

## Barnham Broom Parish Council Risk Management Policy

### **About the Council**

Barnham Broom 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 Zurich Insurance. The Insurance Policy is for a term of 1 year and is due for renewal on 31<sup>st</sup> July 2024.

The contact details for the insurers are:

Zurich Insurance PLC  
The Zurich Centre  
3000 Parkway  
Whiteley  
Fareham  
Hampshire  
PO15 7JZ

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
<b>Operational</b>				
Staff (Clerk)	High <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> </ul>	Employer's Liability in place  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"> <li>• Accident</li> <li>• Incident</li> </ul>	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee or Council	Clerk Village Hall Chairman / Committee
SAM2 Speed watch volunteers	Medium <ul style="list-style-type: none"> <li>• Roadside accident</li> <li>• Lifting heavy equipment</li> </ul>	Risk Assessment and training for use of SAM2 provided Public Liability Insurance  Asset Insurance	Westcotec  Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged  Asset Register updated annually by Clerk
Contractors	Medium <ul style="list-style-type: none"> <li>• Public accident</li> </ul>	Public Liability Insurance Contractors own Public Liability	Insurance Policy Council and Contractor (£10 million)	Clerk

Loss or damage to assets	<p>Medium</p> <ul style="list-style-type: none"> <li>• Assets stolen or missing</li> <li>• Assets damaged</li> <li>• Council records lost or damaged</li> </ul>	<p>Asset register maintained Regular visual inspections All damaged assets made safe and repaired at the earliest opportunity Reported to police, insurers and council Loss or damage insurance All archive paperwork held at Norfolk Records Office Emails and electronic records backed-up to 'the cloud' Current paperwork held in fire resistant filing cabinet</p>	<p>Asset register  Clerk to arrange  Clerk to report Insurance policy Norfolk Records Office  Cloud subscription  Appropriate cabinet</p>	<p>Clerk Councillors Clerk  Clerk/Council Clerk Clerk to deliver Clerk  Sourced by Clerk</p>
Clerk or Councillor acts ultra vires	<p>Medium</p> <ul style="list-style-type: none"> <li>• Legal action</li> <li>• Council brought into disrepute</li> </ul>	<p>Public Liability insurance  Councillors and Clerk regularly trained Policies and advice available from Clerk Subscription advisory service available</p>	<p>Insurance policy  Training policy Clerk provides where required Norfolk Parish Training and Support</p>	<p>Clerk  Clerk and Councillors NPTS</p>
<b>Financial</b>				
Cash flow and end of year balance	<p>Medium</p>	<p>Budget prepared Budget Monitoring document provided to members Reserve funds allocated Internal Controls in place</p>	<p>Clerk / RFO  Insurance Policy Policies reviewed annually</p>	<p>Council to agree and review</p>

Financial Mismanagement	<p>Medium</p> <ul style="list-style-type: none"> <li>• Loss caused by accident, fraud or dishonesty</li> <li>• Precept not demanded</li> <li>• VAT not reclaimed</li> <li>• PAYE not administered</li> </ul>	<p>Fidelity Guarantee insurance in place</p> <p>Financial Regulations adopted and regularly reviewed.</p>	<p>Insurance policy</p> <p>Financial Regulations</p>	<p>Clerk/RFO to arrange</p> <p>Clerk/RFO and Council</p>
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 Data Protection Policy adopted	Clerk / RFO Clerk / Councillors Council	Council to agree and review

Date agreed: November 2023

Date to be reviewed: November 2024