



Risk Management Policy

Mission statement of the Parish Council:

To provide services for, and manage and maintain the assets of, the Parish of Upwell, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money. The Council documents relevant to this assessment are: Financial Regulations, Standing Orders, Code of Conduct, Asset Register.

RFO = Responsible Financial Officer (usually the Clerk)

Main Actions in relation to risk management

- The Asset Register is updated during the course of the year by the Clerk.
- Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- Sites are inspected at least annually and records are retained.
- The Council reviews the Insurance Policy prior to renewal.
- Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- Documentation is kept safely and securely.
- The Council reviews its systems of Internal Control at least annually.

The Risks identified for the Council:

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
Operational				
Staff (Clerk)	High <ul style="list-style-type: none"> • Accident at work • Sickness • Terminates employment 	Employer's Liability in place. Adequate Working Balance. Adequate Working Balance.	Insurance Policy Budgeted	Clerk and Council
Members of the public attending meetings	Low <ul style="list-style-type: none"> • Accident • Incident 	Public Liability Insurance. Visual Inspection – recorded. Standing Orders in place.	Insurance Policy Village Hall Chairman / Committee or Council	Clerk VH Chairman / Committee

Contractors	Medium <ul style="list-style-type: none"> Public accident 	Public Liability Insurance. Contractors own Public Liability.	Insurance Policy Council and Contractor (£10 million)	Clerk
Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
Financial				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members. Reserve funds allocated. Internal Controls in place.	Clerk / RFO Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Clerk designated to count and bank cash.	Insurance cover for retention of cash	Council to agree and review
Audit challenges	Medium	Audit control policies in place and reviewed.	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO (Usually Clerk) Finance Committee has delegated power to manage the process. Data Protection Policy adopted.	Clerk / RFO Clerk / Councillors Finance Committee Council	Council to agree and review

Date agreed: November 2023

Date to be reviewed: November 2024
(1 year from date of agreement)