

**Northstowe Town Council**

**Risk Assessment and Management Plan**

<b>Area</b>	<b>Risk</b>	<b>Level</b>	<b>Control (and agreed improvement)</b>	<b>Actioned by</b>	<b>Progress and Comments</b>
<b>Assets</b>	Protection of Physical Assets				N/A
	Security of buildings and equipment				N/A
	Maintenance of assets				To be reviewed
<b>Finance</b>	Banking	M	<p>Town Council Accounts are administered by the Responsible Financial Officer (Clerk)</p> <p>Bank Account is with Unity Trust.</p> <p>Investments to be reviewed quarterly and reported to Finance Committee and annually to the Town Council.</p> <p>Two Councillor authorisation for payments made from Town Council bank accounts.</p> <p>Finance Committee Chairman to physically inspect and sign bank statements at every meeting.</p>	Town Clerk	
	Risk of consequential loss of income	M	<p>Insurance Cover.</p> <p>Fidelity Guarantee in place.</p> <p>Important documents backed up and kept in the cloud</p>	Town Clerk	
	Loss of cash through theft or dishonesty	H	No Cash will be held by the Town Council	Town Clerk	
	Financial controls and records	M	<p>Monthly bank reconciliation and management accounts prepared by RFO and reported to the Finance Committee by the Town Clerk.</p> <p>Monthly Bank statements will be checked by a Councillor independent of the Finance Committee</p>	Town Clerk	

			Internal interim and year-end audit. Internal auditors check list reviewed annually. Financial Regulations reviewed annually. Last reviewed 20 <sup>th</sup> May 2021		
	Comply with VAT Regulations	H	VAT returns complied and submitted by Town Clerk online. Town Council to receive direct notification from HMRC regarding repayments due. HMRC account to be reviewed annually.	Town Clerk	
	Sound budgeting to underlie annual precept.	M	Finance Committee and Council to receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Finance Committee at every meeting.	Town Clerk/Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.	Town Clerk	
<b>Liability</b>	Risk to third party, property or individuals.	M	Insurance in place. Risk assessments completed annually and kept on file. Risk assessments will be carried out for all Town Council events.	Town Clerk	
	Legal liability as consequence of asset ownership.	H	Insurance in place. Written reports are kept on file.	Town Clerk	
	Legal liability as consequence of approved civic events.	H	Insurance in place. All events are risk assessed prior to place. Written reports are kept on file.	Town Clerk	
<b>Employer Liability</b>	Comply with employment law	M	Membership to CAPALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when required.	Town Clerk/Council	
	Safety of staff and visitors	M	Employees are advised to follow the Lone Worker policy when working alone both at and away from Council premises.	Town Clerk	No Council premises at present

			<p>HSE information displayed in Council Offices in compliance with HSE legislation and guidance.</p> <p>Staff issued with a health and safety briefing relevant to their roles upon commencement of their employment and to be revisited during their yearly appraisal.</p> <p>First Aid kit kept in Council office. Contents of this kit should be reviewed annually.</p> <p>All incidents and accidents to be recorded and reviewed.</p>		
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	<p>Town Clerk clarifies the legal position on any new proposal.</p> <p>Legal advice to be sought where necessary.</p>	Town Clerk	
	Proper and timely reporting via the minutes.	M	<p>The Council meets monthly and receives and approves minutes of meetings held in interim.</p> <p>Minutes made available to press and public at the Town Council office and via the website.</p>	Town Clerk	Town Council Office N/A
	Proper document control	M	<p>Leases and legal documents in safe in the Town Council office.</p> <p>Other data storage to comply with GDPR.</p> <p>To use version control methods when filing documents electronically when appropriate.</p> <p>All hard copy documents to be scanned for electronic storage.</p>	Town Clerk	To be set up
	Provision of goods and services by third parties	H	<p>All reasonable efforts are made to establish third parties have appropriate qualifications, skills, insurance and public liability when working for or under the direction of the Town Council.</p>	Town Clerk	

	Volunteering	H	<p>Volunteers must be fully briefed as per the Town Council's Volunteering Policy.</p> <p>Insurance company to be contacted for advice if the volunteer job is complex.</p>	Town Clerk/Members	Volunteer Policy to be established.
<b>Councillor propriety</b>	Registers of Interest and Gifts and Hospitality in place.	H	<p>Register of interest completed and reviewed by members and officers annually. Last reviewed on May 2021</p> <p>Gifts and hospitality register is available at each Council Meeting.</p> <p>Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year.</p>	Town Clerk/Councillors	
	Code of Conduct	H	The Town Council has adopted the current "Code of Conduct".	Members/Officers	

The Risk Assessment and Management Plan was submitted to and approved by the Town Council on 20<sup>th</sup> May 2021