

HARESCOMBE PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

INTRODUCTION

This document identifies and summarises the risk areas for which the Parish Council is responsible, gives details of the insurance cover and discusses reasons for whether or not action has been taken.

INSURANCE

Insurer: Zurich Municipal

The Policy covers:

Mandatory items

- Public Liability (£10million)
- Employer's Liability (£10million)
- Money (up to £250,000 depending on circumstance)
- Fidelity Guarantee (£25,000)
- Libel and Slander (£250,000)

Other Items

- No Street Furniture
- Data Loss £500
- Personal Accident – covers councillors, employees - £2million
- Legal expenses £100,000

NOTICE BOARDS

The Parish Council owns one notice board which is inspected six times per annum. The Notice Board is located next to the Village Hall.

GRIT BINS

The Parish Council has identified fifteen Grit Bins which are located around the Village and filled annually with salt and sand by GCC Highways. These are inspected annually by a nominated Councillor and maintenance carried out as required. In 2022 a programme to replace old "blue" bins was resolved.

A location map is available.

DEFIBRILLATOR UNIT

The Parish Council purchased a Defibrillator unit which is registered with the National Network 'The Circuit'. The unit requires regular checking of the battery condition and pad life. This has been added to the Risk Schedule.

VERGE CUTTING

All local verge cutting is carried out by GCC Highways with two cuts per annum.

STAFF & CONTRACTORS

The Clerk conducts annual risk assessments; these are stored separately from this document.

COMPUTER FILES

The Parish Council has a laptop computer; it is protected with anti-virus protection. The Clerk conducts regular back-ups. The computer is managed by Mrs Murray.

MONEY

Money is a mandatory item on the insurance schedule. However, the Parish Council does not operate a petty cash system and no cash is held on behalf of the parish on a regular basis. Any monies received are banked promptly.

All cheques have to be signed by two members of the Parish Council as per the Local Government Act 1972, Section 150 (5). The members signing must be recognised by the Council's bank as registered signatories. The cheque signatories are also vigilant as to the payee on each cheque to detect and prevent any possible fraud. The Parish Council also operates an on line banking facility to view account activity only. Financial Internal Control Procedures are in place.

PAYROLL

PATA are appointed for payroll services. The Clerk is paid by bacs the day after the meeting. Expenses and overtime are agreed by Full Council prior to payment. An annual appraisal is carried out by an appointed Councillor in January each year.

BUSINESS CONTINUITY PLAN

This section covers the process to follow should the Parish Clerk be:

- Absent from monthly full council meeting
- Unavailable long-term

1. Clerk failing to attend council meeting.

Wherever possible, the Clerk will have arranged temporary cover. The Clerk will inform the Chair/Vice-Chair of absence as soon as possible. If the Clerk has failed to arrive within 10 minutes of meeting start time and no contact has been made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

Wherever possible, the clerk will have circulated the meeting papers prior to the meeting. These include:

- Agenda
- Previous meeting minutes
- Schedule of payments for approval
- Finance reports

After the meeting, the council will forward the minutes to the clerk for completion and distribution, or invoke Procedure (2) below.

2. Clerk unavailable long-term

In the event the Clerk is unavailable longer-term (more than 3 weeks) the Chair/Vice-Chair will contact Gloucestershire Association of Parish and Town Councils (GAPTC) to engage the services of a locum clerk.

Risk Schedule

| Item | Inspection Frequency | Last Reviewed | Comments/Action |
|---|-----------------------------|----------------------|--------------------------|
| Parish Council Insurance including: | Annual | May 2022 | Clerk |
| Public and Employers' Liability | Annual | May 2022 | |
| Money and Fidelity Guarantee | Annual | May 2022 | |
| Personal Accident | Annual | May 2022 | |
| OTHER inspections/maintenance | | | |
| Notice Boards | Monthly | May 2022 | CLlr Ractliffe |
| Defibrillator Unit | Quarterly | May 2022 | CLlr Ractliffe |
| Grit Bins x 18 | Annually | May 2022 | CLlr Hyett/ GCC Highways |
| Verge Cutting | Biannually | September 2022 | GCC Highways |