



ALCESTER TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT

MARCH 2024

Area	Risk	Level	Control <i>(and agreed improvements shown in bold type)</i>
Assets	Protection of physical assets	M	<ul style="list-style-type: none"> • Buildings and other assets insured. • Asset register maintained. • ATC's insurance reviewed in detail in June 2021 when new insurance policy with Aviva was taken out. • Insurance value increased annually by RPI. • Insurance cover reviewed at least annually. • The Greig Hall is insured by Stratford-on-Avon DC under the lease. • Contents at the Greig Hall transferred to the CIO and insured by the CIO. • Greig Hall CIO provides a copy of public liability insurance for the Greig Hall • Buildings and other assets checked regularly by staff and councillors. • Repairs carried out promptly when required. • CCTV installed at the EPCC. • Management plan produced for ongoing maintenance at the EPCC. • Specific risk assessment prepared for the EPCC. • Risk assessment carried out for Legionella at EPCC. • Regular water temperature checks carried out and recorded. • Weekly checklist for grounds staff in place re cemetery • All contractors working on squash courts provide copies of public and employers liability insurance and RAMS. <p>Review Council insurance in June 2024 when 3 year long term arrangement ends with Clear Councils (formerly BHIB). Obtain alternative quotes.</p> <p>Specific risk assessments to be prepared for</p> <ol style="list-style-type: none"> 1. Cemetery 2. Allotments 3. Open Spaces
	Maintenance of playground equipment	M	<ul style="list-style-type: none"> • Annual playground inspection by ROSPA. • Operational inspection carried out by independent company twice a year. New contractor

			<p>in place following retirement of previous one.</p> <ul style="list-style-type: none"> • Facilities Manager keeps schedule of minor repair work which is completed promptly. • Groundsmen have had playground inspection training and make frequent visual inspections. • Register of weekly playground inspections is maintained. • Town Clerk and Facilities Manager have also attended playground inspection training. • Playground reports sent to Lead Councillor for play areas. • New play equipment installed at Bleachfield Street. <p>S106 funds to be used to upgrade footpaths at Jubilee Fields.</p>
	Vehicles/Machinery	H	<ul style="list-style-type: none"> • 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. <p>Look at options for replacing van</p>

Finance	Banking	M	<ul style="list-style-type: none"> • F & GP Committee reviewed Financial Regulations against NALC recommended version in February 2024 – no amendments required. • Accounts held with a high street bank. • Statements received monthly. • Bank reconciliation prepared monthly by Clerk and presented to F & GP Committee quarterly. • Councillor (who is not a bank signatory) appointed to check bank reconciliation. • Investment Strategy agreed and funds invested in the Public Sector Deposit Fund. • Funds held with high street bank are protected by the Financial Services Compensation Scheme up to £85,000. • Cash received paid into bank promptly. • Bank signatories reviewed May 2023 after election. <p>Review Investment Strategy June 2024 and consider diversification.</p> <p>Financial Regulations to be reviewed again once new recommended version issued by NALC in late 2024.</p>
	Financial controls and records	M	<ul style="list-style-type: none"> • 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. • 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 used by Town Clerk for items under £500. • Use of Debit Card procedure in place. • All BACS payments reported monthly to Full Council. • Internal and external audit • Bank mandate reviewed annually. • Direct debits reviewed annually,

			<ul style="list-style-type: none"> • Monthly management accounts presented to F & GP Committee by Clerk. • Management accounts presented quarterly to Full Council. • Financial software used for accounts. • Key man insurance taken out as part of insurance policy. • Arrangements agreed with Mayor to cover unexpected absence of Town Clerk to enable salaries to be paid. • Business Contingency Plan in place. <p>Consider cyber insurance</p>
	Comply with HMRC Regulations	L	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Town Council prepares detailed budgets in the late autumn. Precept derived directly from this. • Committees and Lead Councillors are involved in forward budget planning. • Earmarked reserves are reviewed at year end to establish whether they are still required. • If PWLB loans are required for particular projects, a business plan will be prepared to budget for repayments. • Budget forward planning for 3 years introduced. <p>Early budget forward planning to start in October 2024 with reference to Lead Councillors.</p>
Liability	Risk to third party, property or individuals	M	<ul style="list-style-type: none"> • Insurance in place including public liability and employers liability. • Greig Hall CIO has public liability insurance for the Greig Hall. • Open spaces checked regularly. • Trees investigated when damage reported. • Tree inspection of all ATC trees (including those at the Greig Hall) was undertaken in

			<p>February 2023 and will be repeated every three years.</p> <ul style="list-style-type: none"> • Tree inspection undertaken on roadside trees in the Cemetery in 2021 and schedule of work identified. Now completed. • Advice sought on tree maintenance when required. • Separate risk assessment carried out for each Health and Wellbeing project. • Eligibility for General Power of Competence confirmed in May 2023. <p>Review risk assessment for Youth Club to cover new Thursday session.</p>
	Legal liability as consequence of asset ownership	M	<ul style="list-style-type: none"> • Frequent checks by Groundsmen of all Town Council owned land. • Public liability insurance in place. • Greig Hall CIO has taken out public liability insurance. • Risk assessment of individual events are undertaken. • All services are risk assessed when reopened. • Clerk has undertaken training in risk assessment. • New equipment added to insurance policy when acquired. • Written records of ROSPA playground inspections kept. • Cemetery rules and regulations in place. • 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 September 2021. • Facilities Manager has undertaken training in Cemetery management. <p>Cemetery regulations to be reviewed in 2024.</p> <p>Allotment regulations to be reviewed in 2024</p>

			<p>Review terms and conditions of hire of EPCC in 2024 to take into account Martyn's Law.</p> <p>Five yearly memorial inspection was due in 2023 – public have been notified in newsletter. Awaiting start date from inspector.</p> <p>Monthly allotment checks to be implemented by grounds staff.</p> <p>Lead Councillors for Open Spaces and Footpaths to carry out regular checks and report any issues to the office.</p>
Employer Liability	Comply with Employment Law	M	<ul style="list-style-type: none"> • 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 October 2021 in accordance with WALC guidance. <p>Grievance and Disciplinary Policies due for review.</p>
	Comply with HMRC requirements	M	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Employees are given adequate direction and safety equipment to undertake their roles. • Staff training undertaken as required. • Office at Globe House is accessed via code entry door. • Clerk and Deputy Clerk have undertaken evacuation training for Globe House. • WCC have undertaken Fire Risk Assessment at Globe House. • Weekly fire alarm checks by WCC. • First aid & Fire Awareness training arranged for staff.

			<ul style="list-style-type: none"> • Health and Safety policy adopted. • COSHH training undertaken by grounds staff, cleaner, Facilities Manager and Town Clerk..
Legal Liability	Ensuring activities are within legal powers	H	<ul style="list-style-type: none"> • Clerk clarifies legal position on any new proposal. • Legal advice to be sought where necessary. • Councillors appoints solicitors for any significant legal work.
	Proper and timely reporting via the Minutes	M	<ul style="list-style-type: none"> • Full Council meets once a month and receives and approves Minutes of previous meeting. • Planning and Finance and General Purposes Committees meet monthly in accordance with published schedule. • Minutes made available to public on website. • Agendas are posted on website and on notice boards.
	Proper document control	M	<ul style="list-style-type: none"> • 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. • Historic documentation has all be sent to County Records office. <p>Ongoing review of data held in accordance with GDPR.</p>
Councillor propriety	Registers of Interests.	H	<ul style="list-style-type: none"> • Register of interests completed and lodged with SDC as required. • Link to this information is available via ATC website. • Declaration of Interests is an agenda item for all meetings.
Training	Staff and councillors to be suitably trained	M	<ul style="list-style-type: none"> • Clerk has completed CILCA qualification.

			<ul style="list-style-type: none"> • Register of all training undertaken by staff and councillors is maintained. • Budget item included for training.
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Annual Risk Assessment approved by Finance and General Purposes Committee at its meeting on 27th February 2024

Approved by Alcester Town Council at its meeting on 5th March 2024.