

## Burwell Parish Council Risk Management Policy

Adopted 10<sup>th</sup> March 2015 and reviewed by Finance Working Group 2<sup>nd</sup> March 2017 and the Finance and General Purposes Group on 6<sup>th</sup> March 2018 (approved by Council 13.3.18), reviewed F&GP 26.3.19 (approved by Council), reviewed by F&GP 28<sup>th</sup> July 2020 and approved by Council, Reviewed by F&GP 28.9.2021 and approved by Council 12.10.21. Reviewed by F&GP 29.11.2022 and approved by Council 13.12.22. Reviewed by F&GP 28.11.23 and approved by Council on 12.12.23. Reviewed by F&GP 3.6.25 and approved by Council on 8.7.25.

### Risks

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic, and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

<b>Subject</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Management/Control of Risk</b>	<b>Actions</b>
Finance including financial planning and controls	Fraud, Financial systems, bank accounts, fire at Council office, Loss of income - Halls, adequacy of precept and loss/delay of precept	L/M	Burwell Parish Council Financial Regulations adopted 27.1.15, reviewed annually by Finance and General Purposes Working Group in November and approved by Council. Financial Risk Management carried out annually by Finance and General Purposes Working Group in November and approved by Council. Effectiveness of Internal Audit reviewed annually in November by Finance and General Purposes Working Group and approved by Council. Fidelity Guarantee of £500,000 included in Council's insurance policy currently with Zurich. Loss of income cover included in Insurance Policy. Adequate level of general reserves held to cover loss or delay in receipt of precept,	Ensure budgets are produced for maintenance and capital projects by Working Groups for inclusion in precept.  Concern raised about the risk of cyber attacks. Parish Clerk to investigate advice relevant to local councils.

Election Costs	Costs when a full election takes place	M	Through the budgeting process the Council will consider this, however there are no measures available to minimise the risk of having a contested election.	Earmarking of reserves to cover likely costs, replenish if required.
Staff	Employers Liability, Health and Safety, Lone Working, Use of Computer equipment, Loss/illness of staff	M	Employers Liability of £10,000,000– included in insurance policy currently with Zurich. Burwell Parish Council Health and Safety Policy, Training Policy.  Clerk working in liaison with Assistant Clerk and regular contact with key Councillors. Other staff can be covered by contractors and volunteers.	
Contractors	Damage to property and injury to individuals	M	Copy of Public Liability Insurance Certificates obtained at start of season.	
Assets as listed on Parish Council Asset Register inc. buildings	Theft, Damage, Fire and faulty or damaged equipment	L	An Asset Register is maintained, and insurance is held at the appropriate level for all items. Regular checks carried out on all assets. Equipment is regularly maintained and serviced.	
Council records	Paper – Loss through theft, fire, or damage  Electronic – Loss through theft, fire, or damage	L  M	Archived Minutes stored by Cambridgeshire County Council. Paper documents stored in a fireproof room. Documents retained as per recommended NALC/SLCC Guidelines. Burwell Parish Council -Data Protection and Information Security Policy All electronic files continuously backed up using storage system and secondary back up system at Mandeville Hall. Cloud storage is in place and all data is automatically uploaded on a daily basis.	
Councillors	Members Interests and actions undertaken	L	Members are required to disclose interests at the meeting and declare these	Maintain SLCC/NALC membership

			<p>on the interest form, as per regulations- failure to do so can result in a fine. Code of Conduct, training, Clerk advice.</p> <p>Clerk and Councillors attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure.</p>	
Insurance	<p>Adequacy Cost Compliance Fidelity Guarantee</p>	L	<p>An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.</p> <p>Clerk liaises with insurance company and council to ensure the cover conditions are complied with.</p>	
Volunteers	<p>Damage to property and injury to individuals</p>	L	<p>Insurance Policy</p>	<p>Check to see if insurance covers volunteers outside of the parish on Council business eg manning a stand at Ely Market</p>
Health and Safety	<p>Council Activities including hirers of property and playing fields</p> <p>Liability</p>	L	<p>Health and Safety Policy Letting Regulations for Halls Insurance</p> <p>Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public</p>	<p>Review of the Hall Booking Regulations to be undertaken. Check with classes to ensure that they have their own public liability insurance.</p>

			liability insurance is held. Council to ensure any activities undertaken are covered by insurance.	
Playgrounds and equipment	Unsafe equipment Injury	M	Annual Inspection by qualified Playground Inspector, Weekly inspections carried out by Handyman and findings reported to Council. Public Liability insurance in place to a value of £10,000,000	
Street Furniture	Damage, theft	L	Insurance cover in place for all items included in Asset Register	
Winter Gritting Scheme		L	Covered by Parish Council Insurance and also covered for agreed route with Cambridgeshire County Council	
Burial Grounds, Recreation Grounds and Play Areas and other Parish Council owned Land	Memorial Stone – movement Trees – Injury caused by falling branches, debris, and diseased trees Unauthorised entry	L	Check routinely for unsafe stones  Tree Policy adopted May 2014 and regular maintenance. Insurance cover  All large areas – access restrictions	Memorial Stones recently checked for stability.