



FLEETWOOD TOWN COUNCIL

Risk Management Plan

DOCUMENT INFORMATION

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Objective:	To document a policy to reduce risk to the Council
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Authorised by:	Fleetwood Town Council
Reviewer:	Clerk to the Council (RFO) – Irene Tonge
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1 POLICY

- The recognition and management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- Risk assessment is a continuous process for the Council. Risks may be financial or non-financial.
- The Council is responsible for the management of risk in accordance with this policy and plan.
- The Clerk and CEDO are responsible for advising the Council on risk assessment and for conducting their duties in a manner which avoids undue risk to the Council.
- Key risks are identified in the Risk Management Register.
- Risk management is an aspect of the internal controls operated by the Council through its approved Financial Regulations.
- Internal controls are subject to scrutiny by the Internal Auditor.



FLEETWOOD TOWN COUNCIL

Risk Management Plan

2 RISK MANGEMENT REGISTER

- The Register defines how identified risks will be managed by the Council.
- Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- The level of risk can be judged by:
 - the **likelihood** of it occurring, and
 - the **effect** on the Council should it do so.
- Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Council will determine whether a risk is acceptable in all the circumstances.
- Generally, much of the identified risk which can be quantified should be covered by the insurance policy carried by the Council (see Appx A for current breakdown of cover).
- A review of insurance levels will take place in advance of policy renewal – the current policy expires 13 August 2021.
- The Risk Management Register forms part of this Plan.
- The Council will review the Plan on a yearly basis or whenever there is an envisaged change in responsibility.
- The Plan should be read in conjunction with the Council's Financial Regulations.



FLEETWOOD TOWN COUNCIL

Risk Management Plan

Appendix A

Line of cover	Description	Sum Insured
Material Damage	Buildings	£146,192
	Contents	£7,283
Business Interruption	Loss of Computer Data	£500
All risk	Clerk Office (home) Contents	£2,500
	5 Notice Boards	£5465
	4 Plate Glass Windows	£3901
	Door	£333
	Allotment Fencing & Gate	£5306
	2 Laptops	£1000
	25 Crowd Barriers	£655
	3 Planters	£3414
	6 Commemorative Poppy Benches	£7500
	Printer	£200
	PA System	£250
Money & Personal Accident Assault	Loss of Non-negotiable	£250,000
	In transit – by post or bank night safe	£250
	In transit in the custody of employee/Cllr	£500
	In private residence of employee/Cllr	£100
	On the premises	£2,000
	In locked safes or strongrooms	£2,000
Liability	In other locked receptacles	£100
	Public & Products	£10,000,000
	Hirers	£2,000,000
	Employers	£10,000,000
	Libel & Slander	£250,000
Personal Accident	Fidelity Guarantee	£300,000
	Capital sum (1 person)	£500,000
Legal Expenses	Incident (not exceeding 2m for whole)	£2,000,000
	Claims handling & Legal Defence	£100,000