



# MARLOWTOWNCOUNCIL

## RISK ASSESSMENT AND MANAGEMENT PLAN 2021

Area	Risk	Level	Control ( <i>and agreed improvements</i> )	Actioned by	Progress and Comments
<b>Assets</b>  As recorded on the Town Council's Asset Register	Protection of physical assets	M	Buildings insured and insurance valuations reviewed bi-annually. Asset Register maintained and reviewed annually and approved by Council.  <b><i>To undertake only urgent repairs to the Chapel building during 2021-22</i></b>	Town Clerk	There are no plans to undertake any unnecessary works
	Security of buildings, equipment etc	H	Alarms on Town Council Office, Cemetery Garage and Store. Door entry system at office and alarms serviced annually. Contents insured. Weekly site inspections of amenity areas are undertaken. Visible CCTV signage on site at the Cemetery. <b><i>Sole working alarm for officers.</i></b>	Town Clerk / Amenities Supervisor	
	Maintenance of buildings etc	M	Buildings currently maintained when necessary as a result of inspections. Planned programme of electrical and safety equipment in place. 5 yearly wiring checks undertaken. Written records kept. PAT testing undertaken annually records kept.	Town Clerk	5 yearly wiring check undertaken in February 2018, next check due February 2022.  PAT testing carried annually: last test date 06/04/21

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<b>Finance</b>	Banking	M	Investments to be reviewed quarterly and reported to Resources Committee and annually to Town Council. Cash banked by two people when over £250. Two Councillor authorisations for payments from bank accounts. Officers permitted to authorised electronic bank payments on an exceptional basis. <b>Resources chairman to physically inspect and sign bank statements at every meeting.</b>	Town Clerk	
	Risk of consequential loss of income	M	Insurance cover. Fidelity Guarantee in place. Important documents backed-up and filed off site. Insurance schedule and Fidelity Guarantee reviewed April 2021 and cover is £100,0000.	Town Clerk	
	Loss of cash through theft or dishonesty	H	Receipts issued. Cash above £250 checked by two officers. Petty cash reconciled bimonthly.	Town Clerk / Officers	
	Financial controls and records	M	Monthly reconciliation and management accounts prepared by Senior Management Accountant and checked by Town Clerk and reported to Council. Clerk checks and signs bank reconciliations and original bank statements. Internal Interim and year end Audits and External Audit. Internal Auditors check list reviewed annually. Financial Regulations reviewed January 2021.	Town Clerk	
	Comply with VAT Regulations	H	VAT returns compiled and submitted by the Senior Management Accountant online. MTC receive direct notification from HMRC regarding repayments due. HMRC online account reviewed annually.	Town Clerk/Officers	

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<b>Finance</b>	Sound budgeting to underlie annual Precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Resources Committee at every meeting (alternate months). Accounts sent to Chairman of Resources Committee and Town Mayor each month.	Town Clerk / Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.		
	Comply with HMRC requirements	M	Regular advice from HMRC- shared with Senior Management Accountant. Internal and External audit carried out annually.		
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place. Open spaces and play areas checked regularly. Risk Assessments are completed annually and kept on file. Tree survey undertaken December 2019.	Town Clerk / Officers	Three-year contract with Buckinghamshire tree services from 2020.
	Legal liability as consequence of asset ownership (especially play areas / cemetery / allotments)  Legal liability, consequence of approved Civic Events	H  H	Insurance in place. Weekly checks of playgrounds / play areas. Minimum two weekly inspection of amenity sites. Monthly and yearly ROSPA inspection of play areas.  Insurance in place. All events are risk assessed prior to taking place.  Written records are kept.	Town Clerk / Officers	

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<b>Employer Liability</b>	Comply with Employment Law	M	Membership of BALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when necessary.		Clerk has achieved Principal level membership of the SLCC.
	Safety of Staff and visitors	M	<p>Employees are advised to lock the entry door when lone working, opening the door to admit public after using the spy hole and assessing the risk. HSE information displayed in office in compliance with HSE legislation and guidelines.</p> <p>To issue staff with H and S briefings relevant to their roles at their yearly appraisal.</p> <p>All staff are instructed to enter accidents in the Town Council's accident book.</p> <p>First Aid kit in office – dates on items checked annually.</p> <p>Covid-19 please see appendix A</p>	Town Clerk / Officers	<p>New Covid-19 policy adopted in 2020. Appendix A. Reviewed and updated March 2021.</p> <p>Lone alert alarm system for sole working installed in September 2020.</p>
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Town Clerk	
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the web site.	Town Clerk	
	Proper document control	M	Leases and legal documents in safe in Town Council office. Other data storage to comply GDPR. Merchant trader copy receipts kept in	Town Clerk /	

			compliance with PCI policy. To use version control methods when filing documents electronically when appropriate. Scan documents wherever possible.	Officers	
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<b>Legal Liability</b>	Provision of Goods and Services by third parties	H	All reasonable efforts are made to establish third parties have the appropriate qualifications, skills insurance and public liability when working for or under the direction of the Town Council	Town Clerk / Officers	
	Volunteering	H	Volunteers must be fully briefed as per the Town Council's Volunteering policy as approved.  Insurance company to be contacted for advice if the volunteer job is complex	Town Clerk / Officers / Members	
<b>Councillor propriety</b>	Registers of Interests and gifts and hospitality in place  Code of Conduct	H  H	Register of interest completed and reviewed by members / officers in May 2020. Gifts and hospitality register is available at each Council meeting. Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year. The Town Council has adopted the current "Code of Conduct".	Town Clerk / Councillors  Members	Register will be reviewed after elections in May 2021.

Risk Management Plan internally reviewed and approved by Bucks Association of Local Councils April 2021

**The Risk Assessment and Management Plan will be submitted to the Town Council on April 27th, 2021.**

Town Mayor .....Dated:

**The Risk Management Plan will be reviewed again in 2022 or as and when necessary.**