ALDERLEY EDGE PARISH COUNCIL

RISK ASSESSMENT: SEPTEMBER 2023

INSURANCE RISK

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Damage to third party property or individuals	Public Liability	Annual check on insurance cover May
Council Property	Insurance/stored securely	Annual check on insurance cover May Asset Register maintained
Civic Regalia	Insurance/Stored in Safe	Annual check on insurance cover May
Insolvency of Insurance Company	Policy with large insurer through brokerage	Two yearly insurance review
Legal expenses	Legal insurance	Annual check on insurance cover May
Loss through theft/dishonesty	Fidelity Insurance	Annual check on insurance cover May
Personal Accident to Officers/Councillors/Volunteers	Employers liability insurance Personal Accident insurance	Annual check on insurance cover May
Electrical Equipment	Annual PAT testing	Emerson Management Services
Installation of Christmas trees	Full Risk Assessment completed	See separate risk assessment

OUTSIDE RISK

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Changes to legislation	Clerk a member of SLCC	Advice received from relevant bodies; Full Council to provide effective training to Officers and Councillors
Contractors working on Council property	All relevant insurances to be requested	Emerson Management Services/ Management office
Management of Medical Centre	21-year leases in place for Doctors & Pharmacy. Leases in place for 2nd floor tenants Emerson Management Services have been engaged to run management of the Medical Centre	Emerson Management Services
Legal responsibility regarding maintenance of assets	Lease holder of 3 allotment sites, new working party created to liaise with societies Tree survey recently completed	Allotment working party Tree survey to be re-done every 2/3 years

SELF MANAGED RISK

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Officers working alone	Exit doors to be kept locked and answer system on rear entrance office door. Lone working risk assessment has been carried out	Service rear door entrance system annually
Officers alone when locking up	A Councillor to remain on the premises following an evening meeting. Locking up, where possible, all staff to leave together	

Workers' safety	Staff 1st Aid Certificate	All staff undertook basic 1st Aid Course June 21
Building Safety from Fire	Fire Alarm installed in all buildings with relevant sensors and extinguishers; relevant signage placed on site	Checks managed by Emerson Management Services. Management office responsible for day to day compliance with all regulations
Building Security	Hall locked when building is empty. Medical Centre responsibility of tenants.	Last person out of building to lock all doors and windows. Alarm checked regularly
Completion of Code of Conduct	Register stored in Safe	Reviewed after election
Recording of Members' Interest	Register set up stored on website	Reviewed after each election and as necessary
Correct completion of financial records	Internal Audit completed twice year/external audit completed once a year/ quarterly internal checks	Reviewed by Council quarterly at Finance Meetings
Collection of rents	Internal Audit completed twice year/external audit completed once a year/ quarterly internal checks	Emerson Management Services
Completion of allotment contracts	Assistant Clerk /Allotment sub-committee	Reviewed by Council annually
Completion of Council Leases	Internal Audit completed twice year/external audit completed once a year/ quarterly internal checks	Reviewed by Council annually
All Employment Law and relevant procedures for Pensions, Pay, Staff Conditions etc	Clerk	Recommend Personnel working group is formed
Banking Arrangements	Internal Audit completed twice year/external audit completed once a year/ quarterly internal checks. 2 signatories on all payments	Reviewed by Council

Loss of information and/or software stored on PC Cyber security threats	Regular back ups Anti-viral software kept up to date	Accounts package now cloud based
Loss of Income	Reserve to be maintained in line with the Reserves Policy	Reviewed by Council annually
VAT and Customs and Excise requirements are met	Internal Audit completed twice a year/external audit completed once a year Quarterly checks made by nominated councillor	Reviewed by Council annually
Annual Budget/Precept is adequate	Budget statement documented at Full Council/Finance and Annual Budget Meeting	Internal Audit completed twice a year/external audit completed once a year
Financial Records	Quarterly reports at Finance meetings. All payments/income fully documented	Internal Audit completed twice a year/external audit completed once a year
Comply with borrowing restrictions	Finance and Full Council	Internal Audit completed twice a year/external audit completed once a year
Staff Working Practices	Responsibility of Clerk	Recommend Personnel working group is formed
S137 Funds are properly used	Full Council/Finance Committee	Internal Audit completed twice a year/external audit completed once a year
Confidentiality is not breached	Passwords are secure	All staff & councillors responsible for keeping information secure
Minute and Agenda Production	Produced by Clerk in timely fashion and copies of Agenda placed on Noticeboard and website; minutes on website	Internal Audit completed twice a year/external audit completed once a year

Supplier (procurement) fraud including adequacy of supplier onboarding controls concepts. Corrupt individuals seek advantage for themselves or others (eg family or social connections) through actions such as bribery and favouritism in the award of public contracts.	Fraud is the use of deception for personal gain (usually financial gain). It is a crime. Bribery and corruption are related.	Managing Risk of Procurement Fraud issued to all members. On-going review by members.
Code of Conduct	Model code adopted without amendment	New updated code adopted 14/08/2023
GDPR	Responsibility of Clerk and overseen by Full Council	Clerk responsible for regular data audits. GDPR training offered to all councillors
Hazardous substances and correct storage of products	Responsibility of the Management office monitored by Clerk and Full Council	Inspection as required

FESTIVAL HALL

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Insufficient income raised	Management office to present monthly report to PC	Management office/ Festival Hall Committee
Expenditure higher than anticipated/general maintenance of hall	Emerson Management Services engaged to run facilities management and ensure repairs are carried out in a timely fashion	Management office/Emerson Management Services
Insured Risks	Management office to review insurance policy annually to ensure adequate cover	Management office
Key/door code holders	Management office to keep up to date records of all key/door code holders. Door & safe codes to be changed on a regular basis	Management office

Unexpected staffing problems	Full set of files in the office. Assistant Clerk to provide cover	Management office
Lone working at events, locking up after dark	Personal awareness/personal attack alarm and emergency contacts set up on phone.	Motion sensor light to be added to back door. Avoid locking up alone and ask hall users to wait with you. Be mindful of events and plan staff accordingly. To be read in conjunction with 'Lone working Policy'.

This policy was adopted by Full Council at its Meeting held 11th December 2023.

Last reviewed: September 2023
To be reviewed: September 2024