

ANNUAL REVIEW OF RISK MANAGEMENT PROCEDURES AS ADOPTED BY THE CITY OF ELY COUNCIL FOR 2022/23

The Council is expected to carry out an annual review of the adopted risk management procedures.

The following table attempts to identify the risks and actions undertaken. The list is not exhaustive.

Service Area	Risk	Risk Level Low/Medium/ High	Action Taken
Insurance	Public Liability (statutory)	L	Continue existing cover (£15m)
	Employers Liability (statutory)	L	Continue existing cover (£10m)
	Money	L	Continue existing cover (£250k)
	Fidelity Guarantee	L	Continue existing cover (£1m)
	Property	L	Continue with existing cover on all Council properties, tools and equipment. All equipment within the Council's play areas are not covered.
	Loss of revenue. Although does not cover in all circumstances as was not applicable regarding the Covid-19 pandemic in 20/21.	L	Business interruption is covered on all premises. Loss of gross revenue £231,572 with an indemnity period of 24 months
	Officials Indemnity.	L	Continue with existing cover
	Personal Accident.	L	Continue existing cover (Scale benefits).
Worldwide or UK event eg; a pandemic	Such an event could cause disruption to the services of the Council and to its parishioners. Could reduce income and force closure of venues. Could also cause ill health of staff resulting in absence from work.	L	The Council would need to adopt amended policies and procedures to continue to operate the Council. These would have to follow any new laws introduced because of this event, as was the case in this present year, with the Covid-19 pandemic. Where appropriate staff may be required to work from home to ensure their safety. If this is the case, need to ensure these staff follow appropriate health and safety procedures, with regard to their equipment and Council policies with regard to UK GDPR etc. All staff must be provided with the necessary PPE to allow them to undertake their roles safely. In such an event, the Clerk and Councillors will need

Service Area	Risk	Risk Level Low/Medium/ High	Action Taken
Worldwide or UK event eg; a pandemic <i>(continued)</i>			to assess the possible financial impact on the Council and undertake financial planning to ensure the Council works as financially efficient as possible.
Payroll	Loss of data on PC due to system fault.	L	Continue to back up data on weekly basis. Continue to regularly obtain up to date versions of payroll program.
	Loss of services of employee.	M	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.
Administration	Payment arrangements	L	Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs. Ensure follow adopted Financial Regulations.
	Reconciliation	L	Continue with bank reconciliation to be carried out on the receipt of each statement.
	Council records	L	Ensure all records are stored securely and where appropriate in fire retardant safe. The Council is registered with the Information Commissioners Office.
	Agency advice	L	Continue with membership of SLCC and CAPALC.
Allotments	Allotments Association decide to not continue with agreement to administer and run the allotments on behalf of the Council.	L	Continue close working relationship with Allotments Association and ensure there is always a councillor representing the Council on this organisation.

Service Area	Risk	Risk Level Low/Medium/ High	Action Taken
Cemetery	Loss of service of employee.	M	Advertise vacancy immediately.
	Loss of adequate space.	L	Working Group has identified further space within cemetery and work has now been completed to make this useable space.
	Memorial Safety	L	Continue with existing policy to approve all new applications and to ensure regular memorial safety checks and repairs are undertaken.
	Increase in net expenditure	L	Review fees annually.
Recreation	Loss of use of play equipment.	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.
Climate & Environment	Damage, wear and tear or theft of Council's street furniture and hanging baskets.	L	To continue with regular checking and monitoring of street furniture. Hanging baskets checked by Estates Team on regular basis.
Christmas Lights	Erection and dismantling of Christmas lights	M	Ensure all work is carried out safely and to any adopted procedures, with appropriate PPE. Ensure no danger to public. All electrical work must be compliant. Only those holding an IPAF licence may operate the hoists. All Estates staff have now been PAT testing trained. Which will allow them to PAT test all Christmas lights.
	Loss of volunteers	M	To continue to encourage existing volunteers and recruit new volunteers were possible.
CCTV	Damage, wear and tear or theft of Council's CCTV equipment	L	Continue with maintenance contract with CCTV contractor and ensure prompt reporting of any faulty or damaged equipment.
	Loss of volunteers to undertake monitoring of CCTV service	M	Continue to encourage existing volunteers and recruit new volunteers were possible.

Service Area	Risk	Risk Level Low/Medium/ High	Recommendation
UK GDPR	Non-compliance of UK GDPR procedures and regulations	L	Ensure all staff, councillors and appropriate volunteers undertake the annual UK GDPR training and all Council UK GDPR policies and procedures are followed by all.
Precept	Annual precept not the result of proper detailed consideration.	M	Continue to follow procedures for setting of the annual precept, through the Personnel, Finance and Governance Committee meetings and then approval at the relevant Full Council meeting.
	Inadequate monitoring of performance.	L	Continue to present budget updates to all Committee meetings.
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	L	Appoint internal auditor and continue practice of reviewing all internal audit reports at the Personnel, Finance and Governance Committee meetings.
Land and property	Flooding, unauthorised occupation, fly tipping and damage.	L	Regular maintenance and checks undertaken. Ensure adequate insurance cover maintained. All land and property to be entered onto the Council's asset register and updated on a regular basis.
Election	Councillor resigns or vacancy caused by death of councillor.	M	Ensure correct procedures to fill vacancy are followed. Any costs should be covered in the budget.
Contracts	Ensure continued value for money coupled with continuity of work.	L	Continue with the current practice of seeking tenders, as set out in the Council's Standing Orders and Financial Regulations.

Service Area	Risk	Risk Level Low/Medium/ High	Recommendation
Maltings	Loss of services of employees	M	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss
	Failure to obtain necessary licences	L	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal, etc. Ensure premises licence is in place.
	Maintenance of diary of events etc	L	Determine responsibility for maintenance of events diary. Ensure completed booking agreement is prerequisite to facility hire. All agreements to be cross referenced to account/receipt/invoice number and filed.
	Noise etc Pollution	M	Conditions set in hire agreement. Carry out noise management plan and record according throughout event. Carry out regular site inspections. Maintain records of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.
	Failure to collect income	L	Determine responsibility for collection of income. Ensure all income is received and properly recorded. Ensure banked promptly. Ensure unpaid accounts are chased.
	Failure to review charges	L	Ensure all charges are reviewed annually as an integral part of the budgetary process
	Stock control	L	Define responsibility for stock and undertake regular stock checks and maintain stock records.
Tourism & Town Centre Services	Loss of services of employees	M	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss

Service Area	Risk		Recommendation
Tourism and Town Centre Services (continued)	Failure to obtain necessary licences	L	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal, etc. Ensure premises licence is in place.
	Failure to collect income	L	Determine responsibility for collection of income. Ensure all income is received and properly recorded. Ensure banked promptly. Ensure unpaid accounts are chased.
	Failure to review charges	L	Ensure all charges are reviewed annually as an integral part of the budgetary process
	Stock control	L	Define responsibility for stock and undertake regular stock checks and maintain stock records.
	Event	L	Ensure all work is carried out safely and to adopted procedures. Ensure no danger to public/volunteers/stall holders or vendors. Crowd management procedures must be followed and adequate number of stewards available. First aid must be provided on site at all times throughout the evening.

Standing Orders, Financial Regulations and adopted Council's policies and procedures are always adhered to and are all reviewed on an annual basis.

The Council also administers the Local Council Risk System. This is a system for all aspects of risk assessment the Council has to address in the areas for which it is responsible. The Deputy Clerk ensures these are reviewed on an annual basis, by appropriate staff and accurate and up to date records are maintained.

Tracey Coulson
Clerk to the Council
30 March 2023