Ickleton PC: Risk Management Policy

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Introduction

Ickleton 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 is supported by the Council's Risk Management Schedule, which provides the detailed risk register and operational controls.

This document sets out:

- Ickleton Parish Council's Risk Management Policy
- Objectives of Risk Management
- Types of Risk
- Roles and responsibilities
- Risk Management process
- Approach to future monitoring

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.

The Policy

Ickleton 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 Council is aware that some risks can never be eliminated fully, and its strategy provides a structured, systematic and focussed approach to managing risk.

Risk Management is an integral part of the Council's management processes.

This policy should be read alongside the Council's Health and Safety Policy, which addresses operational safety risks in more detail.

Objectives of Risk Management

The objectives of risk management are to:

- Identify, evaluate and manage the opportunities and risks to which the Council is exposed, at strategic and operational level.
- To 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 opportunities and risks are controlled.
- Enable better, more informed decision making at all levels.
- Review, evaluate and implement issues identified from past experience.
- To 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 will enable risks and opportunities to be identified, evaluated, controlled, monitored and reported.

The strategy will allow the Council to seek assurances that action(s) are being taken on risk related issues identified by auditors and inspectors.

Types of Risk

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 will identify the 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 or misuse of IT systems
- Reputational – actions taken could harm the authority's public reputation

Roles and Responsibilities for Risk Management

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

The Council and all its Members:

- Have collective responsibility in understanding the strategic risks which the Council faces.
- Ensure that a structured and systematic approach is in place for the identification, recording and reporting of risks and opportunities.
- Agree and publish a clear Risk Management Policy and oversee the effective management of risks by the Parish Clerk.
- Ensure that all identified risks have been considered in decision making and that the Risk Management Schedule helps the Parish Council to achieve its objectives and protection of assets.
- Monitor the effectiveness of the parish Council's risk management arrangements by reviewing any risk management reports to Council.
- The Council will maintain appropriate insurance cover as part of its risk management arrangements.

The Parish Clerk:

- Has the responsibility to understand the strategic and operational risks that the 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 Chairman, approve the Annual Governance Statement.
- Ensure that risks are fully considered in all strategic decision making and that the Risk Management Policy helps the Council to achieve its objectives and protection of assets.
- Provides advice as to the legality of policy and service delivery and updates the Council on the implications of new or revised legislation.

Employee (Clerk) and Contractors

- Understand their accountability for individual risk.
- Understand that risk management and risk awareness are a key part of the organisations culture.
- Report any perceived new risk or failure of existing control measures to the Parish Clerk.
- Provide a pro-active role in the reporting and assessing of physical risks in respect of public, staff and property.

Role of Internal Audit

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

The Risk Management Process

The process of risk management is straightforward 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 should be described and set out either on a separate risk assessment for or, if appropriate, added to the Risk Management Schedule.

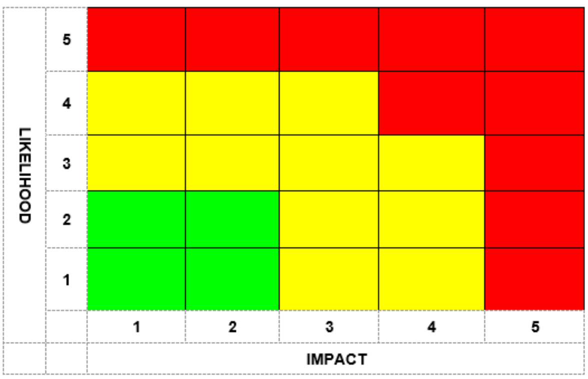
Step 2: Evaluation of Risks

On identification of a risk the Clerk will assign a risk factor by reference to the risk matrix or a proportionate RAG (Red/Amber/Green) system as appropriate to the scale of the Council's activities.

The detailed scoring and assessment of risks is recorded within the Parish Council's Risk Management Schedule.

The risk matrix considers the likelihood of a risk materialising and the impact it would have.

	Likelihood		**Impact**
1	Unlikely	1	Very low impact
2	Slight possibility	2	Low impact
3	As likely to happen as not	3	Medium impact
4	Quite likely	4	High impact
5	Certainty	5	Very high impact



According to the level of risk identified appropriate action should be taken.

If the level of risk is high, it may not be possible to wait until a formal response or action has been agreed by the Council. In these circumstances the Clerk is authorised to put appropriate measures in place to mitigate risk.

Step 3: Mitigation of Risk

The Clerk should 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 Council.

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 effective controls to reduce the impact or likelihood.
Tolerate the risk – accept the risk but continue to monitor and evaluate.

Monitoring & Reporting

The Clerk will be responsible for all risk management documentation, including the Risk Management Schedule. Any significant change, incident or audit recommendation will be reported to the Council.

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
0.1	Draft created	7th April 2026	Clerk
1.0	Reviewed and approved for publication at Council meeting.	15th April 2026	Clerk & Councillors.