

Swafield and Bradfield Parish Council Risk Management Policy 13 Nov 2018

Minute 18.69

Swafield and Bradfield 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 Came and Company. The Insurance Policy is for a term of 3 years, and was renewed on 17th November 2018. (Minute

The contact details for the insurers are:

The Local Council Insurance Team
Came and Company Local Council Insurance
Blenheim House
1-2 Bridge Street
Guildford
Surrey, GU1 4RY

Tel: 01483 462860

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. The Council agrees the Risk Management Policy which is reviewed annually.

Main Actions in relation to risk management

1. The Asset Register shall be updated annually
2. Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or by another designated body. Copies of risk assessments are retained.
3. Assets are inspected at least annually and records are retained
4. The Council reviews the Insurance Policy prior to renewal
5. Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
6. The Council reviews its systems of Internal Control at least annually
7. Documentation is kept safely and securely (on file, with the minutes, on computer, circulated to members and backed up to the cloud)

The Risks identified for the Council

| Risks | Likelihood v Impact = Risk Rating | Mitigation | By what means | Action |
|--|--|---|---|-----------------------------|
| Operational | | | | |
| Staff (Clerk) | High <ul style="list-style-type: none"> • Accident at work • Sickness • Terminates employment | Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance | Insurance Policy Budgeted | Clerk and Council |
| Members of the public attending meetings | Low <ul style="list-style-type: none"> • Accident • Incident | Public Liability Insurance Visual Inspection – recorded Standing Orders in place | Insurance Policy Clerk and Council | Clerk Clerk and Council |
| | | | | |
| Contractors | Medium <ul style="list-style-type: none"> • Public accident | Public Liability Insurance Contractors own Public Liability | Insurance Policy Council and Contractor (£10 million) | Clerk |
| Financial | | | | |
| Cash flow and end of year balance | Medium | Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place | Clerk / RFO Insurance Policy Policies reviewed annually | Council to agree and review |
| Audit challenges | Medium | Audit control policies in place and reviewed | Clerk / RFO | Council to agree and review |

Date agreed: 13 November 2018

Date to be reviewed: (1 year from date of agreement)