East Dean & Friston
Parish Council

Date: **01 October 2020**

Title: **Report Item 9 – Risk Management Strategy**

By: **K Larkin (Parish Clerk)**

Purpose: **To provide the annual review and update of the Strategy**

Recommendations: **a) To note the report**
b) To adopt the changes to the council's Risk Management Strategy recommended in the Appendix to this report

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The council's Risk Management Strategy is reviewed annually in October. The current plan as revised in October 2019 is appended to this report, with amendments proposed in red. There have been several significant changes during the year which require amendments to be made. In summary, these are:

- Currently there is no Lead Member for Finance, but Financial Regulation 2.2 requires the council to appoint a member who is neither the Chair nor a cheque signatory to verify the bank reconciliations and report to council at least once a quarter. An appointment should therefore be made on at least this minimal basis.

- Appointment of an Administrative Officer – this was achieved in November 2019, i.e. just after the last annual review, and is reflected in the following changes:
  - 3.4 Key Personnel cover
  - 4.1 operational risks for all personnel
  - 5.2 secure storage of computerised data
  - 10.3 working conditions
  - 10.4 annual appraisals

- Coronavirus risk assessment – in response to the emergency declared in March 2020 additional risks require assessment as follows:
  - Transparency to be maintained whilst face to face meetings cannot be held – the council meets on the Zoom platform with public access
  - Hall hire risk assessment must be carried out prior to recommencement of face to face meetings when permitted by government
  - Pavilion risk assessment to be carried out prior to re-opening in 2021 (subject to government regulation). Contact tracing would probably be required even for limited use e.g. of toilet facilities
  - Play area risk assessment - according to the latest government advice https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms the preparation of a risk assessment for the play area must focus on (1) social distancing; and (2) cleaning and hygiene: 'Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently.'

- Cyber insurance - the cover the council had with Touchstone ran out on 15 April 2020 and the product was withdrawn from the market. The council's broker has supplied a renewal form from an alternative provider (Travellers) and councillors have yet to consider the requirements. A list of Cyber Risk Material Facts covering all IT systems, computers networks and portable devices (including any personal devices where these are used to access the council's business) must be compiled for consideration by the provider. A questionnaire covering the acceptance criteria is being circulated to all councillors.

The proposed changes to the Risk Management Strategy are set out in full in the Appendix to this report.