

WHITMORE PARISH COUNCIL (WPC)

RISK MANAGEMENT SCHEME

Adopted by the Council on 20 May 2020

Signed: by the Chairman

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Area	Risk	Level	Control and any agreed improvements
Assets	Protection of physical assets	L	Insurance in place for all equipment owned by the Council, including computer for home working by Clerk and RFO. Any new equipment purchased by the Council is to be sourced from an approved Supplier and added to the list of items covered by this insurance. Any repairs required will be carried out by an Approved Supplier.
	Damage to bus shelters owned by WPC	L	Insurance in place to cover replacement if beyond repair. Cleaned periodically, as required, by approved contractor.
	Damage to any of 4 public noticeboards	L	Insurance in place to cover replacement if beyond repair
Finance	Banking	L	National UK bank used for current and reserve accounts. Ensure that as a minimum the Fidelity insurance to cover one and half times the precept
	Risk of consequential loss of income	L	Ensure claims for funding from NBC are submitted on time, and that VAT reclaims are submitted at least twice each year.
	Loss of cash through theft or dishonesty	L	Cash payments discouraged-Bacs and cheques only. Receipts given in rare cases of cash payment
	Financial controls and records	L	Monthly reconciliation prepared by RFO, checked and signed off by two Councillors at Regular Meetings. Two councillor signatories on cheques. Internal and external audit.
	Comply with VAT Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO Externally audited.
	Sound budgeting to underlie annual precept	L	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported at Regular Meetings.
	Complying with borrowing restrictions	n/a	WPC does not practice any borrowing.
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Liability	Liability Risk to third party, property or individuals	L	<p>Insurance in place.</p> <p>All contractors working for WPC need to show evidence of current minimum £5m public liability insurance.</p>
	Legal liability as consequence of Trusteeship for Whitmore Playing Field and ownership of Jubilee Gardens.	L	<p>Insurance in place. Annual inspection of play and exercise equipment by approved supplier. Damaged or worn equipment to be repaired or replaced.</p> <p>Regular maintenance of both sites under WPC's Ground Maintenance Contract.</p> <p>Annual inspection of trees in Jubilee Gardens and on Whitmore Playing Field by approved contractor, arrange any remedial work required.</p>
Employer Liability	Comply with Employment Law	L	<p>Membership of various national and regional bodies including SPCA and SLCC.</p> <p>Contracts with terms and conditions in place for all employees.</p> <p>Ensure insurance in place for legal proceedings if required.</p>
	Comply with HMRC requirements	L	<p>Income tax and NI dealt with by VAST. Advice sought from HMRC whenever required.</p> <p>Annual check carried out by Internal Auditor.</p>
Legal Liability	Ensuring activities are within legal powers	L	<p>Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.</p>
	Proper and timely reporting via the Minutes	L	<p>Council meets monthly and receives and approves Minutes from the previous meeting. Minutes made available to press and public on village noticeboards and the Council's website. Draft Minutes are posted on the website.</p>
	Proper document control	L	<p>Leases and legal documents kept in Clerk's locked cupboard.</p> <p>Electronic storage of documents needs to be extended.</p> <p>Other data storage to comply with Data Protection Act.</p>
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	Compliance with General Data Protection Regulations May 2018	L	Ensure all staff and Councillors are aware of GDPR regulations. WPC's GDPR Policy documents are published on its website. WPC does not hold or process information other than contact details. Notification to this effect is included in all WPC Cllr external e-mails.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed and available at NBC

This risk management paper was considered, and duly adopted, by the Council on 22nd May 2019, and will be reviewed again in 12 months.