

RIPLEY TOWN COUNCIL - RISK ASSESSMENT POLICY 2008/2009

1 EXPOSURE TO RISK

The Town Council has a duty to ensure that it identifies areas of risk in relation to it's assets, employees or the public and must take reasonable steps to minimise the effect of the risk. This risk may be physical e.g. to a member of the public or an employee of financial e.g. fraud or underinsurance.

2 ACTION TO BE TAKEN

Insurance Cover where appropriate, site inspections, training, periodic risk assessments and verification of assets included in the Asset Register.

3 ASSET REGISTER

The known assets of the Council should be identified in two forms: -

(a) those assets, which do not constitute a risk outside the insurance provisions. (Chain of Office, Consorts Chain, pictures and presentation items.

(b) those assets, which constitute a risk and will require action to minimise any risk.

4 RISKS TO EMPLOYEES

As the Council employ less than 5 persons Health and Safety requirements are minimal outside the consideration of time spent by the Town Clerk on working with a VDU.

The Council should have any Council or personal equipment operated by the Town Clerk PAT tested to ensure no risk to the Council or the Clerk is identified.

5 FINANCIAL RISKS

Limitation of financial risk is statutorily controlled by the appointment of an Internal Auditor for the annual accounts prior to submission to the District Auditor. The Council also appoint two Councillors who periodically audit the accounts.

The Council's Standing Orders require all payments to be reported to Council and all cheques have to be signed by the Mayor and Deputy Mayor.

No cash transactions are made.

At every monthly Council Meeting a Budget Review/Risk Assessment Statement is provided.

ALLOTMENTS

The Council has five sites and they operate on the basis of the Council being responsible for the security of the site (boundary and access) with the individual Allotment Society being responsible for the operation of the site.

This involves an annual risk assessment of each site by the Town Clerk and a representative of the Allotment Society.

NOTICE BOARDS

The Council has a policy of only providing plain wooden notice boards.

WAR MEMORIALS

The Council has accepted the maintenance responsibility for the War Memorials at St Luke's Church Heage and Ripley All Saints Church and have an annual maintenance contract to maintain the structures.

CHRISTMAS LIGHTS

The light fittings are covered by insurance.

The erection and maintenance are subject to annual inspection by the Contractor engaged to supervise the annual lighting display.

BUS SHELTERS

The Council only have one shelter at Marehay to maintain. The insurance schedule includes this item at replacement value. Routine Maintenance is subject to a contract.

OFFICE EQUIPMENT

All the Council's IT equipment i.e. disk drive, scanner, printer and keyboard used in the Town Clerk's home are all PAT tested on an annual basis.

**RIPLEY TOWN COUNCIL - RISK ASSESSMENT PROGRAMME
2008/2009**

RISK	Cover	HOW RISK ASESMENT ACHIEVED (All Council decisions)	FURTHER ACTION /REVIEW
ALLOTMENTS	✓	Annual Inspection	
ASSETS REVIEW	✓	Annual by Council when Insurance Policy renewed	
BUDGET	✓	Monthly Review by Council	
BUS SHELTERS	✓	Contractor Inspection	
CHRISTMAS LIGHTS	✓	Contractor Inspection	
CODE OF CONDUCT	✓	Adoption by Council of: - Financial Regulations Standing Orders Data Protection Equal Opportunities and Freedom of Information	
EXPENDITURE	✓	All payments are approved by Council All cheques signed by Mayor, Deputy Mayor and Town Clerk Expenditure levels for tenders etc included in Standing Orders No cash payments or Petty Cash	
INCOME	✓	All income by cheque or bank transfer All income reported to Council	
INSURANCE	✓	Reviewed annually by Council on renewal date	
MAYORAL CHAIN	✓	Insured risk against loss/damage	
NOTICE BOARDS	✓	Not insured	
OFFICE EQUIPMENT	✓	Insured and PAT tested	
PRECEPT	✓	Draft Budget approved in November with public consultation prior to precept determination in January each year by Council	
PUBLIC LIABILITY	✓	Reviewed annually at insurance renewal date	
TOWN CLERK'S SALARY	✓	Reviewed annually in accordance with National Pay Award	
WAR MEMORIAL	✓		