



## Calstock Parish Council

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# Risk Management Policy

## Calstock Parish Council – Statement of Intent

This policy identifies and assesses risks that could have financial or reputational consequences to Calstock Parish Council, putting in place appropriate measures to mitigate and manage the risks. This policy has been written in accordance with guidance set out in the Joint Panel on Accountability and Governance Practitioner's Guide, 2023 (JPAG).

To be read in conjunction with the Risk Register and Risk Assessments.

**Approved by Full Council on 11-06-2024**

## Risk Management Policy

Risk Management applies to all areas of the Council's work and this policy outlines the overarching approach to risk management and is supported by other approved policies, protocols and procedures.

### Objectives

- Identify, evaluate and manage risks.
- Protect physical assets, promote employee and public safety and maximise resources.
- Enable effective and safe delivery of services to local people and to minimise the risk of failures.
- Identify opportunities and risks associated with the Council's budget and plan viable service and project delivery.

### Types of Risk

- Financial
- Security
- Property
- Legal
- IT
- Reputational

It is recognised that not all risks can be eliminated, but those identified should be assessed, controlled and reported.

### Roles and responsibilities for risk management

All members of staff and members of the parish council are responsible for risk management.

Members of the council are responsible for leading on the review and adoption of policy, risk assessments and associated procedures and practice guides.

The Parish Clerk is responsible for the oversight and management of council employees and the implementation of approved policies and procedures and also has responsibility for ensuring the Council is adequately insured. The Responsible Financial Officer is responsible for the accounting systems and finances of the council.

The Outside Services Leader is responsible for ensuring the health and safety policy is adhered to by all Outside Services staff. They are also delegated to inspect and monitor assets and report damage/faults and other hazards that they are unable to deal with in-house.

Employees have a duty to ensure they conduct themselves safely and that public spaces and shared assets are safe to use. Risks should be reported to line managers or council members when identified if they cannot be dealt with.

Internal and External Auditors are employed to provide scrutiny and independent assurance that the council is carrying out due diligence in its financial and staffing activities. The Annual Governance and Accountability Return is published following an external audit.

External bodies are used for specific provision including IT support, Human Resources and GDPR/Data Protection compliance.

### **Monitoring and Reporting**

Any immediate risk should be reported to a line manager (Outside Services Leader or The Clerk) or to the Chair of the Council or relevant Committee. Risks should be reported whether they have been contained, dealt with or remain a risk.

The Finance and General Purposes Committee, in conjunction with the Personnel Committee will monitor relevant policy, procedures and practice. An annual review of the current risk management policy and risk assessments will take place after the annual meeting of the council; when the Financial Regulations and Standing Orders (which are robust regulations pertaining to the Council's work) are also reviewed.

Employees will be given relevant policies and procedures on appointment and when such documents are amended. Appraisals will take place annually and working practices will be reviewed.