

Burnham Thorpe Parish Council Risk Management Policy

About the Council

Burnham Thorpe 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 Clear Insurance. The Insurance Policy is for a term of 3 year term, and is due for renewal June 2025.

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 :

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 Village Hall Council	Clerk VH Clerk
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
SAM2	Medium <ul style="list-style-type: none"> Roadside accident Lifting heavy equipment 	Risk Assessment for SAM2 Public Liability Insurance Asset Insurance	Clerk Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk Asset Register updated annually by Clerk

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
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
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 Clerk and Councillors trained Finance Committee has delegated power to manage the process Data Protection Policy adopted	Clerk / RFO Clerk / Councillors Finance Committee Council	Council to agree and review
Grants and support payable	Low	Power to pay Authorisation of the council to pay	Clerk Council	Council policy in place
Management				
Computer Records/Docs	Medium	Loss through damage, fire, corruption of computer	Clerk/RFO	Hard drive backup
Assets				
Street furniture	Low	Theft/Loss damage	Clerk	Inspections at least once a year

Date agreed: 29 July 2024

Date to be reviewed: July 2025
(1 year from date of agreement)