Risk Management Policy

Mission statement of the Parish Council: To provide services for, and manage and maintain the assets of, the Parish of Welney, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money. The Council documents relevant to this assessment are: Financial Regulations, Standing Orders, Code of Conduct, Asset Register. RFO = Responsible Financial Officer (usually the Clerk)

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 the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- Sites are inspected at least annually and records are retained.
- 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 annually.

The Risks identified for the Council:

Risks	**Likelihood v Impact = Risk Rating**	**Mitigation**	**By what means**	**Action**
Operational				
Staff (Clerk)	High • Accident at work • Sickness • Terminates employment	Employer's Liability in place. Adequate Working Balance. Adequate Working Balance.	Insurance Policy Budgeted	Clerk and Council
Clerks laptop	Low • Fire, loss and theft	Insurance Hard drive backup Save files to the cloud	Insurance policy External hard drive plugged into laptop Clark to save documents to the cloud	Clerk and Council
Members of the public attending meetings	Low • Accident • Incident	Public Liability Insurance.	Insurance Policy William Marshall Centre Chairman	Clerk VH Chairman / Committee

		Visual Inspection – recorded. Standing Orders in place.	/ Committee or Council	
SAM2 Speed watch volunteers	Medium • Roadside accident • Lifting heavy equipment	Risk Assessment and training for use of SAM2 provided. Public Liability Insurance. Asset Insurance.	Westcotec Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged Asset Register updated annually by Clerk
Contractors	Medium • Public accident	Public Liability Insurance. Contractors own Public Liability.	Insurance Policy Council and Contractor (£10 million)	Clerk
Risks	**Likelihood v Impact = Risk Rating**	**Mitigation**	**By what means**	**Action**
Financial				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members. Reserve funds allocated. Internal Controls in place.	Clerk / RFO Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Clerk designated to count and bank cash.	Insurance cover for retention of cash	Council to agree and review
Audit challenges	Medium	Audit control policies in place and reviewed.	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO (Usually Clerk) Finance Committee has delegated power to manage the process. Data Protection Policy adopted.	Clerk / RFO Clerk / Councillors Finance Committee Council	Council to agree and review

Date agreed: February 2025

Date to be reviewed: February 2026