

# TOCKENHAM PARISH COUNCIL

## RISK MANAGEMENT POLICY

### 1. Introduction

1.1 Risk Management is an essential part of effective corporate governance. Tockenham Parish Council (TPC) has a statutory duty to have in place arrangements for managing risk

“The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk”.

### 2. Definition

2.1 Risk is the chance or possibility of loss, damage, injury or failure to achieve TPC’s policies and objectives caused by an action or event for which TPC may be unprepared. Risk management will involve a process of identifying those risks which could either threaten TPC financially or its wellbeing, and wherever possible taking action or putting processes in place to mitigate those risks to the lowest possible level.

### 3. Policy Statement

3.1 TPC is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.

3.2 TPC will expect all Councillors to understand the nature of any risks and accept responsibility for risks associated with their area of authority.

### 4. Objectives

4.1 TPC will:

- a) Ensure that Risk Management forms an integral part of TPC’s procedures
- b) Manage any risk in accordance with best practice
- c) Anticipate and respond to changing social, environmental and legislative requirements
- d) Identify risks and the impact of those risks when adopting policies and making operational decisions
- e) Positively and actively promote an awareness of risk management.

### 5. Achievement

5.1 TPC will:

- a) Establish clear roles, responsibilities and reporting lines
- b) Inform relevant parties of potential risks identified
- c) Where appropriate provide training of Councillors in risk management procedures
- d) Carry out relevant risk assessments in respect of TPCs activities
- e) Continue to monitor procedures and assessments periodically
- f) Prepare contingency plans for potential risks which could have a significant effect on TPC and or the community

## **6. Risk Assessments**

6.1 Where a risk assessment is required TPC may use the following Risk Assessment Matrix and Action Plan template if it opts to but may use a different format to assess particular risks if it considers it more appropriate to do so.

6.2 Risk assessments and any completed Risk Matrix and Action Plans will be monitored and periodically reviewed.