

Kingscote Parish Council

Risk Management Statement

INSURANCE

| Risk Description | Measures Taken and Mitigation Controls |
|---|---|
| Damage to third party property or individuals | Public Liability Insurance Annual check on levels of cover |
| Protection of Council properties furniture and equipment | Buildings Insurance is in place for the Village Hall and appropriate levels of cover are in place for all major fixed assets listed on the Parish Council Asset Register. Levels of cover are reviewed annually. |
| Insolvency of insurance company | Use of one of the largest companies providing specialist cover for Local Councils. |
| Loss through theft or dishonesty | References are obtained and 'right to work' established prior to appointment of employees. Annual reviews of staff performance Fidelity Guarantee in contracts of employment. Effective Control Measures are in place and regularly reviewed. Adherence to regularly reviewed policies and procedures |
| Personal Accident to Members and Officers Assault to Officers Libel and Slander Officials Indemnity | Personal Accident cover whilst carrying out official duties (ages 16-75) Levels of cover are reviewed annually. |

Kingscote Parish Council

AREAS OF SELF MANAGED RISK

| Risk Description | Measures Taken and Mitigation Controls |
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| Damage to and safety of fixed assets as listed on the Parish Council Asset Register. | A schedule of frequency of inspection, results of findings and action required and taken forms part of the asset register Reports are submitted to council by the clerk. |
| Unwanted visitors entering building during meetings & disturbance by member of public. | Procedures in place to deal with this in the Council's Standing Orders. |
| Safety of officers and councillor lone-working | Officers and councillors to ensure that a third party is aware if they are working alone whilst undertaking council business |
| Procedures in place for recording and monitoring members' interests, gifts and hospitality received Adoption of the Code of Conduct | Register of Interest Declarations have been signed, published on the parish council website and forwarded to CDC Monitoring Officer. Disclosure of interests is a standing agenda item as a reminder to members. NB – Declarations of Interest are the responsibility of individual Councillors. Code of Conduct has been adopted by each Member of the Council . |
| Keeping proper financial records in accordance with statutory requirements | NALC Model Financial Regulations have been adapted and adopted. They are reviewed at least annually. RFO holds the SLCC Financial Introduction to Local Council Administration (FILCA). Regular scrutiny of financial records through bank reconciliation and internal controls. Appropriate approval of pending expenditure. Annual appointment of an internal auditor who is competent and independent of the council. Records kept in accordance with Accounts and Audit Regulations |
| Failure of Computer system <ul style="list-style-type: none"> Hardware Software | Virus protection with regular updates. Regular data back-up to password protected usb drive which is held in a separate location. |
| Security of banking arrangements | Regular bank reconciliations with associated internal controls checklist. Annual independent internal audit. All payments in line with Financial Regulations |
| Loss of Income, or the need to provide essential services | Appropriate, annually reviewed and agreed levels of general and earmarked reserves. |

Kingscote Parish Council

| Risk Description | Measures Taken and Mitigation Controls |
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| Ensuring adequacy of annual precept | Approval of budget by full Council. Regular budget monitoring and review of general and earmarked reserves |
| Ensuring all business activities are within legal powers applicable to local council | Clerk / RFO reviews all business activities for legal compliance & also ensures there is a 'power to spend' for all council purchase activities |
| Complying with restrictions on borrowing | Borrowing approval authorised by Council in line with current restrictions and council financial regulations. Guidance would be sought from NALC & GAPTC |
| Ensuring proper compliance with controlled spending under s137 LGA. | Items paid under Section 137 are reported in the minutes and as a separate column in the cash book. Annual payment ceiling for s137 is listed in the cashbook heading |
| Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications | <p>Planning applications are circulated to councillors on receipt in the clerk's email inbox.</p> <p>If an application is deemed to be contentious or in-depth, Standing Orders allow for an extraordinary meeting to be called within the 21-day statutory consultee period to consider the application.</p> |
| Proper, timely and accurate reporting of Council business in minutes | Minutes properly numbered for ease of reference. Draft minutes published on website within one month. Approved minutes circulated and published on website. |
| Failure to respond to electors wishing to exercise their rights of inspection | Minutes placed on the website for public inspection. Advertising end of year accounts and made available for inspection to the public as required under the Accounts and Audit Regulations. Notice of Rights publication details and copy signed and sent to the external auditor. |
| Document control – correspondence, postage, storage and filing, etc | Regular review of Documentation Retention Policy and ensure that documentation is stored in accordance with the policy. Documents backed up onto an encrypted usb drive and stored in a separate location. The production and storage of physical documents is restricted as far as possible with the preference being digitally stored documentation. |