



## **Thurlaston Parish Council**

# **Risk Management Policy**

Adopted July 2021

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Review date</b>
v1-2	Keith Boardman	July 2019	July 2020
V1-3	Keith Boardman	July 2020	July 2021
V1-4	Keith Boardman	July 2021	July 2024
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## 1. Overview

Thurlaston Parish Council (TPC) has a responsibility for making arrangements for the management and containment of risks.

This Risk Management Policy forms part of the Parish Council's internal control and corporate governance arrangements.

The greatest risk facing TPC is that of ensuring business continuity, and its ability to deliver services expected by village residents.

Risk policy statements and the Annex to this document should be reviewed at least annually; it is recommended this will be undertaken at a time immediately prior to the renewal of the Parish Council's insurance policy. However when considering any new activity, the Parish Clerk with the Chairman shall prepare a draft risk assessment in relation to the new activity and any consequential risk management arrangements. Such assessments will be brought to the attention of the Parish Council as from time to time may be deemed necessary.

TPC does not own any buildings, however it does rely on the Village Hall as its main venue for undertaking its business. Clearly access to this facility is very important to TPC and this needs to be considered as a risk management issue, albeit in collaboration with the trustees of the property who have responsibility for insuring the property as a physical asset and for its use for holding public events.

## 2. Scope

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify potential risks inherent in places or practices, including its business processes.

Based on recorded assessments, the TPC is obliged to take all practical and necessary steps to reduce or eliminate risks, insofar as is practically possible, making sure that all TPC members and representatives are made aware of the results of risk assessments and the mitigation of identified risks to acceptable impact levels.

This policy has therefore been developed as a practical guide to enable the Parish Council to assess risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following points have been followed and the register constructed accordingly:

- Identification of the areas and assets to be reviewed. It is recognised that not all assets are necessarily physical entities – such as data or information;
- Identification of risks;
- Evaluation, management and control of risks;
- Undertaking regular reviews, assessments and revisions as required;
- Where risks are not directly under the control of TPC, to liaise with relevant third parties to ensure the impacts of risks are mitigated to the satisfaction of both the TPC and village residents.

The Annex to this document provides an inventory of main risks and their countermeasures.

## ANNEX: RISK MANAGEMENT SCHEME

Service Area	Subject	Risks	Actions to mitigate risks
<b>Finance:</b>	Inadequate revenue	Business procedures may not adequately address and control expenditure, and therefore threaten the adequacy of the precept.	Councillors receive bimonthly statements on financial performance against budget. This provides simple analysis and tracking, including for budget setting (November). In January the precept calculations are received and the budget finalised.  Processes will check reserves are adequate, including for asset depreciation and/or replacement costs.
	Financial Irregularities	Whilst the TPC has adopted Financial Regulations, there is a requirement for TPC to ensure TPC members always adhere to these regulations.	The PC has adopted Financial Regulations. Their compliance are independently audited at the end of each financial year. Any shortcomings are brought to the attention of the TPC.  Mechanisms are required to ensure regular due diligence is undertaken, that procedures are in line with the Regulations and that TPC members adhere to the Regulations.  Revisions will be made where local government requirements dictate.
	Loss of computer data.	TPC relies heavily on the use of computer equipment. Data need to be validated and kept secure. Failure or loss of computer equipment must not threaten TPC's ability to conduct its business.	Financial records are held on computer which are backed-up/archived using its documented regimes. Routine simulation tests need to be undertaken to check that data may be reinstated following a system failure.
	<i>Residual Risks: LOW</i>	<i>Continue as above.</i>	
<b>Administration:</b>	No Parish Council base and therefore administration undertaken from Parish Clerk's home.	Most Parish Council administration is undertaken in the Parish Clerk's home. Any risks in terms of data security, data protection, and confidentiality should be addressed to ensure any remedial risks are minimised.	IT equipment provided by the Parish Council and is insured by the Parish Council.  The Parish Clerk has insurance cover which includes the use of her home for business purposes.  ICT security and confidentiality will be assessed against TPC's policy standards. Inter alia checks will be undertaken to ensure compliance.

Service Area	Subject	Risks	Actions to mitigate risks
	Parish Clerk absence	Most Parish Council administration is undertaken by the Parish Clerk. The absence of the postholder, for whatever reason, poses a risk to the normal functioning of the Parish Council.	Advice from WALC is that they recommend using the services of <i>The Society of Local Council Clerks</i> which provide Locum & Interim Services to councils. They may be contacted at locum@slcc.co.uk.
	Data Protection	In May 2018 the scope of the Data Protection Act was broadened with the introduction of the General Data Protection Regulations. GDPR and Freedom of Information requirements need to be assessed to ensure TPC is fully compliant.	Registration with Data Protection Agency.  Revised information and data security policies and procedures will be developed. These will address the relevant issues to minimise risks.
	<i>Residual Risks: LOW</i>		<i>Continue as above</i>
<b>Parish Council Insurance:</b>	Lack of adequate insurance cover to cover all TPC activities.	Check legal liabilities and scope of cover: Employers liability; Public liability, including public events; Officials indemnity; Employee personal accident.	Insurance policy terms & conditions reviewed annually - taking proposals and advice from Came & Co.  Asset reinstatement costs will be scrutinised and revised annually.
	Lack of adequate insurance cover to cover TPC assets.	TPC Assets for assessment: Street lights Village seat Bus shelters Litter bins Dog waste bins Defibrillator & phone box Parish Notice Board Computer equipment	Refine asset insurance cover. Each July the reinstatement costs of Parish assets will be assessed and published on the TPC website.
	<i>Residual Risks: Low</i>		<i>Renew insurance in line with guidance above.</i>
<b>Village Hall:</b>	Hall availability & insurance cover	TPC has no property of its own and therefore relies on the perpetual use of the Thurlaston Village Hall. This raises risks regarding security of tenure and third party insurance.	Check and ensure with Village Hall trustees that all requirements are met and that any residual risks may be considered minimal.
	<i>Residual Risks: LOW</i>		<i>Continue as above</i>