

GREAT BUDWORTH PARISH COUNCIL

Risk Assessment Committee

Terms of Reference

Membership

Membership of the Committee is all councillors plus invited ex officio members

Membership of the Committee shall be determined at the Annual Meeting of the Council

The Committee shall appoint a Chairman and a Vice Chair by election from members of the Committee at the Annual Parish Council Meeting

Quorum

The quorum necessary for the transaction of any business shall be three councillors.

If the number of Councillors falls below the required quorum then the meeting shall be adjourned and business not transacted.

Frequency of Meeting

The Committee will meet as and when necessary to discuss relevant Risk issues

Notice of Meeting

The Clerk will call a meeting of the Committee providing 2 weeks' notice to Councillors at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

Minutes of the Meeting

Meeting of the Committee will be recorded and the minutes agreed by the Committee at its next meeting or at the subsequent parish council meeting.

The minutes shall then be published according to standard Council practice.

Draft minutes may be published on the Parish Council pages of the Greatbudworth.com website with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date

Area of Responsibility

Review of Risks, with regard risk level, likelihood of the risk, impacts associated with risk and appropriate measure for mitigating the risk.

Report to the council with regard all risk impacts and proposed recommendations.

Keep up to date with developments in legislations with regards items that may have Risk liability to the Parish Council

General Areas of Risk:

1. Risk Liability associated with Parish Assets (Land, Buildings etc)
2. Risk Liabilities associated with Parish Council operation (Events, Meetings etc)
3. Risk Liabilities associated with the environment (Weather, flooding, Roads etc)
4. Risk Liabilities with regards Health and Safety
5. Risk Liability with regard employment
6. Risk liability with regard financial controls
7. Risk Liability with regard legal claims

Monitor that the Council follows the best practice guides for Risk Management