***Madeley Parish Council***



*RISK MANAGEMENT SCHEME*

***REVISED FROM THE ORIGINAL DOCUMENT ORIGINALLY ADOPTED BY THE COUNCIL ON THE 25th APRIL 2013***

***This edition adopted 24th March 2016***

***Date of review March 2017***

***Reviewed on 23rd March 2017***

***Further reviewed in July 2018 to incorporate risk and control measures for General Data Protection Regulations May 2018.***

***Reviewed 4th July 2019.***

MADELEY PARISH COUNCIL

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| Area | **Risk** | **Level** | **Control and any agreed improvements** |
| Assets | Protection of physical assets | M | Insurance cover for office equipment for home working by Clerk and RFO.  Insurance for replacement Christmas lights in place.Any new equipment is to be sourced from an approved Supplier and verified by a Qualified Electrician that it conforms to current safety criteria. External electrical power points and equipment are to be tested annually by a qualified Professional Contractor. Failures are to be noted and corrected.  Insurance cover for Madeley War memorial recently restored and repaired.  Suggest bi-monthly inspections of the War Memorial by village handyman. |
|  | Damage to bus shelters owned by MPC | L | Insurance cover for replacement if beyond repair. Cleaned monthly by approved contractor to support longevity of asset. Contractor has PL Insurance. |
|  | Damage to any of 3 public noticeboards | L | Insurance cover for replacement if beyond repair |
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| Finance | Banking | M | National UK bank used for current and reserve accounts.  Ensure that as a minimum the fidelity insurance to cover one and half times the precept. |
|  | Risk of consequential loss of  income | M | Insurance cover. . Important documents backed-up and taken off premises.  Ensure prompt reminders for allotment rental payments.  Ensure claims for funding from NBC and SCC are submitted on time. |
|  | Loss of cash through theft or  dishonesty | L | Cash payments discouraged-Bacs and cheques only. Receipts given in rare cases of cash payment. |
|  | Financial controls and records | L | Monthly reconciliation prepared by RFO and checked by finance working party. Documents signed by three councillors at regular meeting. Three councillor signatories on cheques. Internal and external audit. |
|  | Comply with VAT Regulations | L | Use help line when necessary. VAT payments and claims calculated by RFO Externally audited.. |
|  | Sound budgeting to underlie annual precept | M | Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to regular council meeting monthly.. |
|  | Complying with borrowing  restrictions | L | No new borrowing likely at present |
| Liability | Risk to third party, property or individuals | M | Insurance in place Manor Road Playing fields checked monthly. Heath Wood checked monthly by Village handyman. Heath Wood inspected twice yearly by a competent tree inspector  The erection of lighting is to conform to the current edition of Staffordshire County Council’s document “Code of practice for the Installation, Operation and removal of Seasonal Decorations*”*  All contractors working for MPC need to show evidence of current minimum £5m public liability insurance. |
|  | Legal liability as consequence of asset ownership specifically Heath Row and Birch Dale Play areas. | M | Insurance in place. Daily visual checks of playgrounds by swing security staff. Monthly checks by village handyman. Written records kept. Annual check by approved inspector from the register of play inspectors international.  Damaged or worn equipment to be repaired or replaced. |
| Employer  Liability | Comply with Employment Law | L | Membership of various national and regional bodies including SPCA and SLCC  Contracts with terms and conditions in place for all employees.  Insurance in place for legal procedings if required. |
|  | Comply with HMRC  requirements | L | Regular advice from HMRC.Internal and external auditor carry out annual checks. |
| Legal Liability | Ensuring activities are within legal powers | L | Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. |
|  | Proper and timely reporting via the Minutes | L | Council meets once a month excluding December and receives and approves Minutes of meetings from the last meeting. Minutes made available to press and public on village noticeboards and the web site .Draft minutes are posted on the web site |
|  | Proper document control | M | Leases and legal documents in Clerk’s fireproof container.Other data storage to comply with Data Protection Act.  Changes needed.to move more documents to electronic storage. |
|  | Compliance with General Data Protection Regulations May 2018 | M | Ensure all staff and Councillors are aware and practice MPCs revised Information and Data Protection Policy.  Regular reviews of privacy notices.  SLA agreement with SCC for advice. |
| Councillor  propriety | Registers of Interests and gifts and hospitality in place | L | Register of interest completed and available at NBC Need to ensure a register is opened for Gifts and hospitality. Not yet in place. |

This risk management paper was considered by the Council on March 2016 and will be reviewed again in 12 months.

The document was reviewed by the Council on 23rd March 2017 and will be further reviewed again in March 2018.

The document was further revised by the Council on 5th July 2018 and will be reviewed again in July 2019