



Peacehaven Town Council

Risk Management Policy

1. Introduction

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard employees and Councillors, the people it works with and provides services for; and to protect the environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that implements a hierarchy of control; a structured, systematic, and focused approach to managing risk.

2. Objectives

- 2.1 The objectives of the risk management policy are to:
 - Integrate risk management into the culture of the council
 - Manage risk in accordance with best practice and legislative requirements
 - Minimise loss, disruption, injury, and damages
 - Inform policy and operational decisions by identifying risks and their likely impact
 - Raise awareness of the need for risk management

3. Undertaking

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes specified.

General and Financial Risk Assessment

Area	Risk	Level	Controls	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H	Assets are insured through Zurich Municipal unless agreed by Full Council not to insure. As new assets are purchased over £100 in value, they are added to the asset register. The Town Clerk to be responsible, upon the completion of project, to take measures to ensure that it is insured where necessary.	As req'd
		M	All leases and land registration details that are in the Council possession and are kept in the safe.	12
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices locked overnight. All ground team assets are securely stored in a secure unit on the industrial estate. Planned programme of testing electrical and safety equipment in place.	Daily
Assets	Maintenance of buildings etc.	M	Planned ongoing maintenance schedule is worked to. Planned programme of testing electrical and safety equipment in place.	1
		M	Reactive repair allocations included in revenue budget, procurement procedure in place for appointing contractors to undertake works.	1
Finance	Banking.	M	All Council bank accounts are reconciled in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12

Area	Risk	Level	Controls	Frequency months
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves.	1
		H	General Reserves to be at least 50% of the precept. The Council is not quite at 50% yet, but are gradually building up to this position.	Annually
		H	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed.	1
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	Finance Officer checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1
		H	All cash from the till at the Information Office is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines.	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card preferred.	1
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all forms of payment transactions including electronic, debit cards and cheques. Two Councillors required to sign.	Daily

Area	Risk	Level	Controls	Frequency months
		L	Internal Audit 2 times per annum, External Audit annually.	6/12
		L	Audit Reports to be presented to the next available Policy & Finance Committee meeting, all recommendations acted upon as soon as practical and reported back to Policy & Finance Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the Finance Officer, quarterly.	3
		L	VAT reconciled monthly and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		M	Carry out annual Partial Exemption Calculations.	12

Area	Risk	Level	Controls	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The Responsible Financial Officer (RFO) in consultation with Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to Policy & Finance Committee who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Finance Officer and Committees to ensure that spend does not go over budget	1
Finance	Complying with borrowing restrictions.	L	Any loans require Full Council approval after presenting a full business case.	As req'd
Liability	Risk to third party, property, or individuals.	M	Liability insurance in place with Zurich Municipal.	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	A suitably qualified officer routinely undertakes risk assessments of all individual events.	As req'd

Area	Risk	Level	Controls	Frequency months
Liability	Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned.	M	Officers suitably qualified in Safeguarding with a nationally recognised RQF qualification at level 2 or higher.	36 / As req'd
		M	Permissions sought from the Youth Mayor and Deputy Youth Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.	Annually
		M	A Safeguarding Policy adopted, addressing safeguarding arrangements across all of the Town Council's activities.	Annually
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	Annual checks of all play equipment takes place by a suitably qualified person and report is acted on.	12
		M	Play areas also inspected weekly by grounds team.	Weekly
Liability	Legal liability as consequence of personal data controlled / processed.	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities to be arranged.	12
		H	Adequate processes in place to ensure security of personal data being processed by both councillors and staff.	12

Area	Risk	Level	Controls	Frequency months
		L	Adequate process in place for handling Subject Access Requests	36
		M	Privacy notices displayed explaining why personal data is collected, how it is used and stored.	As req'd
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, to ensure Officers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees.	12
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet.	As req'd
		M	All digital records can only be accessed by necessary managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action	
		M	Ensure all staff and councillors involved with employment relations or processes have access to relevant training and resources. Relevant training will form part of the standard training plan for relevant councillors.	12

Area	Risk	Level	Controls	Frequency months
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by Town Clerk. Internal auditor undertakes regular review.	As req'd
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
Employer Liability	Loss of Key Staff, including Clerk and RFO.	M	Insurance in place for costs of locum cover where necessary. Officer responsibilities set out in job descriptions. Support available through East Sussex Association of Local Councils with arranging interim cover.	12
Legal Liability	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd
Legal Liability	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, notice boards and in the Information Office.	As req'd

Area	Risk	Level	Controls	Frequency months
Legal Liability	Proper document control.	M	Copies of documents retained within the Council Offices and stored within a fireproof safe. Document Retention policy adhered to.	36
Councillors	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website.	12

Assessment Adopted: 21st May 2024