

# Kersey Parish Council Risk Management Policy

This policy forms part of the Parish Council's internal control and corporate governance arrangements and explains the Parish Council's underlying approach to risk management.

## Approach to risk management

A risk is anything that can threaten or impact upon the assets, finances, people, operation or reputation of the Parish Council. Risk Management is the planned and systematic approach to the identification, analysis and control of all risks. Controls take the form of policies, procedures, audits and reports which together ensure an efficient and effective operation.

Kersey Parish Council manages risks at two levels:

1. A risk register is maintained to identify and control 'Council Business' risks.
2. Individual 'risk assessments' are completed for specific hazardous activities / locations and will be provided to all those engaged in relevant activities. These will include, but not be limited to:
  - a. Working in the Parish Council office;
  - b. Litter picking;
  - c. Mowing, strimming and hedge trimming;
  - d. Playground, fitness equipment and cricket net.

## Risk management process

The risk management process should be continuous and consists of the following main elements:

- **Identify:** identify and document the risks.
- **Assess:** assess the severity of each identified risk by assessing the impact and likelihood using the '9 box grid' methodology.

	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
Likelihood	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

- **Address:** prepare and implement controls to mitigate risks.
- **Review and report:** review key risks and the effectiveness of their controls, and annually review the performance of the risk management system.

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## Role of the Clerk

The role of the Clerk is as follows:

- To implement policies on risk management and internal control systems.
- To raise significant risks faced by the Parish Council for its consideration.
- To provide adequate information in a timely manner to the Parish Council on the status of risk and controls.
- To arrange for the internal auditor to undertake an internal audit and provide reports to the Parish Council. The internal auditor should check the minutes for any suggestion of unusual activity and evidence that risks are being identified and managed.

## Annual review of effectiveness

The Parish Council will, annually:

- Review the previous year and examine the Parish Council's track record on effectiveness of risk management and internal control to assess if any changes need to be made.
- Consider the internal and external risk profile of the coming year, noting any new areas of risk, and consider whether current internal control arrangements are likely to be effective.
- Review the risk register to ensure it covers all the risks faced by the Parish Council and ensure that measures to avoid, reduce or control any risks identified are in place.

This policy was adopted by Kersey Parish Council at a meeting on 2 March 2020

Minute reference: 44/20