DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD
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Parish Clerk: Julie Fortnum

RISK MANAGEMENT POLICY

Area	Risk	Level	Control	Revised Level
Assets	Protection of physical assets	M	Buildings, assets & vehicle insured.	L
	Security of buildings, equipment etc.	H	Buildings and contents insured. Buildings locked securely	M
	Maintenance of buildings etc.	M	Buildings & assets currently maintained on an ad hoc basis. Programme of electrical and safety equipment checks in place	L
	Maintenance of vehicle	H	Vehicle checked on a weekly basis and any defects remedied, serviced regularly and MOT completed annually	L
Finance	Banking	M	Investment is handled by Parish Council and administered by the Parish Clerk as RFO. An Investment Policy is in place.	L
	Risk of consequential loss of income	M	Insurance cover is in place. Important documents backed-up and taken off premises.	L
	Loss of cash through theft or dishonesty	M	Insurance cover is in place. If cash is received receipts are issued.	L
	Financial controls and records	M	Monthly reconciliation prepared by Parish Clerk as RFO and reported to reported to Council via finance policy and personnel committee. Two signatories are required on cheques and also to authorise online transactions . Internal and external audit takes place.	L
	Comply with VAT	H	Use help line when necessary.	M

	Regulations		VAT payments and claims calculated by the Parish Clerk as RFO. Internal and external auditors also check.	
	Sound budgeting to underlie annual precept	M	Finance policy and personnel committee and the full Council receive detailed budgets in the late autumn. The precept is derived directly from this. Expenditure against budget reported to the finance policy and personnel committee bi-monthly.	L
	Complying with borrowing restrictions	M	No new borrowing likely at present	L
Liability	Risk to third party, property or individuals	M	Insurance in place. Assets and land owned by DSJPC are checked regularly by maintenance team. Trees investigated when damage reported.	L
	Legal liability as consequence of asset ownership (especially burial ground, allotments, play grounds and skate park)	H	Insurance in place. Weekly checks of playgrounds, skate park and MUGA undertaken by DSJPC Maintenance Worker and written records kept. Annual operational play equipment checks carried out by RoSPA qualified Inspector. Regular inspections of Cemetery (including topple testing inspections) done by DSJPC Maintenance Worker and Cemetery committee Regular inspection of allotments site done by Allotments Association and Allotments committee	M
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including SLCC and LALC. Certificate of Employers Liability Insurance displayed in the Parish Council's office	L

	Comply with HMRC requirements	M	Advice from HMRC. Internal and external auditors carry out annual checks.	L
	Safety of Staff, contractors and visitors to the office	M	Fire door fitted to office which is locked to restrict access. Appropriate equipment will be provided to comply with health and safety requirements Risk assessment in place for Maintenance and contract staff	L
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.	M
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves the minutes of the previous month's meeting. Minutes made available to press and public via the Parish Council's website.	L
	Proper document control	M	Leases and legal documents in Parish Council's office at The Institute Key documents are stored in a fire proof safe at The Institute. Confidential Employee information kept in a locked filing cabinet in the Parish Council offices at The Institute.	L
Councillor propriety	Code of Conduct, Registers of Interests and gifts and hospitality in place	H	Each Councillor agrees to the Parish Council's code of conduct and completes a register of pecuniary interests upon acceptance of office. Signed the Civility and Respect Pledge	M