Walpole Cross Keys Parish Council
Risk Management Policy

About the Council
Walpole Cross Keys 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. The Insurance Policy is for a term of 3 years and is due for renewal in June 2024.

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.

- ✓ This form is run on a traffic light system with risks identified as high (red), medium (orange) and low (green).
- ✓ Sites are inspected at least annually, and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ 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 • Accident at work • Sickness • Terminates employment • PAYE	Employer's Liability in place Lone Worker's Policy inc passwords etc. Adequate Working Balance Adequate Working Balance Since moving PAYE to an outside firm, all legislation is up to date and a P32 and pay slip are available every month. PAYE now paid via BACS monthly.	Insurance Policy Budgeted Outsourced	Clerk and Council
Members of the public attending meetings	Low • Accident • Incident	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee	Clerk VH Chairman / Committee

SAM2 Speed watch volunteers Asset Register	Medium • Roadside accident • Lifting heavy equipment Low	Risk Assessment and training for use of SAM2 provided Public Liability Insurance Asset Insurance Checked by councillors and Clerk Includes the 2 play areas for checking monthly and the annual ROSPA inspection.	Westcotec Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged Asset Register updated regularly by councillors and clerk
Contractors	Medium • Public accident • Quotations	Public Liability Insurance Contractors own Public Liability Any contracts over £400 are subject to 3 quotes.	Insurance Policy Council and Contractor (£10 million)	Clerk
Employees	**Low**	Fraud is covered by the Fidelity Guarantee insurance. Health & Safety – training where required, and any relevant PPE supplied	Insurance Policy Health and Safety Policy	Clerk Clerk
Risks	**Likelihood v Impact = Risk Rating**	**Mitigation**	**By what means**	**Action**
Financial				
Precept	Low	To ensure enough precept is available to carry out Statutory Duties via the budget which is reviewed quarterly with a projected figure for the year end. This	Clerk/RFO Finance Team	Council to review and approve

		enables correct and transparent forecasting to include all regular costs and projects.		
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 Finance Team Insurance Policy Policies reviewed annually	Council to review and approve
Financial Records	Low	The Financial Regulations that are in place cover any irregularities along with Standing Orders. Financial records include bank reconciliation and payments/receipts produced monthly for council meetings.	Clerk/RFO	Council to review and approve
Banking	Low	The move to online banking in April 20 has given additional protection with 2 approval signatories required from the 4 signatories. Each signatory can view the bank accounts 24/7 and have their own login and password. A new online banking policy is available, and the Financial Regulations have been update.	Clerk/RFO can only add payments to the system for signatories to approve	Monthly bank statements to all councillors.
Handling of cash	Low – n/a	NO CASH	Insurance cover for retention of cash	Council to review and approve
Audit	Medium	Audit control policies in place and reviewed annually.	Clerk / RFO	Council to agree and review
Data Protection	Medium	Registered with the Information Commissioners Office and compliance	Clerk / RFO Clerk / Councillors	Council to agree and

		included a Data Protection Policy and Privacy Statement are in place and on the website. Clerk and Councillors trained	Council	review at least annually
Grants	Low	Walpole Cross Keys Parish Council does not receive any grants at present. No grants have been received to the Parish Council and a Grant request form is in place.	Clerk / Finance Team	Council to review and approve
VAT	low	The Financial Regulations cover VAT and claims are made quarterly if over £100 to claim for.	Clerk	Clerk
Annual Return	Low	The Annual Return (AGAR) is completed by the clerk, approved by the council and signed by the Chairman, then submitted to the Internal Auditor for completion. Completion within the time limits placed.	Clerk	Clerk Council Chairman Internal Auditor
Councillors	Low to Medium	Declaration of Interests to be stated Low Register of Interest forms to be updated Low Code of Conduct to be strictly adhered to - Medium	Clerk	Councillors Chairman
Agendas. Minutes, Notices	Low	The clerk produces the agenda 5 working days prior to the meeting date and draft minutes within 7 working days from the meeting date. Draft minutes are approved at the next meeting and signed by the Chairman. The agenda and minutes are displayed on the website and in normal circumstances on the noticeboards	Clerk	Councillors Chairman

Freedom of Information Act	Low	The Freedom of Information Policy is on the website and reviewed annually	Clerk	Councillors
Insurance	Medium	The requirements are reviewed annually or if a new item requires adding to the current policy. The liabilities include employers and employees, and it is vital to ensure compliance is met and reviewed.	Clerk	Councillors
Council Records	Low	The clerk keeps and stores the records including signed minutes, historical documents, property / land deeds and since 2020, all documentation is kept electronically with cloud back up.	Clerk	Clerk

Assets	Medium	The asset register is reviewed at least annually and updated when new items are acquired. The loss or damage to bins, play equipment etc., needs to be correctly allocated on the insurance policy. Councillors take responsibility for checking assets and completing relevant forms regularly to ensure that any repairs are made in a timely manner. The Clerk checks the noticeboards monthly in normal circumstances.	Clerk	Councillors
Insurance	Medium	The requirements are reviewed annually or if a new item requires adding to the current policy. The liabilities include employers and employees, and it is vital to ensure compliance is met and reviewed.	Clerk	Councillors

Date agreed: May 2021
Reviewed: August 2021
Reviewed: August 2022
Reviewed: August 2023
Reviewed: August 2024
Reviewed: August 2025