



ALCESTER TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT MARCH 2020

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. CCTV installed at the EPCC. Insurance cover for contents at the EPCC was reviewed in June 2018 Management plan produced for ongoing maintenance at the EPCC Risk assessment undertaken at the EPCC
	Maintenance of playground equipment	M	Annual playground inspection by ROSPA. Operational inspection carried out by independent company twice a year. Report circulated to Facilities Committee. Groundsmen make frequent visual inspections. Register of weekly playground inspections is maintained. Town Clerk and Mayor have attended playground inspection training.
	Vehicles/Machinery	H	Vehicles and machinery checked daily by Groundsmen. Servicing and repairs undertaken as required. New van purchased in 2018-19 - van has annual MOT and servicing. Separate risk assessments to be updated and reviewed regarding use of machinery

Finance	Banking	M	<p>Council adopted new recommended WALC Financial Regulations in October 2019</p> <p>Accounts held with a high street bank. Statements received monthly. Bank reconciliation prepared monthly by Clerk and presented to Presidium quarterly.</p> <p>Councillor appointed to check bank reconciliation</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>Investment strategy to be produced</p>
	Financial controls and records	M	<p>The Council has Financial Regulations which set out requirements. 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>Debit card is only used by Town Clerk for items under £500.</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>Management accounts presented quarterly to Full Council.</p> <p>Financial software used for accounts.</p> <p>Contingency plans to be put in place to cover unexpected or extended absence of the Town Clerk</p>
	Comply with HMRC Regulations	L	<p>Use help line when necessary. VAT claim made quarterly by Clerk in accordance with Making Tax Digital.</p> <p>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>

			Tree inspection undertaken in October 2019 and will be repeated every three years. Advice sought on tree maintenance and planned programme of works.
	Legal liability as consequence of asset ownership	M	Frequent checks by Groundsmen of all Town Council property. Public liability insurance in place. Risk assessment of individual events are undertaken. Clerk has undertaken training in risk assessment New equipment added to insurance policy when acquired. Written records of ROSPA playground inspections kept. Cemetery rules in place. Facilities Clerk has undertaken training re: cemetery management Weekly playground checks by grounds staff are recorded. Five yearly memorial inspection are carried out and recorded Terms and conditions of hire of the EPCC reviewed in July 2019. Liability issues relating to users of the EPCC to be reviewed.
Employer Liability	Comply with Employment Law	M	Membership of SLCC and WALC. Advice sought when needed Contracts for office staff reviewed and updated. Contracts of employment for manual staff reviewed and updated Annual appraisals undertaken Grievance and Disciplinary policies updated in January 2020 in accordance with WALC guidance.
	Comply with HMRC requirements	M	Sage payroll software used for payroll services and Council has subscription to support services. Internal and external auditor carry out annual checks.
	Safety of staff and visitors	H	Employees are given adequate direction and safety equipment to undertake their roles. Staff training undertaken as required. Office is accessed via code entry door. Clerk and Deputy Clerk have undertaken evacuation training for Globe House First aid training arranged for staff. Health and Safety policy adopted. COSHH training undertaken by manual staff and Town Clerk.

Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves Minutes of previous meeting. Minutes made available to public at Globe House and on website. Agendas are posted on notice boards and on website.
	Proper document control	M	All records are stored securely at Globe House. Electronic records are backed up remotely. Land and buildings are registered at HM Land Registry. Other data storage complies with Data Protection Act. Entries in Register of Public Graves, Register of Burials, Grants of Exclusive Rights of Burial and minute Book all properly numbered and paginated. Review of data held in accordance with GDPR undertaken Review of documentation stored at EPCC – 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 has completed CILCA qualification Register of all training undertaken by staff and councillors is kept. Budget item included for training

**Annual Risk Assessment approved by Presidium at its meeting on 25th February 2020.
Approved by Alcester Town Council at its meeting on 3rd March 2020.**