



Parish Council

Risk Management Policy

Document Control

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Creator	James Stirling – Clerk and Reviewed by the Council
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Note – Review date is indicative and will depend on changes in Legislation or best practice

Risk Management Policy

Summary

Risk management refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and threats which may impact on the business of Stondon Parish Council (known as “the Council” in this document). It is the Council’s policy to proactively identify, understand and manage the risks inherent in its services and associated with its projects, plans and strategies, so as to encourage responsible informed risk taking balancing risk and opportunity.

The Accounts and Audit regulations make risk management a central plank of Governance processes within the Council.

Responsibilities

All members with the guidance of the Parish Clerk have responsibility for the development, introduction, monitoring and review of the risk management policy.

Background

The Council, like all organisations, has to understand and manage its business risks in order to maximize opportunities, reduce or avoid threats and achieve its objectives. Effective risk management can help to improve performance, respond to emerging issues, manage potential problems early, achieve the outcomes that are needed and give confidence to customers and stakeholders. Risk management is therefore central to the Council’s governance arrangements.

The policy provides a framework within which the Council can decide on the appropriate level of formality and structure for risk management.

Objectives of the Policy

The Council will maintain its awareness so that

- risks are identified and managed at the appropriate level
- Put the Council in a position to take advantage of opportunities
- Recognise when and how it needs to deal with threats, including the transfer, the control and management of risks.
- Integrate risk management within the day-to-day and business processes.
- Integrate the Council’s Health and Safety statement or policy within the day-to-day and business processes.
- Be able to demonstrate to stakeholders that the Council’s risk management is appropriate and proportionate.

The Policy Framework

The Council will achieve the policy objectives by developing a simple risk management process to:

- identify, understand, and manage key risks affecting the Council, at operational levels
- consider the risks for likelihood and impact, identification of mitigating controls with clear allocation of responsibility
- ensure that processes include risk monitoring
- Ensuring risk management is embedded into business critical processes ensuring that risks are considered as part of the formulation of Council’s projects, policies and performance.
- Setting out key responsibilities, for officers, members, and committees including reporting structures.
- Ensuring processes are cascaded effectively to officers and members, using adequate mentoring facilitation and training.

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Items Requiring Regular Review/Assessment

Items which the Council needs to assess regularly and review in relation to the Policy includes financial management, insurance, building/land inspections and maintenance, staffing and health and safety statements or policies.

Financial Management

The Council will review at yearly intervals the following:

- Financial Regulations, monitoring the administration of the Council's affairs
- Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out checks of the Council's financial procedures and accounting records
- preparation of accounts to ensure that there are sufficient balances in reserves and in line with the budget to meet the forthcoming invoices and costs for the remainder of the year and future projects
- Its budgetary requirements in order to agree a precept figure to be submitted to the higher authority for the next financial year.
- Contracts for yearly services i.e. mowing, street lighting etc
- Level of reserves
- Banking arrangements
- VAT recovery

Insurance

The Council will review, in conjunction with the Clerk, at yearly intervals the following and empower the Clerk to manage all aspects and update council of the following

- ensure adequate insurance of all the Council's risks
- insurance of all the Council's property ensuring it is adequate and appropriate
- Ensure changes, amendments or any new requirements to be reported to the insurers throughout the year
- Manage claims against the insurance cover whenever necessary.

Building/Land Inspections and Maintenance

The Council will review and inspect at regular intervals the following:

- condition of the internal and external fabric of the buildings in its care
- condition of equipment provided for employee's/members use.
- Any renewals and replacements under future projects
- All the public furniture and public spaces under the Council's jurisdiction

Play Equipment Inspections and Maintenance

The Council will arrange the following:

- monthly inspection of all the play equipment and safety surfaces
- quick check on a weekly basis for any emergency repairs
- Annual professional independent inspection of all the play equipment and to follow up and carry out all the necessary repairs and adjustments recommended in the inspector's report as appropriate
- At the annual budget meeting to review the state of all play equipment with a view to replacing old or worn items or purchasing new equipment.

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Staffing

The Council will review when changes occur but at least on an annual basis the following:

- Terms and conditions of employment
- Salaries
- Staff training requirements

Meeting rooms

The Council will review the venue or room(s) used for meetings to ensure they are fit for purpose.

Health and Safety

The Council will review the following:

- On an annual basis the Council's Health and Safety Statement or Policy

Record Management

The Council will review with the Clerk the Record Management arrangements to ensure they are fit for purpose.