**East Cottingwith Parish Council**

**Risk Management Procedure**

**This Risk Management Procedure was adopted by the Council at a meeting held on Thursday 10th January 2019: the adoption of this procedure being recorded in the Minutes of that meeting.**

**The Clerk/RFO will:**

* •  Review the Risk Management Procedure and policy statement annually, in March, and report his/her findings and proposals to the May meeting of the Council.
* •  Prepare, and regularly review, the risk assessment, to ensure it is kept up to date, and provide an update to meetings of the Council on a quarterly basis.
* •  Maintain a written record of the outcome of the reviews and the actions agreed by the Council. The Clerk/RFO will ensure, as a minimum but not exclusively, that the following points are considered as part of the risk assessment and review:
* **•  Capital Assets**
Is the Assets Register completely up to date? Is each asset insured and does the insurance valuation offer adequate protection? Is the public liability insurance sufficient cover for all liabilities consequent upon ownership of each of these assets? Have sufficient precautions been undertaken to ensure security and state of repair? Do the items conform in all respects with the requirements of relevant safety regulations?
* **•  Personnel**
Are its employee and councillors covered against personal accident while on Council business by the Council’s insurance? Is the Council’s fidelity guarantee adequate to cover possible loss of cash through theft or dishonesty? Are all the requirements of employment legislation being met?
* **•  Public Liability**
Is the Council’s public liability cover adequate to cover risk of damage to third party property or individuals as a consequence of the Council providing services or amenities?
* **•  Libel and Slander**
Is the Council’s cover adequate against possible libel and slander action?
* **•  Finance**
Are the Council’s Financial Regulations up to date and complete? Have all requirements of the Financial Regulations been met during the preceding year, particularly the requirements relating to written reports? Is the present internal audit arrangement appropriate?
* **•  Other Risks**
If the Clerk to the Council maintains an office in his/her own home, have his/her insurers been notified and is Council property on their premises adequately covered? Are the parish archives adequately protected? If the Clerk uses his/her vehicle in connection with Council business, is appropriate car insurance in place? Are there any other risks not covered under the above headings?

Notwithstanding the work done by the Clerk/RFO, it is the personal responsibility of every member of the Council to ensure that all risks receive proper consideration and that:

* + •  all risks facing the Council have been identified
	+ •  an evaluation is made of the potential consequences to the Council if an event identified as a risk takes place
	+ •  appropriate measures to avoid, reduce or control the risk or its consequences are decided upon Having identified the risks, the Council will decide whether to

a)  take out insurance

b)  work with a third party to manage the risk

c)  self-manage the risk