

Wetheral Parish Council Risk Management

Risk	Internal management	External management	Term Management	Insurance Cover
Public Liability				
Legal liability	Annual review	Public Liability Insurance	Annual review	£10m
Legal liability	Annual review	Employers liability	Annual review	£10m
Employment	Annual review	Personal Accident	Annual review	£500k-£2m
		Employees	Inc accident and assault	£20,000.00
		Directors/Councillors	Inc accident and assault	£20,000.00
Libel and Slander	Annual review	Insurance	Annual review	£500,000.00
Defalcation	Internal Audit	External Audit	Fidelity insurance – Members and employees	£250,000.00
Protection of Assets				
Maintain asset register	Internal Audit	External Audit	On going review	
Bus shelters (9)	Inspection by clerk	Local reporting	Annual review	Repair cost from revenue budget. Insurance £20,000
Notice Boards (24) Interpretation Panels (7)	Inspection by clerk	Local reporting	Annual review	Repair cost from revenue budget. Insurance £26,000
Defibrillators	Inspection by clerk	Local reporting	Annual review	Insurance cover -£10,000. Replacement pads/batteries from revenue budget.
Seats (40)	Inspection by clerk	Local reporting	Annual review	Repair cost from revenue budget unless Insurance claim is made. £27,354
Village Greens	Inspection by clerk	Local reporting	On-going review	Repair cost from revenue budget/public liability
Playing Field- Wetheral	Inspection by clerk	Reports from management committee	On-going review	R&M costs met by management committee/ Public liability of £10m
Cemetery Chapel	Annual review	Insurance(Buildings)	Annual review	Insured value £620,284
Equipment for loan- Marquee, PA system, Generator, grit bins	Inspection by clerk	Local Groups responsible for malicious damage	Every use	Malicious damage covered by user group. Insurance £6,087

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				Other repair cost from revenue budget.
Christmas tree lights (95 strings)	Annual Inspection (PAT)	Local reporting	Annually	Repair from revenue budget. Insurance £1,872
Computer equipment Office equipment/safe	Annual review	Insurance	Annual review	£7,282 £4,681
Hartley Trust fields	Inspection by Clerk	Local reporting by the management committee	On-going revenue On-going review	R&M costs met by management committee. Public liability of £10m
Playing fields-Cotehill	Inspection by clerk	Reports from management committee		R&M costs met by management committee/ Public liability of £10m
Parish Playgrounds/ sports Cricket Practice nets Turnmire Common Hartley Trust Cotehill Cumwhinton Down-a-Gate Wetheral Playing Field MUGA	Inspection by management committee/	Public Liability insurance- Rospa inspection.	Annual review	Public liability only £10m Equipment £30,000 Equipment -£74530 Equipment -£188,321 Equipment - £40,000 Equipment - £73,000 (inc bench and fence) Equipment - £86,000 Equipment £70,000
Cemetery grounds Cemetery equipment	Inspection by caretaker Inspection by Clerk	Insurance Insurance	Public Liability	Repair from revenue budget Include all cemetery mechanical, electrical equipment detail with Zurich. Total £6000
War memorial	Annual inspection	Insurance	Public Liability	
Scotby Village Hall	Inspection by management committee	Reports from management committee.	On-going	R&M costs met by the management committee. Buildings Insured under Insured - £1,309,489

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QEII Fields, & Wetheral Sports Pavilion	Inspection by management committee.	Reports from management committee.	On-going	Removal of asbestos roof and replacement – potential overspend as true cost unknown.
Hartley Trust Pavilion	Inspection by management committee.	Reports from management committee.	On-going	Insured the building & contents. Public liability of £10 million. Insured £568,593 – Solar panels £8000 Buildings only insured £568,593 Hirers liability for damage to premises £2,0000
Field Use				
Control of payments Control of electronic payments, Submissions to HMRC for pensions autoenrollment and PAYE by Payroll Administrator	Internal audit/councillors, bank statements to be verified every 3 months by the Internal Auditor.	External Audit	Audit report	
Control of receipts	Internal audit	External Audit	Audit report	
Budgetary control	Internal auditors/councillors	n/a	Ongoing review	
Systems Control	Automatic it to the Cloud. All files and documents			Back up to the Cloud automatically, all files.
Historic records control			Held by County Council Archivist	
Cemetery Records/ Burial grants	Locked in fire proof safe External hard drive copy of cemetery records.	Back up – all records electronically scanned to Atlantic Geomatics website	Atlantic geomatics updated real time. Data stored on the Cloud.	Geometric mapping and with data input the records will be real time. Replace existing Cemetery map(main) due to its fragile condition.

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Prolonged absence of the clerk	Assistant Clerk would act as Clerk		Ongoing review	Costs to be met from councils reserves in the short term
If there is an outbreak of HCID in the UK with an imminent threat of in the Parish of Wetheral	3 Councilors request the activation of the HCID policy	Activate the HCID policy with the Payment and Cemetery HCID polies	On going	Continued payment of the staff adhering to the precautions. With the office closure
If the Government suspends Parish meetings	Chairman and Vice chairman To introduce the virtual meeting policy	Using zoom viewer or limit meetings to members social distancing	On going	Updates from Central Government & Public Health England
Councillors				
Appointment	Wetheral Parish Council Cumberland Council	Public election for 4 yr term	Next election 2024 Next election 2027	Next election 2024 Next election 2027
Responsibilities	Declaration of acceptance of office	Parish Council ensures completion at time of election/co-option	Monitoring Officer – Cumberland Council	Cumberland Council
	Code of conduct	Parish Council issue relevant documents. Re-affirming periodically	Monitoring Officer – Cumberland Council	Criminal Prosecution/ Legal
	Register Disclosable Pecuniary Interests	Parish Council issue relevant documents. Stated on the agenda monthly as a reminder	Monitoring Officer – Cumberland Council	Criminal Prosecution/ Legal
	Register of Gifts/hospitality	Parish Council issue relevant documents Stated on the agenda monthly as a reminder	Monitoring Officer – Cumberland Council	Criminal Prosecution/ Legal

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Employees	Personal accident and assault – Health and Safety procedures and risk assessments.			Limited £500,000 person
Councilors	Personal accident and assault– Health and Safety procedures and risk assessments.			Limited £500,000 person
Volunteers	Personal accident and assault– Health and Safety procedures and risk assessments.			Limited £500,000 person
Local Government Transparency Code	Councils standing orders and financial regulations. Use of the website to publish all necessary information.	Internal Audit	Secretary of State for Communities and Local Government	Criminal prosecution and fine.

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