

Sedlescombe Parish Council

Risk Management Policy

Introduction

Sedlescombe Parish Council has adopted this risk management policy in accordance with guidance set out in Governance and Accountability for Local Councils – a Practitioners’ Guide (England) issued by the Smaller Authorities Proper Practices Panel and also to give effect to the Health and Safety at Work Act 1974. The Council has a statutory duty to ensure that financial, operational and risk management is effective – Accounts and Audit Regulations 2015, SI 2015/234, reg 3.

Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives, successfully execute its strategies and provide services.

The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments as well as assets for which it is responsible. Risk management is an essential part of effective corporate governance.

The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk including, where necessary, the introduction of internal controls and / or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

Integrate risk management into the culture of the council by anticipating changing social and environmental requirements

Manage risk in accordance with best practice and legislative requirements

Minimise loss, disruption, injury and damages

Inform policy and operational decisions by identifying risks and their likely impact

Raise awareness of the need for risk management

Achieving the Objectives by:

Identification of risk

Undertaking risk assessments

Managing the risk and recording actions

Incorporating risk management considerations into council processes

Providing appropriate training

Establishing clear roles, responsibilities and reporting lines

Effective communication with, and active involvement of all members of the council

Undertaking

Council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

All Members and staff will have regard to risk management whilst carrying out their duties.

All Members

Have collective responsibility in understanding the strategic risks which the Parish Council faces by integrating risk management into the culture of the council.

Ensure that all identified risks have been considered in decision making and countermeasures and controls are defined.

Agree and publish a clear Risk Management Policy and oversee the effective management of risks by the Parish Clerk.

Monitor the effectiveness of the Parish Council's risk management arrangements by reviewing any risk management reports to Council.

Know how the Parish Council will manage and operate in a crisis through its approved Emergency Plan.

The Parish Clerk

The lead officer for risk management and owner of the Risk Management Strategy.

Has the responsibility to understand the strategic and operational risks that the Parish Council faces and to oversee the effective management of these risks.

Lead on the corporate governance agenda which includes risk management and with the Council's Chair approve the Annual Governance Statement.

Ensure that risks are fully considered in all strategic decision making and that the Risk Management Policy helps the Parish Council to achieve its objectives and protection of assets.

Provides advice as to the legality of policy and service delivery and update the Parish Council on the implications of new or revised legislation.

Assess and implement the Council's insurance requirements.

Assess the financial implications.

The Risk Management Process

The process of risk management is straight forward and involves a number of key steps which are outlined below.

Identification of Risks

- The Parish Clerk is responsible for identifying and recording any risks. Identification will be either via a formal process of planned inspections or ad hoc requests or risks being noted through everyday working situations.
- When changes to working arrangements, new initiatives, events or projects are to be undertaken the Clerk will seek to identify any risks early in the planning process and prior to implementation.
- Each risk should be described and set out on a risk assessment form.
- All risks identified must be recorded on the risk register.

Evaluation of Risks

- On identification of a risk the Clerk will assign a risk factor by reference to the risk matrix.
- The risk matrix considers the likelihood of a risk materialising and the impact it would have.
- If the level of risk is very high/high it may not be possible to wait until a formal response or action has been agreed by the Council.

Monitoring and Reporting

All meetings of the Finance Committee will include an agenda item for risk management to ensure that any developments or issues are considered.

An annual review of the current risk register and risk management arrangements for the Parish Council will be conducted by the Finance Committee and reported to the Full Council.

The Parish Council's risk management strategy will be also reviewed as part of the internal control environment within the Annual Governance Statement. This is agreed annually by the Parish Council

Adopted	Reviewed	Next Review
June 2019	May 2022	May 2023
	May 2024	May 2025
	May 2025	November 2025
	November 2025	May 2026