



ALCESTER TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT APRIL 2018

Area	Risk	Level	Control <i>(and agreed improvements shown in bold type)</i>
Assets	Protection of physical assets	M	Buildings and other assets insured. Asset register maintained. Insurance value increased annually by RPI. Insurance cover reviewed at least annually. Buildings and other assets checked regularly by staff and councillors. Repairs carried out promptly when required. New CCTV installed at the Jubilee Centre Insurance cover for contents at the Jubilee Centre to be reviewed Management plan to be produced for ongoing maintenance at the Jubilee Centre
	Maintenance of playground equipment	M	Annual playground inspection by ROSPA. Report circulated to Facilities Committee. Groundsmen make frequent visual inspections. Register of weekly playground inspections to be maintained
	Vehicles/Machinery	H	Vehicles and machinery checked daily by Groundsmen. Servicing and repairs undertaken as required. Van has annual MOT. New van to be purchased during 2018-19 if necessary

Finance	Banking	M	<p>Council adopted new Financial Regulations in December 2017 which set out banking requirements.</p> <p>Accounts held with a high street bank. Statements received monthly.</p> <p>Bank reconciliation prepared monthly by Clerk and presented to Presidium quarterly</p> <p>No funds held with institutions other than those protected by the Financial Services Compensation Scheme.</p> <p>Cash received paid into bank promptly.</p> <p>Petty cash reconciled and banked regularly.</p> <p>Investment strategy to be produced</p>
	Financial controls and records	M	<p>The Council has Financial Regulations which set out requirements.</p> <p>Invoices are checked by Clerk and authorised for payment by two councillors.</p> <p>Most payments are made by BACS transfer. New payee details are required in writing.</p> <p>Cheque book is stored safely. Three signatures (two councillors plus Clerk) required for cheques.</p> <p>All payments reported monthly to Full Council.</p> <p>Internal and external audit</p> <p>Bank mandate reviewed annually</p> <p>Monthly management accounts presented to Presidium by Clerk.</p> <p>Financial software used for accounts.</p>
	Comply with HMRC Regulations	L	<p>Use help line when necessary. VAT claim made quarterly by Clerk using data from finance software. Internal and external auditor to provide double check.</p>
	Sound budgeting to underlie annual precept	M	<p>Town Council prepares detailed budgets in the late autumn. Precept derived directly from this.</p> <p>Committees are involved in forward budget planning</p>
Liability	Risk to third party, property or individuals	M	<p>Insurance in place.</p> <p>Open spaces checked regularly.</p> <p>Trees investigated when damage reported.</p> <p>Advice sought on tree maintenance and planned programme of works.</p>
	Legal liability as consequence of asset ownership	M	<p>Frequent checks by Groundsmen of all Town Council property.</p> <p>Public liability insurance in place.</p> <p>Risk assessment of individual events are undertaken.</p> <p>Clerk has undertaken training in risk assessment</p> <p>New equipment added to insurance policy when acquired.</p>

			<p>Written records of ROSPA playground inspections kept.</p> <p>Cemetery rules in place.</p> <p>Facilities Clerk has undertaken training re: cemetery management</p> <p>Terms and conditions of hire of the Jubilee Centre reviewed</p> <p>Weekly playground checks by grounds staff to be recorded.</p> <p>Yearly memorial inspections to be carried out and recorded</p>
Employer Liability	Comply with Employment Law	M	<p>Membership of SLCC and WALC.</p> <p>Advice sought when needed</p> <p>Contracts for office staff reviewed and updated.</p> <p>Annual appraisals introduced</p> <p>Contracts of employment for manual staff to be reviewed</p>
	Comply with HMRC requirements	M	<p>Sage payroll software used for payroll services and Council has subscription to support services. Internal and external auditor carry out annual checks.</p>
	Safety of staff and visitors	H	<p>Employees are given adequate direction and safety equipment to undertake their roles.</p> <p>Staff training undertaken as required.</p> <p>Office is accessed via code entry door.</p> <p>Clerk and Assistant Clerk have undertaken evacuation training for Globe House</p> <p>Health and Safety policy to be reviewed.</p> <p>First aid training to be arranged for staff.</p>
Legal Liability	Ensuring activities are within legal powers	H	<p>Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.</p>
	Proper and timely reporting via the Minutes	M	<p>Council meets once a month and receives and approves Minutes of previous meeting. Minutes made available to public at Globe House and on website.</p> <p>Agendas are posted on notice boards and on website.</p>
	Proper document control	M	<p>All records are stored securely at Globe House. Electronic records are backed up remotely.</p> <p>Land and buildings are registered at HM Land Registry.</p> <p>Other data storage complies with Data Protection Act.</p> <p>Entries in Register of Public Graves, Register of Burials, Grants of Exclusive Rights of Burial and minute Book all properly numbered and paginated.</p> <p>Review of data held in accordance with GDPR</p> <p>Review of documentation stored at</p>

			Jubilee Centre – sent to County Records Office if appropriate
Councillor propriety	Registers of Interests.	H	Register of interests completed and lodged with SDC as required. Declaration of Interests is an agenda item for all meetings.
Training	Staff and councillors to be suitably trained	M	Clerk to complete CILCA qualification Register of all training undertaken by staff and councillors to be kept

Annual Risk Assessment approved by Alcester Town Council at its meeting on 8th May 2018