**Risk Management: Policy Statement**

Overall Policy

As part of its general aim to provide a high quality of service to parishioners, Thurlaston Parish Council will have an effective procedure to identify and document key potential risks in all areas of its activities and to establish ways of managing those risks.

Bearing in mind the Parish’s modest size and limited resources, the risk management procedure and practice will be kept simple and be guided by a practical common-sense approach.

Responsibility

Responsibility for the risk management procedure will lie with the Council members. The Council will approve the policy and procedure and any proposed amendments to it.

Implementation

The assessment of risks and remedies will follow three main steps:

1. Identify key risks facing the Council.
2. Evaluate both the consequences and the likelihood of each risk arising.
3. Decide upon appropriate measures to control, reduce or avoid the risk or its consequences.

The Clerk will maintain detailed records of the application of the above three steps.

Review/Amendment

At regular intervals, as decided by the Council, members will review the operational policy and consider the adequacy of the procedures at that time. The members in meeting may decide to amend the policy if they judge it necessary.

Approval

Reviewed by Finance Sub Committee 4th January 2024

This Risk Management Policy Statement was approved at Feb 2025 Full Council Meeting Minute Reference - 1280-02/24

**Thurlaston Parish Council**

**Risk Assessment**

Reviewed and Updated January 2024

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| Risk  Identification | Risk  Evaluation  (Consequence & Likelihood)  H/M/L | Preventative Measures | |
| Already in Place | Action Required |
| **Physical Assets**  Protection of play equipment and other assets | L | ▪Equipment insured  ▪Fixed asset register updated  ▪Insurance values revised |  |
| Inspection and maintenance of play equipment | M | ▪ Annual NPFA inspection  ▪ Repair as and when needed  ▪ Delegated members undertake weekly  inspections & complete report  ▪ Members taken appropriate training. |  |
| **Financial Matters**  Adequacy of financial controls in general | M | ▪ Annual budget precept set by PC  ▪ Accounts spreadsheet circulated to the Finance sub-committee quarterly  ▪ Presentation of accounts to Finance Sub Committee four times per year inc bank statements as specific agenda item  ▪ Internal & external independent audits  3 designated Members in addition to RFO have access bank ‘real time’ to view online transactions | . |
| Risk of loss of BACS, cheques, postage stamps and other money type items | L | ▪ Mandatory insurance cover in place (£250,000)  ▪ No cash held, if received banked  immediately  ▪ Every BACS transaction has 2 entries by  2 separate delegated person(s) one who  undertakes initial entry and one who  authorises.   * If cheque raised each has 2 signature   ▪ Monthly bank reconciliation |  |
| VAT Rules (Customs & Excise) | L | ▪ Proper record of VAT in Cash Book  ▪ Regular reclaiming of VAT  ▪ Auditors double check VAT figures |  |
| **Public Liability**  (Mandatory Insurance)  General risk to third party individuals or property | M | ▪ Insurance cover for £10m | ▪ Continue with general risk assessment |
| Recreation Ground: Risk of injury to child/park user | H | ▪ Insurance cover for £10m  ▪ Annual inspection of play equipment by NPFA  ▪ weekly inspection by PC Member | ▪ Continue with general risk assessments |
| **Employers Liability**  (Mandatory Insurance)  Comply with employment law so far as relevant | L | ▪ Insurance cover in place for risk of injury to employee linked to council work  ▪ Members of various national/regional associations |  |
| Comply with Inland Revenue requirements | L | ▪ Evidence on file for Clerk’s employment status  (obtain evidence of residency status) |  |
| **Legal Liability**  Ensure Parish Council actions are within legal powers | H | ▪ Clerk has up to date manual of correct procedures  ▪ Seek advice from national bodies/other parishes where necessary  Maintain membership of relevant bodies e.g. LRALC & NALC  ▪ Standing orders introduced and approved & published online | ▪ Clerk Continuous Professional Development |
| Correct number of meetings and proper minutes maintained | M | ▪ Meet 10 times per year  ▪ Clerk prepares minutes which are approved at next meeting and available to public  ▪ Minutes available on website | Continue to update website. |
| Proper document control | L | ▪ Clerk has refreshed all document filing  ▪ Leases/insurance policies kept in filing cabinet  ▪ Old minutes placed in Wigston Records Office (now full)  ▪ Freedom of Information policy approved and adopted.  ▪ Council is a registered data controller with ICO  ▪ Separate laptop solely for Parish Council business  ▪ Remote back up of laptop files undertaken daily via independent company | ▪ All current documents at Clerk’s home, stored securely - Archived documentation held within store facility located at Thurlaston Village Hall in lockable file cabinet, with Clerk and one other member of Council holding keys. |
| **Councillor Propriety**  Protection against dishonesty | M | ▪ Mandatory insurance cover for fidelity guarantee in place (current cover £150,000) | ▪ Clerk to ensure cover is adequate and increase if necessary. |
| Formal registers completed and retained | H | ▪ Clerk keeps register of each councillor’s Declaration of Acceptance  ▪ Clerk keeps register of each member’s signed Code of Conduct  ▪ Each councillor given copy of Standing Orders  ▪Details of PC’s kept updated on Parish Council website |  |