

# HEYDON PARISH COUNCIL RISK MANAGEMENT POLICY

This Risk Management Policy was adopted by the Council at a meeting held on 13<sup>th</sup> November 2007. It was reviewed and agreed without amendment at a meeting held on 9<sup>th</sup> March 2009.

## 1. REPUTATION

The risk to the reputation of the council is controlled by each member following the Model Code of Conduct for Parish and Town Councils. All councillors will register their interests, and update these annually, declaring them as required under the code of conduct.

## 2. LEGISLATION

The council will follow the requirements of Standing Orders in the conduct of Council business, to reduce the risk of acting outside the law. Guidance on existing and newly introduced legislation will be obtained from the local association of local councils (CALC). Annual membership of CALC will be maintained to allow this to happen.

## 3. FINANCE

The Council has adopted Financial Regulations, which will be complied with in order to reduce the risks from financial losses, mismanagement or fraud. Insurance has been arranged to cover the risks from the following:

- Public liability
- Employers' liability
- Loss of money
- Fidelity guarantee
- Property damage
- Personal accident
- Legal expenses

Changes in risk and assets will be reviewed regularly and the insurance cover updated as required.

## 4. HEALTH AND SAFETY

In order to protect employees, councillors, contractors, visitors and members of the public from accidents or ill-health, risk assessments have been carried out on those council assets which pose more than a trivial risk. The council will implement measures to reduce these risks to an acceptable level. New activities will be considered by the Clerk and if necessary risk assessed. Records of the assets of the council, the measures required to reduce risk and inspection reports will be recorded in the Council's Asset Register.

## 5. REVIEW

This Risk Management Policy will be reviewed annually by the council.