

RISK MANAGEMENT REVIEW 2020/21

Introduction

The Council's Financial Risk Assessment Policy, and good practice guidance, requires us to review risks at least once per financial year.

In the past risk this has been dealt with, either by:

- Insurance cover for the Council's assets, public liability
- Detailed Health and Safety assessments

The review for 2020/21 is based around the areas specified in the JPAG together with further risk areas felt to be pertinent to Hilton Parish Council.

Overall guidance is based on :

- *Joint Panel on Accountability and Governance (JPAG)- Governance and Accountability for Smaller Authorities in England*
- *NALC / PC Financial Regulations*
- *NALC Good Councillors Guide*
- *The Accounts and Audit Regulations 2015*

The JPAG document is the most prescriptive, the paragraph below refers and which is embodied within the Hilton Parish Council Risk Assessment Policy

KEY:

Guidance in JPAG

Actions to assess/review/address risk

Actions taken

JPAG 5.98. Areas where there may be scope to use insurance to help manage risk include the following:

☐ The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).

- *Ensure all assets on the register are covered by Insurance policy*
 - *Audit of asset register has been conducted and updated to include new assets/ current inventory of equipment – extended to include play equipment*
 - *Insurance provider / policy thoroughly reviewed to ensure comprehensive (May 2020)*
 - *Van insurance upgraded to fully comprehensive with named drivers*
- *Reasonable security arrangements for all assets, fire protection/extinguishers*

- *Fire extinguishers 3 main sites- tested/replaced where necessary*
- *CCTV – Mease Pavilion / PC Office*
- *Secure entrances -3 main sites*

☒ The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).

- *Play / Sports Area maintenance / use procedures*
 - *Regular reviews of equipment by staff reported on standard form*
- *Training of staff*
 - *Action – ensure that staff know what to look for in reporting problems*
 - *Action – to confirm proper training/use of allequipment*
- *Covid-19*
 - *Closure of play areas in line with Govt policy and consistent with SDDC*
 - *Operation of changing facilities/toilets in line with Govt policy / FA guidelines /SDDC*

☒ The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).

- *Main consequential loss of income would be Mease Pavilion- covered by Mease Committee*
- *Out of action pitches would not be a major issue for income*
- *Key grounds equipment could be bought quickly*

☒ Loss of cash through theft or dishonesty (fidelity guarantee).

- *No use of cash or cheques – zero risk*
- *Internal finance controls to cover unapproved transfers*

Other risk areas (not specified in JPAG)

- Injury to Staff (HS&E)
 - *Conduct thorough health and safety review of work , equipment usage and ensure built into working practices, provision of proper equipment/workwear*
 - *Full workwear / PPE bought in the year*
 - *Covid-19 rules – PPE, handwash, social distancing.*
 - *Maintenance of equipment including the van*
- Reputational risk
 - *Operating to standard procedure on decision making*
 - *Operating to codes of conduct / policy on working with the public/ Facebook*
 - *Conduct of all Cllrs in meeting.*
 - *Social media interface restricted to 2 Cllrs*
- Continuity – loss of key personnel

- *Ensure that all key activities conducted by the Clerk role are fully documented and can be picked without interruption to service*
 - *Detailed “Clerk handbook” completed with operating instructions for key tasks. 2 Signatories for bank account. Employment of Admin Officer – spread of jobs.*
- Consequential Loss due to non-performance of a 3rd Party
 - *SDDC – delayed payment of precept (Strategic Risk Reserve)*