

# **ROCHE PARISH COUNCIL**

## **RISK MANAGEMENT POLICY**

As part of this Risk Management Policy, the Parish Council will ensure that the Council's Standing Orders, Financial Regulations, Code of Conduct and Freedom of Information Act Policies are reviewed annually, along with the review of Insurances and the conditions and performance of the Parish Clerk.

### **1. CHAIRMAN, VICE-CHAIRMAN AND COUNCILLORS**

Should the Chairman be absent at anytime, the Vice-Chairman will be expected to conduct the business for that and subsequent meetings or until the next Annual General Meeting.

If the Chairman and Vice-Chairman are both absent from a meeting, Councillors present will elect a Chairman to conduct the business for that meeting only. The absence of all Councillors will be monitored in line with the six-month ruling.

### **2. PARISH CLERK**

The Parish Clerk will have a Contract of Employment, and this will be reviewed annually in conjunction with the Council's budget setting procedure. Should the Clerk be absent for any meeting of the Parish Council, a Councillor or Locum Clerk will be elected to record the Minutes of that meeting. The Council may seek to appoint a temporary Parish Clerk after one month of the Parish Clerk being absent and the situation will be kept under continuous review. The Parish Council have now put in place a temporary Contingency Plan for a Locum Clerk if required.

### **3. INTERNAL CONTROLS**

The Council will ensure that it's Standing Orders and Financial Regulations are adhered to in respect of its management of funds, the preparation of accounts for audit, the keeping of accurate records, the proper payment of invoices, the efficient collection of fees and charges, the completion and submission of VAT returns and in the performance of its services.

### **4. MEETINGS/VENUE**

The Parish Council will endeavour to ensure that the venue for all meetings comply with current Health and Safety Regulations and address the requirements for adequate lighting, proper seating, public toilets and disabled facilities.

## 5. ASSETS

An Asset Register will be maintained, reviewed annually, and updated when necessary.

### 1) **Roche Playing Fields/Park – Play Equipment/Skatepark Hardcourt Area**

Play equipment is to be inspected annually by a qualified person and regular spot checks are to be undertaken by members of the Parish Council and a weekly inspection to be carried out by trained Councillors using either the app or emailing the Clerk on a weekly basis. Cormac have also been appointed to carry out quarterly inspections of all equipment in both areas.

Any equipment damaged or unsafe is to be taken out of use and either repaired or removed as quickly as possible. These items are to be given a value for the purpose of the Asset Register and for insurance purposes.

- 2) **Litter and Refuse Bins** are to be emptied weekly or as required.
- 3) **Bus Shelters** are to be inspected at regular intervals and kept in a safe and clean condition.
- 4) **Notice Board** (one in the Parish) is to be monitored regularly and maintained for the purposes for which it has been provided.
- 5) **Seats/Benches** All seats will be inspected at regular intervals for material damage and deterioration and maintained to a safe useable standard or removed.
- 6) **Duck Pond and Surrounding Land** Maintenance and upkeep of the area will be maintained by the Parish Council.
- 7) **Land at St. Michaels Way** Maintenance and upkeep of the area will be maintained by the Parish Council.
- 8) **Roche Football Club Car Park** Maintenance and upkeep of the area will be maintained by the Parish Council.

## 6. CEMETERY

The Parish Clerk ensures all records are kept up to date accurately and maintained and prevention of someone being buried in a pre-purchased plot. Regulations are kept up to date and reviewed annually, along with fees and charges.

Burial Regulations and records are maintained and held by the Parish Clerk and inspections are carried out. Safety of memorials are monitored on a regular basis by Contractors/Councillors/Clerk.

7. **CLOSED CHURCHYARD**

The Parish Council takes necessary inspections along with tree surveys when required in conjunction with Cormac and the PCC. The Churchyard is monitored regularly in liaison with the PCC.

8. **PUBLIC CONVENIENCES**

The Parish Council takes necessary action for electrical testing of the Public Conveniences and ensure they are maintained and cleaned on a regular basis by appointment of a Contractor.

6. **INSURANCES**

The Council's Public Liability and other Insurances are to be reviewed annually.

7. **CONTRACTORS**

Any Contractor employed by the Parish Council will be asked to provide evidence of the adequacy of their insurances and certificates of training in relation to work to be undertaken. Contracts awarded are to be continuously monitored in the interests of attaining BEST VALUE.

8. **CRIMINAL DAMAGE**

Criminal Damage to any property belonging to the Roche Parish Council will be assessed for the cost of repair or replacement and for the feasibility of taking proceedings. Damaged items will be made safe as a matter of urgency or removed from site.

9. **INTERNAL AUDIT ASSURANCE**

The Parish Council will ensure that the internal controls as stipulated by the Standing Orders and Financial Regulations are adhered to. All internal checking will be confirmed through the preparation of a dated report and Minuted. Arrangements for the prevention and detection of fraud and corruption will be reviewed annually. Fidelity Guarantee Insurance cover will be reviewed in accordance with the Council's Standing Orders and Financial Regulations.

## **10. INTERNAL AUDIT CONTROLS**

The Parish Council will ensure the timely appointment of a suitably qualified Internal Auditor.

## **11. MEMBERS CODE OF CONDUCT**

Members will adhere to the Code of Conduct and declare their interests and gifts of hospitality as the Code requires.

## **12. SOUND BUDGETING ARRANGEMENTS**

The Council will ensure the adequacy of its annual precept, the earmarking of reserves for specific projects and the proper use of funds granted to local community bodies under specific powers or under the Section 137 provisions.

The Council will respond to Electors wishing to exercise their rights of inspection, will aim to meet the requirements of Quality Parish Status or other accreditation and to achieve the proper documentation or all aspects of the Council's administration.

Internet Banking – A list of annual payments is circulated and approved each year for regular payments as agreed. When invoices are received, if payment is required before the meeting confirmation is requested from two Councillors, otherwise payment is agreed at the main meeting and paid the following day. Accounts are signed off monthly, including a bank reconciliation and a copy of an up-to-date bank statement.

There is no separation of duties in respect of internet banking transactions, controls as follows, regular monthly/annual payments are approved annually and signed on a list as member approval, monthly bank reconciliation is produced as mitigating measures.

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**The Risk Management Policy was adopted/revised by the Roche Parish Council on:-**

**Date: 11<sup>th</sup> July 2022**