

# **Chapel and Hill Chorlton Parish Council**

# **RISK MANAGEMENT SCHEME**

**ADOPTED BY THE COUNCIL 13 FEBRUARY 2018**

**Revised 12 February 2019  
Reviewed 11 February 2020  
Reviewed 15 June 2022  
Reviewed 10 May 2023**

CHAPEL AND HILL CHORLTON PARISH COUNCIL

Area	Risk	Level	Control and any agreed improvements
Assets	Protection of physical assets	M	Insurance cover for office equipment for home working by Clerk/ RFO. Any new equipment is to be sourced from an approved Supplier and verified by a Qualified Electrician that it conforms to current safety criteria.
	Damage to any of 2 public noticeboards	L	Insurance cover for replacement if beyond repair
	Damage to BT phone box and associated defibrillator equipment when installed.	M	Insurance cover for replacement if beyond repair
Finance	Banking	M	National UK bank used for current and reserve accounts. Ensure that as a minimum the fidelity insurance to cover one and half times the precept.
	Risk of consequential loss of income	M	Insurance cover. . Important documents backed-up and taken off premises. . Ensure any claims for funding from NBC and SCC are submitted on time.
	Loss of cash through theft or dishonesty	L	Cash payments discouraged-Bacs and cheques only. Receipts given in rare cases of cash payment.
	Financial controls and records	L	Three-monthly reconciliation prepared by RFO and checked by Council. Documents signed by two councillors at regular meeting. Two councillor signatories on cheques. Internal and external audit.
	Comply with VAT Regulations	L	Use help line when necessary. VAT payments and claims calculated by RFO Externally audited.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to regular council meeting monthly.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. All contractors working for CHCPC need to show evidence of current minimum

			£5m public liability insurance.
	Legal liability as consequence of asset ownership specifically Village Green, noticeboards, BT box and bench	M	Insurance in place. . Damaged or worn equipment to be repaired or replaced.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including SPCA and SLCC Contracts with terms and conditions in place for all employees. Insurance in place for legal proceedings if required.
	Comply with HMRC requirements	L	Regular advice from HMRC. Internal and external auditor carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets once a month excluding August and receives and approves Minutes of meetings from the last meeting. Minutes made available to press and public on village noticeboards and the web site .Draft minutes are posted on the web site
	Proper document control	M	Leases and legal documents in Clerk's fireproof container. Other data storage to comply with Data Protection Act.
	Compliance with General Data Protection Regulations May 2018	M	Ensure all staff and Councillors are aware and practice CHCPCs revised Information and Data Protection Policy. Regular reviews of privacy notices.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed and available at NBC

This risk management paper was revised by the Council on 11th February 2020 and will be reviewed again in 12 months.