

Risk Management plan

Policy Number: RTC 46	Issue Number: 02
Issue Date: June 15 th 2021	Review Date: 21st May 2024
Originator: Jayne Simpson	Agreed: RTC Full Council Meeting 16 th May 2023

Ripley Town Council has adopted this Risk Management Plan to provide a sound structure to the way it conducts its business

RIPLEY TOWN COUNCIL

RISK MANAGEMENT PLAN

The aim of the Risk Management Plan is to assist the Council in achieving its objective to deliver high quality public services.

- A. Play Areas
- B. Councillors Conduct
- C. Finance and Administration
- D. All Events
- E. Meetings

All risks identified during inspections carried out as part of the Risk Management plan will be reported immediately to the Town Clerk who will arrange for the appropriate action to be undertaken. This document is to be viewed in conjunction with the individual Risk Assessments for each area

A. Greenway and Two Play Areas

RISK/ACTION

Persons Responsible

Dog fouling

Weekly check to ensure dog excrement bins in place and emptied regularly.

AVBC

Broken Glass

Weekly check of all playing field and Millennium Green areas

AVBC

Fences, barriers and seats

Weekly check of all fencing, barriers and seats

AVBC

Litter

Weekly check that refuse bins are emptied
Weekly check for hazardous and dangerous litter
Greenway Litter

AVBC

AVBC

AVBC / DCC / CONTRACTOR

Play equipment

Weekly inspection of play equipment
Fortnightly inspection of play equipment
Annual Inspection

CONTRACTOR

CONTRACTOR

INDEPENDENT CONTRACTOR

HAZARDOUS AND DANGEROUS LITTER
Notify AVBC immediately

B. Risk Management plan – Town Council Office

RISK/ACTION

Person Responsible

Staff Security

Monitoring of security measures at the Town Council Office

TOWN CLERK

Fire Damage

All valuable/important documents and records be stored in the fireproof drawers or safe.

TOWN CLERK

Security/Safety

Annual servicing of intruder alarm system

CONTRACTOR

PAT testing of electrical equipment as required

CONTRACTOR

Annual servicing of fire extinguishers

CONTRACTOR

Monthly check of emergency & other lighting

TOWN CLERK

Monthly visual check of building exterior

TOWN CLERK

Ensure a First Aid Box is available

TOWN CLERK

Ensure the Accident Book is available

TOWN CLERK

C. Risk Management plan – Financial and Administration

Risk

Action

Asset review

Review May and when Insurance policy renewed in June

Budget

Monthly Review by Council

Adoption by Council of;

Code of Conduct

Financial Regulations

Standing Orders

Data Protection

Equal Opportunities

Freedom of Information

Complaints procedure

Register of Interests completed and updated

Declaration of interests minuted

Expenditure

All payments are approved

by Finance and Management Committee up to each item of £5,000 any items over £5,000 to be approved by Full Council

All cheques signed by 2 Cllrs plus Town Clerk

Online payments set up by the Town Clerk, invoices authorised and checked by 2 councillors

Expenditure levels for tenders etc included in Standing Orders / Financial Regulations

No cash payments or petty cash

Income

All income banked regularly

and intact

Banking	Reconciliation carried out monthly and presented to Finance and Management Committee and presented to Full Council quarterly. Full bank statements to cash book reconciled monthly and presented to the finance and Management Committee and presented to Full Council quarterly.
Insurance	Reviewed annually by Council on renewal date. Adequate cover provided for the following risks; - public liability - employers liability - money - fidelity guarantee - loss of revenue - officials indemnity - libel and slander - fidelity guarantee - personal accident - legal expenses
Precept	approved by Council in accordance With Standing Orders/Financial Regs
Salaries and Wages	reviewed annually in accordance with National pay awards and NALC guidelines and subject to performance payments
Mayor's allowance	reviewed annually
Internal audit	independent auditor appointed annually
External audit	Annual return to be prepared and submitted in accordance with the external auditor's requirements
Keyholders	Town Clerk, Deputy Clerk, Leader and Deputy Leader only

Annual review and update of the above plans to be undertaken by the Town Council