

LYMPSHAM PARISH COUNCIL RISK MANAGEMENT SCHEME

Policy Statement

Lympsam Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully but has in place a strategy that provides a structured, systematic and focused approach to managing risk.

HIGH RISK **MEDIUM RISK** **LOW RISK**

INSURANCE RISK

RISK	MANAGEMENT OF RISK	RECOMMENDATIONS
Play equipment M	Weekly check/Annual Safety Assessment by external body.	Weekly/June
Council Assets L	Insurance policy	Clerk/RFO to review policy is adequate annually. Annual review of asset register by RFO.
Personal Accident to Employee/Councillors L	Insurance policy/Employee liability policy	Clerk / RFO to review policy is adequate annually.
Insurance provider insolvency L	Use broker to ensure best options are chosen	Review provider every two years
Loss through theft/dishonesty. L	Insurance policy/adequate checks throughout the year	Quarterly checks by Councillors for security between audit.

EXTERNAL RISK

RISK	MANAGEMENT OF RISK	RECOMMENDATIONS
Possible breaches of legislation. L	Ensure expert advice sought/Clerk & Councillors attend regular training .	Membership of professional bodies such as SALC and SLCC.
Outside Contractors working for the council. L	Clerk to check all Contractors have relevant insurance .	Council to resolve to only accept tenders from Contractors with adequate insurance .

FINANCIAL RISK

Business Continuity	The Council and the	Put in place a Business
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L	activities it engages in would be supported through NALC membership.	Continuity plan, and review annually.
L	Financial records	The Council has adopted Financial Regulations to prevent irregularities .
L	Adequate funding /Loss of income	The RFO will provide quarterly budget updates, and an initial budget proposal, including projected figures for the following year at Council meeting in September. The request for Precept will be determined by Council at December meeting and submitted by RFO to District Council.
L	Petty Cash	Any cash received is banked as soon as possible.
L	Collection of monies owed to Council, including vat reclaims	Quarterly checks on financial records by a minimum of two Councillors in between audits.
L	Payment Authorisation	Quarterly checks on financial records by a minimum of two Councillors in between audits.
L	Payroll/ PAYE	Quarterly checks on payroll records by a minimum of two Councillors in between audits.
L	Grants awarded	Grant Policy to be formed and approved by Council.

COMPLIANCE RISK

RISK	MANAGEMENT OF RISK	RECOMMENDATIONS
L	Councillors' Interests	Members to declare all interests and copy sent to Monitoring Officer. Held on website .
L	Employee working alone.	Members to declare any new interests as and when they arise .
	Lone Worker Policy in place.	Clerk to ensure own safety

L		by only meeting residents / contractors in public place.
Employee Working Conditions/Practices L	Clerk mainly works from home and takes responsibility for her own health & safety .	Council to check annually that adequate Insurance is in place for Clerk working from home.
Document production & Control L	Clerk responsible for production of Agenda, Minutes and reports, also is gatekeeper of the website.	Existing procedures to continue, as deemed adequate.
Computer Hardware & Software. L	The Council has a specialist to call on to maintain systems if necessary.	Clerk recommends purchase of new external drive. Backs up to cloud facility as well.
All activities are within the relevant law/correct Powers used. L	Full Council resolutions for all decisions. Advice sought from Clerk/ SALC if unsure.	Clerk to complete CiLCA training to further knowledge. Councillors to all receive training as necessary.

Sally Ferguson

27/06/2020

Adopted: July 2020

Minute ref:54/20

To review in 2022.