

Upper Clatford Parish Council Risk Management Policy

The Upper Clatford Parish Council has a serious attitude to the management of risk. Accordingly, it has incorporated a series of measures within its Standing Orders, Financial Regulations, Documentation and Procedures summarised as below:

1. Council Standing Orders, which are reviewed at each Annual General Meeting
2. Council Financial Regulations, which are reviewed at each Annual General Meeting
3. The Code of Conduct
4. The maintenance of a Register of Interests for all Councillors
5. Internally and externally audited accounts
6. Cash Book
7. Monthly budget updates are available to all Councillors and the Public
8. Monthly bank reconciliations available to all Councillors and the Public
9. Health and Safety risk assessment on Council property updated regularly and supported by appropriate inspections
10. The maintenance of Insurance covering public liability, employer's liability. Money and fidelity guarantee and insurance for the Council property and reviewed every year and when circumstances change.
11. Model Publication Scheme under Freedom of Information Act 2000
12. Employment procedures
13. Risk Management Policy
14. Data Protection Policy
15. Privacy Notice (General)
16. Privacy Notice (Staff/Cllrs)
17. Equality & Diversity Policy
18. Disciplinary Policy
19. Grievance Policy
20. Recruitment Policy
21. Retention Policy
22. Reserves Policy
23. Expenses Policy

To ensure Councillors are aware of their obligations, [all have web access](#) to copies of key documentation including Standing Orders, Financial Regulations, Risk Assessment, Code of Conduct and Minutes. [Main policy](#) documents are reviewed at the Annual General Meeting held on the second Wednesday in May.

Item	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Internal Audit Checks to be done every
Precept	Not submitted	L	Minute – RFO follow up	Diary	12 months
	Not paid by TVBC	L	Check and Report to Financial Comm.	Diary	12 months
	Adequacy of Precept	H	Monthly review of budget to actual	Diary	12 months
Salary	Wrong Salary Paid	L	Check to minute	Member verify	12 months
	Wrong hours paid	L	Check to contract	Member verify	12 months
	False employee	L	Check PAYE	Member verify	12 months
	Wrong deductions	L	Check PAYE	Member verify	12 months
Cllr Allowances	Cllr overpaid	M	Claim form and minute	RFO verify	12 months
Grants and Support	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay etc	L	Minute	Member verify	12 months
	Conditions agreed	L	Use reasonable condition	RFO check	12 months
	Cheque	M	Signatory initials on stub	Member verify	12 months
VAT irrecoverable	VAT analysis	M	All items in cash book lists	RFO verify	12 months
	Charged on purchases	L	Consider all items in cash book lists	RFO verify	12 months
	Claimed within time limit	M	Agree returns submitted	RFO verify	12 months
Reserves	Adequacy	L	Consider at Budget setting	RFO verify	12 months
Assets	Loss, Damage	M	Annual inspection, update insurance and asset registers		24 months
	Chalk Pit	M	Lack of Tenancy	Full Committee	12 Months

Item	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Internal Audit Checks to be done every
Staff	Loss of Clerk	L	Hours, health, stress, training, sickness, early departure	Full Committee	24 months
Loss	Fraud	L	Insurance cover	Full committee	12 months
Quorum for Meetings	Low Membership	L	Holidays, sickness	Full Committee	12 Months
Meeting Venue	Unavailability of Village Hall	L	Councillors home, Crook & Shears, Church Hall	Full Committee	12 Months
Minutes	Accurate and Legal	L	Review at following meeting	Minute	12 Months
Income	Surplus Funds	L	Retained in bank account	Finance Sub Committee Monthly Statement	12 Months
	Chalkpit Rent	M	Reliability of Tenancy Monthly Bank Statement	Full Committee	12 Months
Councillors Interests	Conflict of Interest	L	Declared at meetings Review Declaration of Pecuniary Interest	Full committee Annual	12 Months
Maintenance	Poor performance of assets and amenities	M	Regular inspections of open spaces and parks	Nominated Cllrs Minuted	12 Months
External Bodies	Representation by Individual Councillors	L	Monthly update to Full Meeting, copies of minutes and e mails circulated	Full Committee	12 Months
Business Continuity	Computer failure / fire	L	e-data use one drive cloud and monthly back up	Clerk	
Pavilion Sports Field	Legionella / Fire	M	Separate instructions. Brief Users	Clerk	

Play Areas	Various	L	Monthly Insp Annual RoSPA Insp Specific RA as reqd (e.g. COVID 19)	CIIs External	Annually
------------	---------	---	---	------------------	----------