

COLLINGHAM WITH LINTON PARISH COUNCIL

RISK MANAGEMENT POLICY

This policy sets out how the Council will identify, quantify, manage, assess and review risks, and is adapted from the YLCA Template dated 9th January 2020.

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This Risk Policy was adopted by the Council at its meeting held on 1st July 2025

Signed : *Marianne Moses* Chairman Date : 1st July 2025

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1 Introduction

Collingham with Linton 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.

This policy aims to further develop risk management and raise its profile across the Parish Council by:

- Integrating risk management into the culture of the organisation
- Embedding risk management through the ownership and management of risk as part of all decision-making processes
- Managing risk in accordance with best practice

2 Risk Management Policy

Collingham with Linton Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities. The Parish Council is aware that some risks can never be eliminated fully and its strategy provides a structured, systematic and focused approach to managing risk. Risk Management is an integral part of the Parish Council's management processes.

3 Objectives in Risk Management

The objectives of risk management are to:

- Identify, evaluate and manage the opportunities and risks to which the Parish Council is exposed, at both a strategic and an operational level
- Protect physical assets, promote employee and public safety and maximise resources
- Embed risk management into day-to-day management and working arrangements
- Enable effective and safe delivery of services to local people and to minimise the risk of significant failures
- Enable the identification of opportunities and risks associated with the Council's budget options and business planning to ensure that these are controlled
- Enable better, more informed decision making at all levels
- Review, evaluate and implement issues identified from past experience
- Promote good corporate governance

It is the responsibility of all Members and staff to have regard for risk management whilst carrying out their duties. This strategy enables risks and opportunities to be identified, evaluated, controlled, monitored and reported.

4 Types of Risk Identified

In order to manage risk, the Council needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. The Council have identified the following areas of key risks to achieving its priorities and service objectives:

- Financial - loss of money
- Security - fraud, theft, embezzlement
- Property - damage to property
- Legal - breaking the law or being sued
- IT – failure of IT systems or misuse
- Reputational – actions taken could harm the authority's public reputation
- Loss of key staff

5 Roles and Responsibilities

All Members and staff of the Parish Council are responsible for risk management.

As such, all Members will:

- Have collective responsibility in understanding the strategic risks which the Parish Council faces
- Must ensure that all identified risks have been considered in decision making and countermeasures and controls are defined
- Agree to this 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 an approved Emergency Plan

The Parish Clerk:

- Is the lead officer for risk management and owner of the Risk Management Policy
- Has the responsibility to understand the strategic and operational risks that the Parish Council faces and to oversee the effective management of these risks by officers
- Leads on the corporate governance agenda which includes risk management and with the Council's Chair approves the Annual Governance Statement
- Ensures 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 updates the Parish Council on the implications of new or revised legislation
- Assesses and implements the Council's insurance requirements
- Assesses any financial implications of risk identified

The Parish Council will:

- Support the Parish Clerk in all aspects of risk management.
- Understand the strategic and operational risks that the Parish Council faces.
- Ensure that a structured and systematic approach is in place for the identification, recording and reporting of risks and opportunities.
- Ensure that the arrangements for risk management and the associated risk registers are regularly reviewed.
- Ensure that risks are fully considered in all decision making and that the Risk Management Policy helps the Parish Council to achieve its objectives and protection of assets.
- Assist in embedding a culture of risk management through the Parish Council and encourage appropriate training, including induction and refresher training for staff.

The Internal Auditor will:

- Provide a scrutiny role by carrying out audits to provide independent assurance to Members, via the Internal Auditor's annual audit plan and post audit report that the necessary risk management systems are in place.

6 Risk Management Process

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

Step 1: 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 is described and set out on a risk assessment form
- All risks identified are recorded on the risk register

Step 2: Evaluation of Risks

On identification of a risk the Clerk will assign a risk factor by reference to the risk matrix below. The risk matrix considers the likelihood of a risk materialising and the impact it would have. According to the level of risk identified appropriate action should be taken.

Probability	Highly likely (3)	Medium (3)	High (6)	Very high (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Very low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
Impact				

Step 3: Mitigation of Risk

The Parish Clerk will consider what controls are in place to mitigate the risk. These could include controls to reduce the likelihood of a risk occurring or to reduce the impact on the Parish Council. Only existing controls that are already in place will be considered and included on the risk assessment/notification form.

Step 4: Decide on Any Further Action to be Taken

Following evaluation there are four main control options to manage the risk:

- Terminate the risk - take a decision to discontinue the activity
- Transfer the risk - the risk is 'passed' on e.g., to an insurer
- Treat the risk - put in place additional controls to reduce the impact or likelihood
- Tolerate the risk - accept the risk but continue to monitor and evaluate

Once the proposed action has been reviewed and considered by the Parish Council then the Clerk will scope, determine the resources (time, effort and funds) required and propose an implementation plan for agreement by Council Resolution, or for a new Red risk with agreement of the Chair of the Parish Council, and with the Parish Council being notified at the next council meeting. *Where the implementation of additional controls incurs non-budgeted costs above those permitted by the Financial Regulations these should be reported to the Parish Council at the earliest opportunity.

Step 5: Allocation of Responsibility

Each risk should be passed to the Parish Clerk who will be responsible for implementing controls and ensuring they are working. The Clerk will also be responsible for monitoring the risk.

Step 6: Completing the Risk Register

All completed risk assessments must be passed to the Chair of the Council for validation prior to entering onto the risk register.

All risk assessments must be recorded in the risk register. To assist with the management of the risk register, items will be grouped into separate files which include:

Financial	F
Property	P
Legal	L
Playgrounds and Open Spaces	OS
IT	IT
Reputational	R
Events	E
Members & civic activities	MM
Staffing	ST

7 Monitoring and Reporting

An annual review of the risk management arrangements for the Parish Council will be conducted by 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.