

Madeley Parish Council



RISK MANAGEMENT SCHEME

*REVISED FROM THE ORIGINAL DOCUMENT ORIGINALLY
ADOPTED BY THE COUNCIL ON THE 25th APRIL 2013*

*This edition adopted 24th March 2016
Date of review March 2017*

*Reviewed on 23rd March 2017
Further reviewed in July 2018 to incorporate risk and
control measures for General Data Protection Regulations
May 2018.*

Reviewed 4th July 2019.

Reviewed 1st April 2021.

Reviewed 2nd March 2023.

Reviewed and updated April 2024.

Revised 3rd October 2024.

MADELEY PARISH COUNCIL

Area	Risk	Level	Control and any agreed improvements
Assets	Protection of physical assets	M	<p>Insurance cover for office equipment for home working by Clerk and RFO. Insurance for replacement Christmas lights in place. Any new equipment is to be sourced from an approved Supplier and verified by a Qualified Electrician that it conforms to current safety criteria. External electrical power points and equipment are to be tested annually by a qualified Professional Contractor. Failures are to be noted and corrected.</p> <p>Insurance cover for Madeley War memorial. Repairs and restoration works approved April 2024. Annual inspection, including minor repairs, to be undertaken by contractor - 4 year contract.</p> <p>Updated insurance valuations for playground equipment and surfaces obtained Sept. 2023 and updated details sent to insurers.</p> <p>CCTV equipment installed and added to insurance policy Jan 24.</p> <p>Insured values to be reviewed in May each year prior to renewal of policy.</p> <p>Bench location and condition survey undertaken November 2023.</p>
	Damage to bus shelters owned by MPC	L	Insurance cover for replacement if beyond repair. Cleaned monthly by approved contractor to support longevity of asset. Contractor to provide copy of PL Insurance upon expiry 31.03.2024 – contractor retired, new contractor to be appointed.
	Damage to any of 4 public noticeboards	L	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 prompt reminders for allotment rental payments upon renewal of tenancies. Ensure 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 – cash to be avoided at all costs where possible. When cash donations are received cash is counted by at least 2 individuals before being passed to the Clerk for checking and banking.
	Financial controls and records	L	Internal and external audit. Schedule of payments to be made and corresponding invoices sent to all Councillors prior to monthly meetings. Payments authorised by 3 councillors (also bank signatories) at Council meetings. Authorising Councillors sign payment schedule and initial each invoice after checking. Clerk then produces list of bank transfer payments to be made and sends to the Chair and authorising bank signatory. The chair uploads payment details to online bank account and the other bank signatory then authorises payment. Once payment is made Clerk checks bank statements to ensure accuracy. Monthly reconciliation prepared by Clerk and circulated to all Councillors prior to regular monthly meetings. Quarterly bank reconciliation checks carried out by a Councillor who is not a bank signatory. The balance in the current account is kept at the minimum amount required for monthly transactions. Online payments (other than transfers between accounts) can only be made from the current account.

			Unity Trust account requires a letter of authorisation signed by 3 signatories to withdraw.
	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	<p>Insurance in place for Manor Road Playing fields as part of the lease to the football club. All open spaces inc play areas, under the Parish Council control to be checked monthly by Inspector appointed. Heath Wood inspected twice yearly by a competent tree inspector.</p> <p>The erection of lighting is to conform to the current edition of Staffordshire County Council's document "Code of practice for the Installation, Operation and removal of Seasonal Decorations"</p> <p>All contractors working for MPC need to show evidence of current minimum £5m public liability insurance. A lower level of insurance may be appropriate in certain limited circumstances which would need to be approved by the Council following a risk assessment of that individual contract and the risks posed. Contract award letters to be issued setting out requirements and agreement of contract. Where there is a danger to the public, Risk Assessments and Method Statements are to be supplied and checked by the Clerk for the file.</p> <p>Allotments – communal areas and vacant plots are covered by current public liability insurance.</p>

	Legal liability as consequence of asset ownership specifically Heath Row and Birch Dale Play areas.	M	Insurance in place. Daily visual checks of playgrounds by swing security staff and Councillors. Monthly checks by playground inspector. Written records kept. Annual check by approved inspector from the register of play inspectors international. Damaged or worn equipment to be repaired or replaced. All new play equipment installed to receive a post installation inspection by ROSPA inspector.
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 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 website.
	Proper document control	M	Leases and legal documents in Clerk's fireproof container. Other data storage to comply with Data Protection Act. Changes needed to move more documents to electronic storage.
	Compliance with General Data Protection Regulations May 2018	M	Ensure all staff and Councillors are aware and practice MPCs revised Information and Data Protection Policy. Regular reviews of privacy notices. SLA agreement with SCC for advice.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed and available at NBC. Draft policy and register for Gifts and hospitality to be considered by Council.

This risk management paper was considered by the Council on March 2016 and was reviewed by the Council on 23rd March 2017.

The document was further revised by the Council on 5th July 2018, July 2019 and further reviewed April 2021. Noted that there was no review in April 2022 – review completed March 2023.

This Risk Management Scheme was reviewed by the Council in April 2024 and updated.

This Risk Management Scheme was revised by the Council in October 2024 in relation to the level of contractor insurance requirements.