STANTON UPON HINE HEATH PARISH COUNCIL

RISK MANAGEMENT POLICY

THE POLICY STATEMENT

INTRODUCTION

As a Minor Local Authority (the most local tier of Government) Stanton Upon Hine Heath Parish Council must manage all risks that may cause damage, harm and loss. The purpose of this policy is to outline how that will be managed to ensure the effective and efficient use of public funds.

POLICY STATEMENT

The Accounts & Audit Regulations 2015 reg 3, states that the council must have sound system of internal control which-

a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives
b) Ensures that the financial and operational management of this authority is effective, and
c) Includes effective arrangements for the management of risk.

THE STRATEGY

This can be divided into sections:

a. **Roles & Responsibilities**
b. **Risk identification and assessment**
c. **Controls and actions**
d. **Reporting**
e. **Review and monitoring**

a. Roles and Responsibilities

ROLE	RESPONSIBILITY
Full Council	Overall responsibility for risk management and for reviewing the policy and risk register annually. Involvement in the ongoing process of identifying, assessing and mitigating risks. Every decision made by the council should refer to, and include the identification of, risk and how it can be managed to ensure the decision has no adverse impact on the community. Council members may also be involved in the annual process of checking the viability of each asset.
Clerk / RFO	Day to day responsibility for ensuring risk assessments are carried out, recorded and reviewed. Provision of support to members in their ongoing responsibility towards risk awareness. The Clerk will also notify the council of the annual procedures and provide the relevant paperwork to the council for the annual review.
Committees	To monitor risks specific to their area
Internal Auditor	To independently review the council's risk management arrangements and report annually.

b. Risk Identification and assessment

RISK IDENTIFICATION

Stanton Upon Hine Heath Parish Council faces a variety of risks such as:

- Financial
  Eg. Lack of funds to complete a project / unexpected costs
- Strategic
  Eg. Failure to plan ahead – importance of a Strategy and Five year plan
- Operational
  Eg. Staff illness, damaged to property, failure to plan
- Legal
  Eg. Non-compliance with Law / change of processes
- Reputational
  Eg. Code of Conduct (Members and Staff), Poor decision-making, abuse of roles

RISK ASSESSMENT

A separate register will be maintained of all risks identified by the council, setting out a risk score for each according to the RAG risk matrix which assesses the likelihood of the risk occurring and the impact of it occurring.

R(ed) denotes a high risk score – anything in the red zone will need immediate attention and treatment to either reduce or remove the risk.
A(mber) denotes a medium risk score. Attention will be needed to ensure that the risk does not increase or situation worsen.
G(reen) denotes a low risk score.

c. Controls and Actions

Managing Risk
Once identified, the parish council will manage the risk by

- Taking out insurance
- Working with another party to reduce the risk
- Self-manage the risk within the council

d. Reporting

Reporting Process
In the event of damage, harm or loss occurring the Clerk / RFO, in discussion with the Chairman and Vice Chairman, has the delegated authority to take all steps necessary to deal with the occurrence. Following which a full report will be presented to the next appropriate meeting of the council, followed by Full Council.
If the damage, harm or loss is so severe, an Extraordinary Meeting of the council may be called to determine any action to be taken.

e. Review and monitoring

Compliance and Review
The risk register / assessment list is a 'living' document that will be updated such as when a new event occurs, or asset removed / added to the list.
Following adoption, this policy will be published to the council's website and reviewed at least once per year by Full Council and in any case in advance of consideration of the annual accounts of the authority.

THE ACTION PLAN

The Parish Council will refer to specific actions and steps, responsibilities and timelines which are encompassed in the council's Risk Register or individual risk assessments.

ADOPTION, MONITORING AND REVIEW

Stanton Upon Hine Heath Parish Council originally adopted its current Risk Assessment Policy in May 2018 and has monitored and reviewed in annually until 2025.

In February 2026, the Parish Council adopted an updated Risk Management Policy, based on the new guidelines and requirements within the **Practitioners' Guide 2025**.

This policy will be regularly monitored and annually reviewed.

Signed ……………………………………………………………………………………….

Date ……………………………………………………………………………………….