

STOURPAINE PARISH COUNCIL

RISK MANAGEMENT POLICY 2019

This document is intended to identify and assess areas of risk within the responsibilities of the Council and determine how this risk is to be managed.

It will be reviewed annually, and at any other time should this be proved necessary. Adopted 2019

Area	Risks identified	Risk Rating	Management	Overall Rating
Administration / Staff	Waste and misappropriation of funds. Unqualified or inexperienced staff. Inappropriate activity or behaviour of staff bringing Council into disrepute. Fraud and corruption. Outsourcing of services. Activities being outside of legal powers. Electors rights not being followed. Improper expenditure under S137.	Low	Referencing and checking before appointment of staff Three-month probationary period before permanency Training of staff and councillors Recruitment and Retention Disciplinary Rules and Procedures Standing Orders – regularly reviewed Financial Regulations governing financial activities Fidelity Guarantee and Legal expenses with insurers Annual estimates and regular monitoring of expenditure against budget Independent Internal Audit procedures Appointment of RFO with defined responsibilities Prompt production and publication of Annual Accounts Annual review of Insurance cover Maintenance of Asset Register Access to legal advice through Dorset Association of Parish and Town Councils and National Association of Local Councils.	Low
Open Spaces	Damage/vandalism to street furniture (including the bus shelter), paths, trees, grass and paved areas. Rubbish and glass accumulation. Personal injury through accident Dog and other animal fouling. Footpaths	Medium	Material damage cover through insurers Neighbourhood Watch Public Liability Insurance. Provision of dog waste bins – emptied through DWP Footpaths Officers check paths and report faults. Insurance cover for street furniture/bus shelter	Low

Area	Risks identified	Risk Rating	Management	Overall Rating
Play Areas	Damage/vandalism to equipment, paths and grass areas. Rubbish and glass accumulation. Graffiti. Person injury through accidents etc	Medium	Weekly inspections identifying defects and remedial action required. Annual ROSPA inspections In house repairs or appropriately qualified contactor Public Liability Insurance	Med
Events/Community Projects	Personal injury to staff, volunteers and other members of the public. Damage and loss of equipment including that owned by, borrowed and hired Unqualified or inexperienced staff or volunteers. Inappropriate activity or behaviour of staff bringing Council into disrepute	Low	Full risk assessment to be undertaken prior to any event or community project with professional advice being sought where necessary. Correct and fit for purpose equipment being supplied and full instruction given on the proper use. Briefings to participants at the commencement of any project event. Insurance being sought where necessary in excess of any standard policy held	Low

Cllr A S Norman

Chairman, Stourpaine Parish Council

Date: 2019