

# **RISK MANAGEMENT POLICY**

# **TACKLEY PARISH COUNCIL**

**February 2016**

## **1. Introduction**

- 1.2.1 Risk assessment generally addresses risks present within a working environment and/or a working process. Assessing risks in those circumstances requires the identification of “hazards” which may cause harm to employees.  
This definition of risk is not easily transferred to an organisation which is primarily engaged in management procedures ie, A Parish Council.

- 1.1 Tackley Parish Council propose to adopt a Risk Management Policy as below.

## **2. The Policy**

- 2.1 Tackley Parish Council will comply with published Model Regulations, Codes of Conduct and Acts of Parliament relevant to reducing risks applicable to their activities.
- 2.2 The Council will follow “Proper Practice” as published in “Governance and Accountability for Local Councils – A Practitioners Guide”

## **3. Parish Councillors**

- 3.1 Councillors will work as a team and be aware of their responsibilities as to the law and adopted council procedures.
- 3.2 Councillors will be issued with a copy of “The Good Councillors Guide” upon adoption of this policy or immediately following any subsequent election or co-option.
- 3.3 In addition to the Good Councillors Guide, Councillors will be familiar with/aware of the following: -  
Governance and Accountability for Local Councils – A Practitioners Guide.  
Model Code of Conduct  
Freedom of Information Act  
Race Discrimination Act  
Disability Discrimination Act  
Local Government Transparency Code 2015
- 3.4 The Parish Clerk will identify updated and additional guidance documents and circulate these to all Councillors as appropriate.
- 3.5 Councillors will be required to declare an interest, as defined on the standard Agenda sheet, in any matter to be discussed at the Meeting. (SO 1.3)

## **4. Standing Orders**

- 4.1 The Parish Council will adopt Model Standing Orders and comply with their requirements. Standing Orders will be reviewed annually, prior to the Council AGM.

## **5. Financial Control**

- 5.1 The Parish Council will adopt and comply with the Model Financial Regulations as issued by National Association of Local Councils

- 5.2 The Council will set a budget annually to anticipate expenditure during the following financial year. This budget will be used to establish the precept application, as required, and to monitor expenditure during the financial year.
- 5.3 In addition to those items subject of the Standing Orders (4 above) additional internal financial controls will be applied: -
  - 5.3.1 No Councillor will sign a blank cheque. All cheques will require two signatories (SO 4.5.3).
  - 5.3.2 The Council will not hold any petty cash. The Parish Clerk will purchase sundry items and reclaim costs by means of expenses claimed monthly against receipts.
  - 5.3.3 The Internal Auditor (SO 4.4.3) will submit quarterly internal audit reports which will be reviewed by the Council and be made available for public scrutiny.

## **6. Employment**

- 6.1 The Council will require all Contractors and/or Consultants employed by the Council to submit a Risk Assessment relevant to the scope of work being undertaken. (SO 6.1)

## **7. Assets Register**

- 7.1 The Council will maintain an Assets Register including all public assets and all these assets will be insured (SO 5). The Register and Insurance Schedule will be reviewed annually prior to the Insurance renewal date.
- 7.2 Parish assets will be inspected annually or, if insured, at intervals required by the policy holder. Condition reports will be reviewed by the Council and recorded in the relevant Council meeting minutes.
- 7.3 Where appropriate and/or necessary an external professional inspection of an asset will be commissioned by the Council and a report will be submitted to and reviewed by the Council (as 7.2 above).
- 7.4 The Council has identified that all the assets on the Assets Register are covered by the insurance policy.

## **8. Insurance**

- 8.1 The Council will maintain an appropriate Insurance Policy and such policy will be reviewed annually by the Council prior to renewal. All new capital items will be added to the Policy schedule at the time of purchase.

