



# NORFOLK PARISH TRAINING & SUPPORT

## Brampton & Oxnead Parish Council Risk Management Policy

### About the Council

**Brampton & Oxnead** Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through ANSVAR. The Insurance Policy is for a term of 1 year, and is due for renewal May 2024.

The contact details for the insurers are:

0345 606 0431

0345 850 8946

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

### Main Actions in relation to risk management

NORFOLK Parish Training & Support: [support@norfolkpts.org](mailto:support@norfolkpts.org): @NorfolkPTS: 01603857004

- ✓ 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.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ 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 [Example below]:**

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
<b>Operational</b>				
Staff (Clerk)	High <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> </ul>	Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance	Insurance Policy  Budgeted	Clerk and Council
Members of the public attending meetings	Low <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> </ul>	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee or Council	Clerk VH Chairman / Committee
Contractors	Medium	Public Liability Insurance	Insurance Policy	Clerk

	<ul style="list-style-type: none"> <li>Public accident</li> </ul>	Contractors own Public Liability	Council and Contractor (£10 million)	
<b>Risks</b>	<b>Likelihood v Impact = Risk Rating</b>	<b>Mitigation</b>	<b>By what means</b>	<b>Action</b>
<b>Financial</b>				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place	Clerk / RFO  Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Two people 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 appointed Clerk and Councillors trained 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

### [Policy Document]

Date agreed: May 2023

Date to be reviewed: May 2024  
(1 year from date of agreement)

