 **SADDLEWORTH**

Parish Council

**SADDLEWORTH PARISH COUNCIL RISK MANAGEMENT ASSESSMENT**

**Reviewed May 2025**

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| **AREA** | | **RISK IDENTIFIED** | | **LIKELIHOOD** | **CONTROLS** | | **RESPONSIBILITY** |
| Civic Hall & offices & car park | | Building Safety  Fire risk  Legionella risk  Asbestos risk  Flood risk  Hygiene  Risk of damage | | Medium | Building insured appropriately.  Externally monitored fire alarm system  Specific fire risk assessment conducted every two years and acted upon.  A full Civic Hall risk assessment is reviewed regularly and updated.  Specific risk assessments for other areas  Timely repairs carried out by site staff or contractors.  Weekly general maintenance inspections including fire alarm testing, fire doors, water hygiene checks.  6 monthly safety inspections and servicing of lift, boiler, kitchen gas appliances, dumb waiter and lighting bar.  Annual testing of portable appliances (PAT).  5 yearly Fixed Wiring inspection  All fixed electrical installations and electrical repairs carried out by a qualified electrician.  Competent company employed for water hygiene monthly checks.  Asbestos survey November 22, areas identified and secured. Asbestos Management plan in place and reviewed regularly.  Any highlighted areas of concern are acted on quickly.  Users/hirers of the hall provide their own risk assessments and insurance liability.  Returnable damage deposit collected in advance of bookings  PPE/specific cleaning products used and staff trained in cleaning methodology | | Clerk/Site Manager |
| Civic Hall & offices | | Security of building and equipment | | Low | Insured appropriately.  Externally monitored intruder and fire alarm systems, inspected on a 6 monthly basis.  24 hour CCTV with recording facility installed inside and outside the Civic Hall.  All staff are key holders, all checks carried out before exiting the building  Users/hirers of the hall have own risk assessments and insurance liability.  All visitors to the Hall are requested to sign in and out at main reception. | | Clerk/Site Manager |
| Other Assets:  Cemetery, Dawson’s Field,  Land opposite the Three Crowns, Scouthead,  Allotments at Kenworthy Gardens, Bus Shelters  Telephone kiosks, notice boards | | Protection of physical assets | | Low | Insured appropriately  Risk assessments carried out and updated regularly for each asset.  Disabled access enabled at the allotments with easily maintained path and handrail.  Allotments Knotweed management.  Disabled access enabled at Dawson’s Field  Regular visual inspections of these assets by Site Staff and maintained appropriately. | | Clerk/Site Manager |
| Employer and visitor safety | | Safety of staff and visitors | | Medium | A video entry system to be installed shortly.  Lone working procedures and risk assessment in place  The office door should be locked at all times and is only accessed by staff.  A panic button which links directly to the police is located in the office and in the main foyer.  Internal CCTV monitors all rooms within the building.  Fire alarms are tested on a weekly basis.  Fire exits are clearly marked including the disabled access ramp from the first floor.  Fire extinguishers are inspected and serviced annually.  Signage is placed in prominent locations when cleaning is in progress and/or work is being carried out.  CCTV cameras monitor the car park and the outside perimeter of the Civic Hall. | | Clerk/Staff |
| Finance | | Financial Controls | | Medium | Council use and adapt NALC model Financial Regulations, these are updated every 4 years or whenever any changes occur. (Recent model being addressed currently for completion by Summer 25).  Financial Statement of Internal Controls updated March 24 and reviewed regularly. | | Clerk/RFO |
| Finance | | Banking | | Medium | Most payments are by BACS transfer or occasionally by debit card (kept in the safe)  Most receipts are also by bank transfer but any occasional cheque or cash receipts are immediately put in the office safe and then banked regularly at the local post office.  We have recently bought a Sum up machine which offer another secure and convenient method for customers to pay | | Clerk/RFO |
| Finance | | Risk of consequential loss of income | | Low | The Council has insurance for loss of income in transit.  Risk of the precept not being paid by the principal authority is minimal. | | Clerk/RFO |
| Finance | | Financial records  Risk of fraud | | Medium | Net expenditure is reconciled with the estimates on a monthly basis.  All payments (BACS, cheques, cash) require 2 signatures.  Any changes of supplier bank details need to be checked by 2 members  The Council has fidelity loss insurance of £500k.  All cash is fully receipted.  Petty cash is handled by the Clerk/RFO and is backed by relevant receipts.  Monthly income and expenditure schedules are approved by Council on a monthly basis.  The bank reconciliation is prepared on a monthly basis and countersigned.  The Council appoints internal auditors and external auditors annually. | | Clerk/RFO |
| Finance | | Compliance with HMRC regulations | | Medium | VAT claims are prepared and submitted on a quarterly basis and are reviewed by the internal auditor. | | Clerk/RFO |
| Finance | | Salaries & Associated Costs | | Low | Council outsources its salary processes to Seftons which calculate PAYE, NI and pension contributions.  Pension provision is through GMPF. | |  |
| Finance | | Sound budgeting and annual precept request | | Low | The Council receives a detailed analysis of the estimated income and expenditure for the forthcoming year and this is reviewed quarterly by the Finance Committee.  Details of the estimated outturn for the current year are shared at the February meeting of the Finance Committee  Budget are monitored on a quarterly basis and any changes in the year are approved by the Finance Committee  A measured precept request is considered, reviewed quarterly and agreed annually. | | Clerk/ RFO/ Members |
| Finance | | Election Costs | | Low | Council budgets for such events and funds are earmarked so the risk impact is low.  These funds are reviewed annually. | | Clerk/RFO/Members |
| Liability | | Risk to third parties, property and individuals | | Medium | The Council’s insurance policy provides appropriate public liability cover for risks to third parties, property and private individuals.  Risks mitigated by regular inspections. | | Clerk |
| Employer liability | | Compliance with employment law | | Medium | The Council is a member of various national and regional bodies that provide advice on employment matters, ie SLCC and NALC.  The Council uses the services of ELCONS, an employment law specialist. | | Clerk / Members |
| Legal Powers | | Risk of illegal activity or payments | | Low | All activity and payments withing the powers of the Parish Council to be resolved and minuted at Council meetings, including a reference to the power used if applicable.  The Council is informed of any legal implications arising from any new legislation through updates from HMRC, the Greater Manchester Pension Fund, its membership of various regional and national bodies and by its principal authority. These bodies also provide advice on legal issues as and when required. | | Clerk |
| Statutory Notices | | Risk of accuracy and legality of notices, ie agendas, minutes | | Low | Most council notices follow legislation and guidance from statutory bodies ie SLCC/NALC  Clerk to keep up to date with training and reading.  The Council, which meets at least 8 times per annum, receives and notes the minutes of all committee meetings held within the month and receives and approves the minutes of the previous meeting at their next meeting.  All minutes are published on the Council’s website. Statutory notices of meetings are displayed at the Civic Hall and monthly meetings schedules are placed in the Council’s noticeboards throughout the Parish. | | Clerk |
| Data Protection & data processing/Freedom of Information requests | | Risk of breaching data protection regulations | | Low | The Council is registered with the Data Protection Agency and follows the guidance issued.  Data protection (GDPR) policies in place and reviewed regularly.  The council monitors FOI requests and responds accordingly. | | Clerk |
| Business Continuity | | Business interrupted due to loss of records  Incapacity of Clerk  Loss of internet access | | High | All essential electronic records are backed up and accessible via Cloud storage  Original deeds for the Civic Hall, Cemetery, land opposite the Three Crowns at Scouthead and the allotment land at Kenworthy Gardens, Uppermill are stored in fireproof cabinets within the Civic Hall.  All other documents are stored in fireproof cabinets within the Civic Hall and retained for 6 years.  Council employs an Administrator who can cover some of the workload.  Succession Planning and business continuity is considered.  All work is cloud based and can be accessed anywhere.  Lap tops are password protected with up to date virus protection | | Clerk/RFO/ICT provider |
| Councillors’ Propriety | Register of interests, gifts and hospitality in place | | Medium | | | On taking office, all Councillors sign up to the Code of Conduct which has been adopted from the principal authority. Councillors complete a register of interests form, a copy of which is displayed on the website. A hospitality register is maintained. | Members / Clerk |