

## **RISK MANAGEMENT POLICY 2019**

Sudbury Town Council is committed to a proactive approach to risk management. The Council recognises the value of maintaining an effective risk management culture and will seek to identify, analyse, manage and control the risks it faces. The Council acknowledges that risk cannot be totally eliminated and may sometimes need to be embraced as part of an innovative approach to problem solving.

### **Objectives of Risk Management Strategy:**

1. Ensure that statutory obligations and policy objectives are met;
2. Prioritise areas for improvement in service provision and encourage meeting or exceeding customer and stakeholder expectations;
3. Safeguard its employees, clients or service users, Members, pupils, tenants and all other stakeholders to whom the Council has a duty of care;
4. Protect its property including buildings, equipment, vehicles, knowledge and all other assets and resources;
5. Identify and manage potential liabilities;
6. Maintain effective control of public funds and efficient deployment and use of resources achieving value for money;
7. Preserve and promote the reputation of the Council;
8. Support the quality of the environment;
9. Learn from previous threats, opportunities, successes and failures to inform future management of risks.

The Clerk jointly with the Responsible Financial Officer will review risks on a regular basis, including any newly identified risks, and will report to the Council. The review will include identification of any unacceptable levels of risk.

### **Risk identification and mitigation**

Members should, therefore:

- (a) Take steps to identify key risks facing the Council
- (b) Evaluate the potential consequences to the Council if an event identified as a risk takes place
- (c) Decide upon appropriate measures to avoid, reduce or control the risk or its consequences.
- (d) Record any conclusions or decisions reached.

To identify the risks facing the council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- 1) Assets and facilities.
- 2) Operations and processes.

### 3) Financial operations.

## 1. ASSETS AND FACILITIES

Risk mitigation factors and approaches:

### 1.1. Insurance cover for risk is:

- Protection of physical assets: *All physical assets are insured.*
- Office Equipment: Insured to the value of £76,516

### 1.2. Assets management:

- The Asset Register is reviewed annually by the Responsible Financial Officer and members receive a regularly updated list.
- Regular maintenance for physical assets by the Facilities Manager.
- Security for vulnerable buildings, amenities or equipment monitored by the Facilities manager.
- Annual Review of risk and the adequacy and robustness of insurance cover by the Clerk and the Responsible Financial Officer.

### 1.3. Risks identification, assessment and mitigation:

Risk area	Risk identified	H/M/L	Management of risk	Responsibility of	Frequency of check
Office assets	Loss, damage	H	Keep security doors closed & locked	Facilities Manager	Daily
Equipment	Poor performance	M	Equipment contractors	Facilities Manager to report problem	When required
STC building	Fire	L	Regular checks of fire alarms	Facilities Manager	Monthly
STC building	Electric failure	L	Regular checks By electric contractors	Facilities Manager	Monthly
Cemetery	Loss, damage	M	Check locks	Cemetery manager	Daily
Allotments	Vandalism	L	Regular checks of Site	Community Warden Supervisor	Weekly
Flint Cottage	Fire / general damage	M	Inspections by Letting Agency	Letting Agents	Annually
Market	Public liability and mitigation	M	Traders Insurance	Market Manager	Yearly

Cemetery	Failure to fulfil contractual responsibilities by service subcontractors	M	Supervision and approval of work done. Authorisation of invoices before payment	Cemetery manager	Monthly
Sudbury Town Council building and outbuildings	Failure to fulfil contractual responsibilities by service subcontractors	M	Supervision and approval of work done. Authorisation of invoices before payment	Facilities manager	Monthly
Croft, Mill Acre, allotments and other open spaces	Failure to fulfil contractual responsibilities by service subcontractors	M	Supervision and approval of work done. Authorisation of invoices before payment	Community Warden Supervisor	Monthly
Vehicles	Loss, Damage, Accident	M	Trackers, Vehicle Check sheets	Community Warden Supervisor	Daily, Weekly
Electronic data	Loss, damage	M	Regular back up	Subcontracted to 3IT	Daily
Regalia	Loss, damage	M	CCTV / alarms	Facilities manager	Annual service / weekly checks
Museum	Loss, damage	M	CCTV / alarms	Facilities manager	Annual service / weekly checks
Monuments	Damage	M	Regular checks / cleaning	Community Warden Supervisor	Monthly
Street furniture	Damage theft	M	Regular Checks, Yearly Asset Check	Community Warden Supervisor	Reactive, Yearly
Public convenience	Damage to toilets	M	Insurance in place, regular check	Facilities manager	Hourly
TIC assets	Theft, damage	M	Regular stock check	TIC staff	Daily
Christmas light	Damage, faulty	L	Checking by community wardens and	Community Warden Supervisor	Daily when the lights up.

			outsourced specialist		
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## 2. OPERATIONS AND PROCESSES

Risk mitigation factors and approaches:

### 2.1. Insurance cover:

- Public Liability: The Council has a Public Liability Insurance of £15,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- Employers Liability: The Council has an Employers Liability Insurance of £10,000,000.
- Libel and Slander: Insured to the sum of £250,000
- Personal Accident: Insured to standard contingencies

### 2.2. Risks identification, assessment and mitigation:

Risk area	Risk identified	H/M/L	Management of risk	Responsibility of	Frequency of check
Staff	Loss of key personnel	M	Hours, stress, management	HR committee	Ongoing
Minutes	Accurate and legal	L	Review at the following meeting	Council	Monthly
Members interest	Conflict of interest	M	Update declaration of interest	Clerk	Annual
Legal power	Illegal activity	M	Educate councillors as to their legal power	Council	Ongoing
Environment	Damage	L	Supervision by Community Wardens	Community Warden Supervisor	Ongoing
Provision of services at AC	Poor staff performance	M	Regular team meetings	Line Manager	Quarterly or as required
Provision of services at AC	Security of staff	H	Alarm equipment Staff back up support	Facilities manager Clerk	Annual service / weekly/daily checks
Provision of services at TIC	Poor staff performance	M	Regular team meetings	Line Manager	Quarterly or as required
Cemetery services	Grave Digger hurting himself	H	Insurance for contractors- Grave Digger	Cemetery Manager	Annual

Allotments services	Neglect of plots	M	Regular supervision	Community Warden Supervisor	Monthly
Market services	Risk of injury by transport	H	Road closure during Market	Market Manager	Weekly
Public convenience services	Poor staff performance	M	Training of staff	Facilities Manager	Annual
STC events	Injury, damage	M	Supervision by Event Co-ordinator	Events Co-ordinator	Ongoing

### 3. FINANCIAL OPERATIONS

Risk mitigation factors and approaches:

#### 3.1. Insurance cover:

- Loss of cash: Insured up to the sum of £5,000
- Fidelity guarantee: Insured to the sum of £1,000,000

#### 3.2. Internal control

Internal control procedures are approved by the Full council, maintained in a regular basis and reviewed annually.

#### 3.3 Internal Audit

Independent internal auditors appointed by the full Council. The internal audit procedures are conducted at least twice per year. All Audit reports and recommendations are submitted to Council.

#### 3.4. Management of financial records and operations:

Financial records and operations are conducted in accordance with the statutory requirements, Standing Orders, Financial Regulations and other regulations adopted by the Council which reviewed at least annually.

#### 3.5. Risks identification, assessment and mitigation

Risk area	Risk identified	H/M/L	Management of risk	Responsibility of	Frequency of check
Financial operations	Fraud	L	Fidelity guarantee value	Council	monthly
Precept	Claim not submitted	L	Full TC minute	RFO check	Annual
Precept	Not received Not fully received	L	Check and verify the reason	RFO	Annual

Financial operations	Human error	H	records checking; staff training	RFO Internal control	Daily monthly
Cash	Loss through theft, error or dishonesty	M	Fidelity guarantee value, cash register, records checking.	RFO	daily
Financial records	Inadequate records	M	Reconciliation of all BS items, Staff training, Internal control, internal audit	RFO Internal Control Auditor Auditor	Monthly Monthly Every 6 months
Borrowing/lending	Adequacy of finance to repay the loan	L	Financial review	RFO	Monthly
Direct costs	Incorrect invoice	M	Order system	RFO	Daily
Direct costs	Incorrect payment	M	2 signatories, Invoice check	Councillors RFO	Daily
Sales	Uncollected	M	Cash through the till Trade Debtors o/s	RFO check and report to Fin. committee	Daily Monthly
Salaries	Incorrect payment	M	Check to contract and timesheet Timesheet approval	RFO	Monthly
Grants	Power to pay	M	Minutes	RFO/Members	Every 6 months
VAT recoverable	Incorrect claim	M	Check to bookkeeping records; Staff training	RFO Internal Audit	Quarterly Every 6 months
Reserves	Adequacy	L	Consider in budget setting	RFO/Members	Annual
Earmarked reserves	Adequacy	L	Consider in budget setting	RFO/Members	Annual