



## ALCESTER TOWN COUNCIL

### RISK ASSESSMENT AND MANAGEMENT MARCH 2021

Area	Risk	Level	Control <i>(and agreed improvements shown in bold type)</i>
<b>Assets</b>	Protection of physical assets	M	<p>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. EPCC is Covid Secure.</p> <p><b>Long term agreement for insurance due for renewal in June 2021 – alternative quotes to be obtained and cover reviewed.</b></p> <p><b>The Greig Hall to be insured by Stratford-on-Avon DC under the terms of the lease – consideration to be given to the need for contents insurance in due course.</b></p>
	Maintenance of playground equipment	M	<p>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.</p>

			Town Clerk and Mayor have attended playground inspection training. Where playgrounds are open during pandemic, public made aware of risks via posters and social media
	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. Staff training on manual handling & First Aid Separate risk assessments agreed with grounds staff for use of machinery in January 2021.
<b>Finance</b>	Banking	M	Council updated WALC Financial Regulations in January 2021 Accounts held with a high street bank. Statements received monthly. Bank reconciliation prepared monthly by Clerk and presented to Presidium quarterly. Councillor appointed to check bank reconciliation No funds held with institutions other than those protected by the Financial Services Compensation Scheme. Cash received paid into bank promptly. <b>Investment strategy postponed during pandemic – to be considered again once interest rates rise.</b>
	Financial controls and records	M	The Council has Financial Regulations which set out requirements. Invoices are checked by Clerk and authorised for payment by two councillors. This is done by email to avoid attendance at office during pandemic. Most payments are made by BACS transfer. New payee details are required in writing. Cheque book is stored safely. Three signatures (two councillors plus Clerk) required for cheques. Debit card is only used by Town Clerk for items under £500. All payments reported monthly to Full Council. Internal and external audit Bank mandate reviewed annually. Monthly management accounts presented to Presidium by Clerk. Management accounts presented quarterly to Full Council. Financial software used for accounts. <b>Contingency plans to be put in place to cover unexpected or</b>

			<b>extended absence of the Town Clerk. Key man insurance cover to be sought as part of review of cover</b>
	Comply with HMRC Regulations	L	Use help line when necessary. VAT claim made quarterly by Clerk in accordance with Making Tax Digital. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Town Council prepares detailed budgets in the late autumn. Precept derived directly from this. Committees are involved in forward budget planning <b>Budget forward planning for next 3 years to be introduced</b>
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Tree inspection undertaken in October 2019 and will be repeated every three years. Advice sought on tree maintenance and planned programme of works. EPCC Covid Secure <b>Insurance of operations at the Greig Hall to be considered</b>
	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. <b>All services are risk assessed when reopened after enforced closure due to pandemic.</b> 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 is carried out and recorded Terms and conditions of hire of the EPCC reviewed in July 2019. EPCC Covid Secure Supplementary terms and conditions imposed on EPCC during pandemic. <b>New Youth Club will seek its own insurance</b>
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of SLCC and WALC. Advice sought when needed

			<p>Contracts for office staff reviewed and updated.</p> <p>Contracts of employment for manual staff reviewed and updated</p> <p>Annual appraisals undertaken</p> <p>Grievance and Disciplinary policies updated in January 2020 in accordance with WALC guidance.</p>
	Comply with HMRC requirements	M	<p>Sage payroll software used for payroll services and Council has subscription to support services.</p> <p>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 Deputy Clerk have undertaken evacuation training for Globe House</p> <p>First aid &amp; Fire Awareness training arranged for staff.</p> <p>Health and Safety policy adopted.</p> <p>COSHH training undertaken by manual staff and Town Clerk.</p> <p>Updated Health and Safety procedures implemented during pandemic to include remote working for all office staff</p>
<b>Legal Liability</b>	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>Full Council meets once a month and receives and approves Minutes of previous meeting. Planning, Community Care, Facilities and Presidium Committees meet regularly in accordance with published schedule.</p> <p>Minutes made available to public on website.</p> <p>Agendas are posted 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><b>Review of data held in accordance with GDPR to be undertaken</b></p> <p><b>Review of historic documentation stored at EPCC has been</b></p>

			<b>undertaken – will be sent to County Records Office after the pandemic</b>
<b>Councillor propriety</b>	Registers of Interests.	H	Register of interests completed and lodged with SDC as required. Declaration of Interests is an agenda item for all meetings.
<b>Training</b>	Staff and councillors to be suitably trained	M	Clerk has completed CILCA qualification Register of all training undertaken by staff and councillors is maintained. Budget item included for training

**Annual Risk Assessment approved by Presidium at its meeting on 23<sup>rd</sup> February 2021.  
Approved by Alcester Town Council at its meeting on 2<sup>nd</sup> March 2021.**