Risk Management Policy

Charlton 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 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

To ensure Councillors are aware of their obligations, all have copies of key documentation including Standing Orders, Financial Regulations, Risk Assessment, Code of Conduct and Minutes. All documents are reviewed at the Annual General Meeting held on the third Tuesday in May in any year.

Item	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Internal Audit Checks 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
Councillor Allowances	Councillor 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

Fixed Assets	Loss, Damage	M	Annual inspection, update insurance and asset registers	RFO and Chairman	12 months
Liquid Assets	Loss	H	Monthly inspection of the bank statements	Chairperson	Monthly
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
Minutes	Accuracy and Legal	L	Review at following meeting	Diary	12 months
Investment Income	Surplus Funds	L	Retained in bank account	Full committee	12 months
Councillors Interests	Conflict of Interest	L	Declared at meetings	Full committee	12 months
Maintenance	Poor performance of assets and amenities	M	Regular inspections of assets	Diary	12 months