

**WEST CLANDON PARISH COUNCIL**

**Risk Management Policy**

**Purpose**

To set down the principles for managing risks to the effectiveness, continuity and reputation of West Clandon Parish Council.

**Scope**

* Minimising risks to users of Parish Council controlled facilities and to the public arising from Parish Council activities (n.b. the West Clandon Village Hall is excluded as is covered by the risk management regime of the Village Hall Management Committee).
* Meeting legal, regulatory and governance requirements
* Risks from ineffective business processes
* Depletion of funds
* Fraud
* Damage to or loss of physical assets
* Business continuity
* Reputational damage
* Improper or ineffective expenditure
* Data breach
* Working environment

**Approach**

The Council has established a risk management process to identify risks, evaluate their potential impact and implement actions to eliminate harm or reduce it to an acceptable level.

This information is recorded in a Risk Register which identifies the risk, the likelihood of occurrence, the severity of harm, the control measure(s) to be adopted, the responsibility for action, the retained risk and any further actions required.

**Responsibilities**

The Parish Council is responsible for:

* reviewing and approving the Risk Register at least annually and for reviewing and approving proposed modifications to the Register in between such reviews.

All Councillors and the Clerk are responsible for:

* bringing perceived risks to the attention of the Chair or the Clerk.

The Clerk is responsible for:

* maintaining the Risk Register
* monitoring the effectiveness of existing control and mitigation measures and reporting on this to the Council
* advising the Council of risks arising throughout the year
* assisting the Council to devise and implement appropriate control and mitigation measures

If the “severity of harm” or the “likelihood of harm” posed by a risk is graded as “high”, control and mitigation measures **may need to be implemented** before Council approval but such approval must be sought at the next Council meeting.

**Review**

This policy will be reviewed by the Council every three years or after any incident where the Policy has proved to be inadequate.

Chris Dean/ Paul Edwards

July 2022