follows required approval process. Section 137 grants are listed separately in the annual accounts. Reports made by community bodies each May	L	Clerk

Area of activity	Identified risks	Control measures	Level of risk	Responsible person/s
Record keeping	Inadequate records of council business	Minutes of Council meetings are taken by the Clerk. They are distributed to Councillors as soon as possible and verified and signed as a correct record at the next meeting.	L	Clerk
	Inadequate document control	Calls, letters and e-mails are responded to as soon as is reasonably practicable Relevant documents are available for viewing on request. Paperwork is retained in accordance with guidelines. Deeds and other legal documents are kept in secure storage.	L	Clerk
	Breach of confidentiality	MMPC has no databases, adheres to GDPR. Electronic data is password protected. Website is password protected	L	Clerk
	Failure to respond to electors wishing to exercise their rights of inspection.	Current legislation is adhered to. In accordance with the Freedom of Information Act, all relevant documents are available on demand by post and within the required timescale.	L	Clerk
Consultation	Failure to meet deadlines when responding to consultations	Relevant documents are presented at the earliest opportunity and decisions communicated promptly.	L	Clerk

Conduct of Councillors	Conflict of interest	The Code of Conduct is signed and a Register of Interest completed by each councillor. Councillors are reminded of their personal responsibility at each mtg to ensure that the register is accurate and up to date.	L	All
Employment of Officers	Failure to adhere to employment law	Vacancies are advertised. All councillors have the opportunity to be involved in the recruitment process. Staff are paid in accordance with nationally agreed pay scales. All staff have a contract of employment and a job description. The Council ensures that staff working from home are working in safe and appropriate conditions. Pension auto enrolment declaration made . PAYE provider used.	L	Chairman
Physical assets	Injury to third party inc playing field , loss of assets	The Council is responsible for all items on the asset register. All physical assets are inspected at regular intervals to ensure that they do not present any hazards to members of the public. Any hazards noted are reported to the Clerk who informs the Chairman and ensures that hazards are dealt with promptly. All assets have comprehensive insurance cover	M	Councillors and/or those with delegated responsibility

Safety and security	Potential hazards in meeting venue	MMPC meets in Moreton Morrell Village Hall. Any hazards noted by Councillors, Officers or members of the public are either removed, isolated or clearly labelled and reported to the Village Hall Committee as soon as possible.	L	All
	Assault on Councillors or Officers	The person locking up after meetings will be accompanied by at least one other person.	L	All
	Loss of paper records	All Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books, leases for land, allotments, accounts, insurance, planning etc. Materials are held in a locked metal filing cabinet (not fire proof). All reasonable security and safety precautions are taken. Planning and code of conduct records are also held by SDC	L	Clerk
	Loss of electronic records	Electronic records are stored on the Clerk's computer. Files are backed up to the BT Cloud instantly	L	Clerk

Date agreed.....

Signed ( RFO).....