



Saltash Town Council

Policy/Procedure:

Risk Management Plan Statement 2019-20 DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2019-20	Approved by	
Date		Date of approval	
Responsible Officer	Town Clerk/RFO	Minute reference	
Responsible Committee	P&F	Review date	Annual

Version History			
Date	Version	Author/Editor	Comments
17.04.2018	2018/19	Town Clerk/RFO	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Saltash Town Council: Risk Management Plan Statement 2019-20

Area	Risk	Level	Controls	Action
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by CPI.	Insurance revalue 2016. Current revaluation of all property, land and open spaces underway.
	Security of buildings, equipment etc. Security of Regalia	M	Alarms on all main buildings. Station Building secured by bolts and locks during first stage of refurbishment. Legionella monitoring in place for all buildings and toilets. Regalia and valuables kept in insurance company approved safe.	Fire and Security Systems Installed linked to monitoring station. Service contract in place.
	Maintenance of buildings etc.	M	Survey and planned programme of electrical and safety equipment worked up in conjunction with building maintenance consultant. 5-year maintenance and budget plan in place. Linked to precept.	Completed September 2012 Updated 2018
Finance	Banking	M	All funds and investment deposits with high street banks and investment company. Funds distributed with a minimum of 3 separate investment bodies based on credit rating, interest rates and accessibility to funds.	Investment Strategy in place. Council Policy 2015 updated to LGA 3 rd edition 2018.
	Risk of consequential loss of income	M	Insurance to cover loss of income and relocating office. Important documents backed-up off site.	Maintain insurance and IT support.

	Loss of cash through theft or dishonesty	M	Division of responsibility in operation as per Governance and Accountability recommendations and audit. Fidelity insurance in place.	Ongoing monitoring of work updated practices and audit trail.
	Financial controls and records	M	Monthly bank reconciliation and quarterly VAT report prepared by FO and checked by Chairman of P & F and Town Clerk and reported to Council. Two signatories for payments. Internal and external audit.	Ongoing monitoring.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by FO and checked by Town Clerk & Chairman of P&F. Internal and external auditor to provide double check.	VAT consultant engaged. to ensure compliance with partial exemption regulations and annual report.
	Sound budgeting to support annual precept	M	Committees and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to committees at each meeting.	Ongoing.
	Complying with borrowing restrictions	L	All borrowing conducted via CALC to Public Works Loan Board.	Ongoing.
Liability	Risk to third party, property or individuals	M	Insurance in place. Property and land checked regularly. Trees inspection in place. Risk assessments of individual events such as Christmas lights and other events carried out as necessary.	Ongoing.
	Legal liability as consequence of asset ownership.	H	Insurance in place. Regular safety inspections and checks conducted with records kept.	Ongoing.

Employer Liability	Comply with Employment Law	M	HR consultants now retained as of 2012. Membership of various bodies including CALC regular checks for updates. Clerk is member of SLCC. Personnel Committee in place.	Ongoing.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC, Xero and Sage Payroll. Internal and external auditors carry out annual checks. Staff training in place.	Ongoing.
	Safety of Staff and visitors	M	Health and Safety consultants retained as of 2012. Regular risk assessment checks of all buildings, premises and open spaces by Grounds and Premises Warden. Annual risk assessment audit by HR Consultant.	Ongoing.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Power of Competence taken up.	Ongoing.
	Proper and timely reporting via the Minutes	M	Council meets once a month and always receives and approves minutes of meetings held in interim. minutes made available to press and public at the Guildhall and via the web site.	Ongoing.
	Proper document control	M	Copies kept in the office and backed up off site. Original leases stored in safe.	Ongoing.

Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed and anti-bribery policy statement and anti-fraud and corruption strategy in place. Code of Conduct adopted.	Ongoing.
Direct Acquisition & Devolution receipt of Assets and Services	Financial cost and reputational risk linked to lack of service delivery standard	M	Acquisition and acceptance of assets or services based on community need and cost benefit analysis and budgeting via working party scrutiny though to Full Council decision.	Ongoing.
General Reserve	Insufficient funds to match any unforeseen events or general emergencies	L	Assessed annually at precept and budget setting and supported by ear marked funds.	Ongoing.