

# Thursford Parish Council Risk Management Policy

## **About the Council**

Thursford Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Zurich Municipal [The Insurance Policy is due for renewal on 1<sup>st</sup> June 2024].

The contact details for the insurers are:

Zurich Municipal

The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire, PO15 7JZ

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'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is 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.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ 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 at least annually.

## **The Risks identified for the Council:**

| <b>Risks</b>                             | <b>Likelihood v Impact<br/>= Risk Rating</b>   | <b>Mitigation</b>   | <b>By what means</b>   | <b>Action</b>                       |
|--|--|---|--|-------------------------------------|
| <b>Operational</b>                       |  |   |  |                                     |
| Staff (Clerk)                            | High <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> </ul> | Employer's Liability in place<br>Lone Worker's Policy<br>Adequate Working Balance<br>Adequate Working Balance | Insurance Policy<br><br>Budgeted   | Clerk and Council                   |
| Councillors                              | Medium <ul style="list-style-type: none"> <li>• Aware of their responsibilities and limitations</li> </ul>                     | Refer to Standing Orders<br>Ensure awareness of Nolan Principles<br>Training                                  | Standing Orders reviewed regularly<br>Risk Management policy reviewed annually<br>Insurance<br>Reminder PC is a corporate body | Clerk and Councillors               |
| Members of the public attending meetings | Low <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> </ul>   | Public Liability Insurance<br>Visual Inspection – recorded<br>Standing Orders in place                        | Insurance Policy<br>Village Hall Chairman /<br>Committee or Council  | Clerk<br>VH Chairman /<br>Committee |
| Cemetery                                 | Medium <ul style="list-style-type: none"> <li>• Accident</li> </ul>  | Public Liability Insurance<br>Visual Inspection   | Insurance Policy<br>Clerk / Grass cutting contractor   | Clerk<br>Grass cutting contractor   |
| Contractors                              | Medium <ul style="list-style-type: none"> <li>• Public accident</li> </ul>   | Public Liability Insurance<br>Contractors own Public Liability  | Insurance Policy<br>Council and Contractor (£10 million)   | Clerk                               |

|                                   |        |   |   |                             |
|-----------------------------------|--------|---|---|-----------------------------|
| <b>Financial</b>                  |        |   |   |                             |
| Cash flow and end of year balance | Medium | Budget prepared<br>Budget Monitoring document provided to members<br>Reserve funds allocated<br>Fidelity Guarantee in place<br>Internal Controls in place | Clerk / RFO<br><br>Insurance Policy<br>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 | Audit control policies in place and reviewed  | Clerk / RFO   | Council to agree and review |
| Data Protection                   | Medium | DPO appointed<br>Clerk trained<br>Policies regularly reviewed by Councillors<br>Data Protection Policy adopted  | Clerk / RFO<br>Clerk / Councillors<br><br>Council                 | Council to agree and review |

Date agreed: 20<sup>th</sup> November 2023

Date to be reviewed:  
(Annually - 2024)