



# **FLEETWOOD TOWN COUNCIL**

## **Risk Management Plan**

### **DOCUMENT INFORMATION**

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<b>Effective From:</b>	<b>Date of resolution by the Council to approve and accept</b>
<b>Scope of Document:</b>	<b>Plan for the Council's Risk Management Policy</b>
<b>Objective:</b>	<b>To document a policy to reduce risk to the Council</b>
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<b>Authorised by:</b>	<b>Fleetwood Town Council</b>
<b>Reviewer:</b>	<b>Clerk to the Council (RFO) – Irene Tonge</b>
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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 2022**.
- 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

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