

Hooe Parish Council

RISK MANAGEMENT POLICY AND RISK ASSESSMENT

1. Introduction

Hooe 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 Joint Practitioners Advisory Group (JPAG) and also to give effect to the Health and Safety at Work Act 1974.

- 1.1 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.
- 1.2 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 for which it is responsible.
- 1.3 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.

2. Objectives

- 2.1 The objectives of the risk management policy are to:
 - Integrate risk management into the culture of the council
 - 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

3. 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, employees

4. Undertaking

4.1 The parish council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

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

4.3 All Members:

- Have collective responsibility in understanding the strategic risks which the Parish Council faces.
- 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.

5. 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.

6. The Risk Management Process

6.1. 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. The risk factor table below provides guidance in assessing appropriate action.

| Risk Factor | | |
|-------------|------------------|--|
| RED | Very high / High | Immediate notification to Chair, Vice Chair of the parish council Identify remedial action for consideration and implementation |
| AMBER | Medium | Immediate notification to Chair and Vice-Chair of the parish council |
| GREEN | Low | Notify Chair and Vice-Chair of parish council |

7. Monitoring and Reporting

- All Council meetings 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 reported to the Full Council Meeting.
- 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.