

# Mundesley on Sea Parish Council

## Risk Management Policy

### About the Council

Mundesley on Sea Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Axa. The Insurance Policy is for a term of 4 years and is due for renewal 1<sup>st</sup> June 2022.

The contact details for the insurers are:

Came and Co Ltd

Tele: 01483 462 860

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2016'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

### Main Actions in relation to risk management

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by a qualified body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least monthly.

**MUNDESLEY-ON-SEA PARISH COUNCIL**

**FINANCIAL RISK ASSESSMENT**

Risk Ratings: L = Low  
M = Medium  
H = High

<b>Financial Hazard</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Control Measures to Manage Risk</b>	<b>Review / Assess / Revise</b>
Employee and Public Liability	Accidents and associated legal claims	M	<ul style="list-style-type: none"><li>• Risk assessments carried out by a competent, qualified person</li></ul>	Reviewed annually unless legislation changes
	Unfounded legal claims	M	<ul style="list-style-type: none"><li>• Full previous history and reference on employees, at employment.</li><li>• Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from negligence.</li><li>• Employer's Liability insurance is held in the sum of £5 million. This covers the legal liability of the Parish for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment.</li></ul>	Taken up by the Employment Committee  Reviewed annually  Reviewed annually
	Sickness		<ul style="list-style-type: none"><li>• MPC are registered with NP Law</li><li>• Lone Workers Policy</li><li>• Adequate working balance</li></ul>	Reviewed annually  Reviewed annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Fraud and / or theft by officers / employees, third parties, Members	Loss of cash, funds or assets	H	<ul style="list-style-type: none"> <li>• Reconciliation of the cashbook against the bank statement is done on a monthly basis by the RFO</li> <li>• Bank reconciliation and bank statements are agreed at Full Council and signed off by the Chairman.</li> <li>• A list of cheque payments are prepared for the Full Council. The Councillors discuss and authorise these payments. Cheques are then signed by two approved Councillors and the record sheet and cheque stubs initialled.</li> <li>• Approval of accounts for payment is recorded in the minutes.</li> <li>• Internal audit carried out at least once a year by a competent person and appointment agreed by Full Council.</li> <li>• The cashbook is maintained using a recognised accounting package, updated as necessary, and is backed up on a monthly basis.</li> <li>• Financial Regulations have been adopted which set out procedures.</li> <li>• Asset insurance and Fidelity insurance well in excess of perceived risk in place.</li> <li>• Key holders kept to a minimum as agreed at Full Council and Parish Office alarmed.</li> <li>•</li> </ul>	<p>In line with the Financial Regulations (FR)</p> <p>In line with FR and Financial Standing Orders</p> <p>Consideration to be given to doing twice a year</p> <p>Regular backups should be held outside of the office</p> <p>Reviewed every two years, however need to be made Mundesley specific Reviewed annually</p>

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Premature replacement of equipment	Costly equipment in need of replacement	L	<ul style="list-style-type: none"> <li>All new assets come with a statutory warranty</li> <li>Adequate general reserves to fund other contingencies are included in the budget</li> </ul>	<p>On going</p> <p>Reviewed annually</p>
Vandalism / fire	<p>Loss of amenities / revenue</p> <p>Cost of repair / making good</p>	M	<ul style="list-style-type: none"> <li>Vehicle gated access to Gold Park to prevent vehicular access to the Pavilion</li> <li>Assets insured against major incidents</li> <li>Inspections of fire extinguishers carried out</li> </ul>	<p>Limited key holders</p> <p>Reviewed annually</p> <p>Carried out annually</p>
Disaster	<p>Inability to function due to death / illness / departure of key personnel or destruction of property and / or records.</p> <p>Loss of revenue</p>	L	<ul style="list-style-type: none"> <li>Risk insured as far as possible</li> <li>Membership of NALC,NPTS and the SLCC</li> <li>Risks to be reassessed annually</li> <li>Adequate reserves in place to fund all contingencies</li> <li>Computer records backed up weekly</li> </ul>	<p>Reviewed annually</p> <p>Renewed annually</p> <p>Reviewed annually</p> <p>On-going</p> <p>Back-ups to be stored off site</p>
Failure of major projects	Supplier failure leaving incomplete works	M	<ul style="list-style-type: none"> <li>MPC does not have any major projects planned. If a major project is to be planned then this item will be reviewed.</li> </ul>	None
Contractors	Injury or self or public		<ul style="list-style-type: none"> <li>Public Liability Insurance</li> <li>Contractor must have own Public Liability to 5 million</li> </ul>	Reviewed annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Inadequate internal systems and controls	Failure to comply with legislation, Standing Orders and / or Financial Regulations	L	<ul style="list-style-type: none"> <li>Parish Clerk / RFO to gain CiLCA qualification</li> <li>Review of systems and internal controls</li> </ul>	<p>CiLCA passed by Clerk</p> <p>Monthly</p>
Councillors	Loosing Councillor membership or having more than 8 vacancies at any one time	M	<ul style="list-style-type: none"> <li>Correct legal process followed when vacancies arise.</li> <li>Appropriate action taken to try and co-opt Members onto the Council</li> </ul>	<p>Existing procedure adequate and in line with legislation</p> <p>Inform NNDC</p>
Precept	<p>Adequacy of precept</p> <p>Requirement not submitted to NNDC in time.</p>	M	<ul style="list-style-type: none"> <li>Precept request supported by budget and agreed at Full Council</li> <li>RFO to expedite NNDC for deadline date</li> </ul>	
Salaries	<p>Salaries paid incorrectly</p> <p>Wrong hours paid</p> <p>False employee</p> <p>Wrong rate of pay</p> <p>Wrong deductions of NI or Tax</p> <p>Unpaid Tax &amp; NI contribution to the Inland Revenue</p>	L	<ul style="list-style-type: none"> <li>The Parish Council authorises the appointment of all employees through an Employment Committee and ratified at Full Council</li> <li>All employees have a contract of employment and job description.</li> <li>Salary rates are assessed annually by Full Council</li> <li>Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue for Tax and NI</li> <li>The Tax and NI are worked out using an Inland Revenue computer programme updated annually.</li> <li>Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the RFO.</li> </ul>	<p>Employment Committee Terms of Reference reviewed annually</p> <p>Updated as required by HMRC</p>

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VAT	Loss of income	L	<ul style="list-style-type: none"> <li>• Vat is reclaimed monthly by the RFO.</li> </ul>	Monthly
Council acts ultra vires	<p>Minutes or agendas are not correctly issued.</p> <p>Council spends outside its legal powers</p>	L	<ul style="list-style-type: none"> <li>• Council relies on knowledge of the Clerk</li> <li>• Minutes and agendas are produced in the prescribed method by the Clerk and adhered to the legal requirements and best practice guidelines.</li> <li>• Minutes are approved at Full Council Meetings and signed at the appropriate meeting.</li> <li>• Minutes and agendas are displayed according to the legal requirements.</li> <li>• Council and Clerk seek guidance from professional bodies where necessary.</li> <li>• Business conducted at Council meetings is managed by the Chair.</li> <li>• Training in place</li> </ul>	<p>Existing procedures in place adequate</p> <p>Members to adhere to Code of Conduct.</p>
Election costs	Risk of an election cost	H	<ul style="list-style-type: none"> <li>• The Clerk to obtain an estimate of costs from NNDC for a full election and an uncontested election prior to the event.</li> </ul>	The Council needs to reserve a sum each year to carry forward in case of an election every four years or bye-election.
Annual return	Completion / submission within time limits	L	<ul style="list-style-type: none"> <li>• Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the external auditor within the time limit.</li> </ul>	Existing procedure adequate.

<b>Financial Hazard</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Control Measures to Manage Risk</b>	<b>Review / Assess / Revise</b>
Members Interests	Conflict of interest.  Register of Members interests	M	<ul style="list-style-type: none"> <li>• Declaration of interests by Members at a meeting is a standard agenda item.</li> <li>• Register of Members Interests forms should be reviewed regularly by Councillors.</li> </ul>	Existing procedures adequate  Members to take responsibility to update their Register
Data protection	Policy provision	M	<ul style="list-style-type: none"> <li>• None</li> </ul>	A Data Protection Policy to be written; approved and adopted.
Freedom of Information Act	Policy provision	M	<ul style="list-style-type: none"> <li>• MPC has a Freedom of Information (FOI) Policy in place.</li> <li>• MPC can request a fee if the work will take a long time in line with the FOI Policy, thus negating the payment.</li> </ul>	Reviewed annually  Clerk to monitor and report any impacts of requests made under the FOI Act.
Play park, Skate park and MUGA	Risk / damage / injury to third parties	H	<ul style="list-style-type: none"> <li>• Weekly inspections carried out by an internal competent / trained person.</li> <li>• Annual inspections carried out by an external competent / trained person.</li> <li>• All reports of damage or faults are reported to Council and a decision made regarding the action to be taken.</li> <li>• Public Liability Insurance in place</li> </ul>	Weekly  Annually  Risk assessments of play areas to be carried out  Reviewed annually

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Street furniture	Risk / damage / injury to third parties	H	<ul style="list-style-type: none"> <li>All faulty street lighting reported to MPC's authorised contractor.</li> <li>Contractor has Public Liability in place.</li> <li>Benches, waste bins, dog bins, signs and planters, replaced as necessary.</li> </ul>	Formalised programme of inspections to be put in place.
Meetings location	Inadequate facilities Health & Safety	M	<ul style="list-style-type: none"> <li>The Parish Council meetings are held at the Coronation Hall.</li> <li>The premises and facilities are adequate for the Clerk, Councillors and Public who attend from Health &amp; Safety and comfort aspects.</li> <li>Public Liability Insurance</li> <li>Standing orders in place</li> </ul>	Existing location adequate.
Grants and support – payable	Power to pay Authorisation of Council to pay	L	<ul style="list-style-type: none"> <li>Grants Policy in place</li> <li>All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.</li> </ul>	Reviewed annually
Grants – receivable	Receipts of grants	L	<ul style="list-style-type: none"> <li>MPC does not presently receive any regular grants. One of grants would come with terms and conditions to be satisfied.</li> </ul>	Procedure would need to be formed if required.
Museum		M	<ul style="list-style-type: none"> <li>An asset register in place of all Museum artefacts</li> <li>On re-accreditation Police supply a security report</li> </ul>	Reviewed annually  Every 3 years



Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Charges – rentals receivables	Receipt of rental Insurance implication	M	<ul style="list-style-type: none"> <li>• Woodhurst payments are made by direct debit each month.</li> <li>• Woodhurst rent based on valuation from Estate Agents</li> <li>• Both parties sign the Tenancy Agreement</li>   <li>• Woodhurst tenants provide their own contents insurance.</li>   <li>• MPC cover the Buildings insurance</li>   <li>• Chalet Park lease paid quarterly by cheque in line with the Financial Standing Orders or in accordance with the Lease.</li>   <li>• Both parties sign the Lease</li>   <li>• Invoices sent out annually for the payment of notices on the notice boards</li>   <li>• Invoice sent out annually for the rental of the Crazy Golf Park</li>   <li>• Rent collected every 3 years for land at 1A Health Lane.</li> </ul>	<p>Adequate procedure</p> <p>Ensure copy of insurance is obtained from the tenants</p> <p>Reviewed annually</p> <p>Reviewed annually</p> <p>Reviewed annually</p> <p>Reviewed annually</p> <p>Reviewed annually</p>