

Hollinswood and Randlay Parish Council

RISK ASSESSMENT POLICY

Adopted May 2021, to be reviewed annually
Downemead, Hollinswood, TF3 2EW

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

RISK ASSESSMENT

Introduction

Risk Management/assessment is the process of determining what risks exist, how they should be handled on a day to day basis and which risks should be insured. After identifying and evaluating risks. Councils need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequences.

Aims & Objectives

- To take steps to identify key risks that may face this Council.
- Evaluate the potential consequences to the Council if an event identified as a risk takes place.
- Introduce appropriate measures to avoid, reduce or control the risk or its consequences & monitor internal controls.

Local Council Law

Everything that a local council resolves to do is governed by a Law or Statute, these enable the Councillors to make decisions and spend money.

THE COUNCIL WILL:-

- Identify the Law/Statute for all expenditure.
- Include the details on all payment vouchers.
- Minute the decision.
- Act within the Standing Orders and Financial Regulations of the Council at all times.
- Always follow the correct procedures for contracts and tendering processes. Order numbers are not required for contract payments.
- All other orders will have an official written order and will be identified by an order number for audit trail purposes. Staff will manage their order books, to check deliveries, confirm accurate invoice charges before passing to the Clerk for payment.

THE COUNCILLORS WILL:-

- Act within guidelines of the Code of Conduct at ALL times.
- Declare ALL required information on their Register of Interests and keep it up to date.

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- Declare any personal or prejudiced interests in matters on any agenda and record them appropriately.
- Leave the meeting as required.
- Monitor the policies and procedures of the Council annually

Procedures

- All cheques and BACS will be completed by the Clerk / Finance Manager and be signed by two members of the council
- The two tier authorisation process, introduced by Barclays Bank, ensures that all payments by direct transfer / BACCs are confirmed by a second bank signatory. Bank signatories are the Clerk, Finance Manager, Cllrs H Unwin, S Unwin, C Turley and J Johnson.
- The parish council has two additional authorisation cards, one is with the Finance Manager and the second is available for the Chairman of Finance & Audit, for use in emergencies.
- Payments will have a completed payment voucher including all relevant information, where appropriate, and will be signed by the clerk and two members of the Council
- All payments will be authorised by the Finance & Audit Committee or Full Council.
- Payments will only be made on receipt of an official invoice.
- Payments will be made within one month.
- Where possible receipts will be banked within one week.
- Bank statements will be reconciled at the earliest opportunity.
- Regular financial reports will be available to the Finance & Audit Committee.

Monitoring & Audit

All accounting papers, invoices, receipts and cheque books will be available to Members of the Council at any reasonable time by appointment with the Clerk.

Two Councillors will undertake an Internal Audit throughout the year and report back to Finance & Audit on a regular basis.

A full internal audit will be undertaken in July and March annually by the nominated Internal Audit Councillors as agreed at the Annual General Meeting.

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Insurance

The Clerk will ensure:-

- Adequate and relevant insurance cover is in place.
- The Council will ensure that the correct amount of fidelity insurance is available.
- Legal advice will be sought from NALC via SALC or Telford & Wrekin Council as required.

Training

Staff and Councillors will attend training and seminars whenever possible to ensure that they are kept up to date with current procedures, changes in law or statutes.

Holiday/Sickness Cover

- The Clerk will arrange or undertake cover for the cleaners and other staff.
- Whenever possible, no Council meetings will take place when the Clerk is not available due to annual leave. If absence is unavoidable through illness the Administrative Assistant will stand in during the Clerk's absence, temporarily, or a relief Clerk will be employed for extended periods of absence.

Risk Management Plan

Please refer the Risk Management Plan

Monitoring and Review

Agreed	May 2021 - 2023
Monitored	May 2023
Next Review Date	May 2024