Dalton with Newton Town Council – Risk Management Policy

Adopted by full council on …………………….

Review due …………………………..

1. Introduction

Dalton with Newton Town Council (hereafter “the Council”) recognises that effective Risk Management is essential to ensure the Council can deliver its activities and services efficiently and safely. Risk Management enables the Council to achieve its objectives and maintain the delivery of high-quality public services.

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2. Purpose and Scope

This policy applies to all Councillors, employees, contractors, and others carrying out work on behalf of the Council, as well as anyone affected by their activities.
It aims to:

- Ensure a structured approach to identifying, assessing, and managing risks;
- Minimise the likelihood and impact of adverse events;
- Promote a culture of risk awareness throughout the Council;
- Support the achievement of the Council’s strategic objectives and compliance with relevant legislation.

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3. Responsibility for Risk Management

3.1 Members of the Council

All Members share responsibility for effective Risk Management, as risks can threaten the achievement of the Council’s objectives. Specifically, Members must:

1. Exercise leadership in risk management;
2. Consider and adopt current and future risk management policies and strategies;
3. Support, monitor, and review the risk management process.

3.2 Chairman

The Chairman has overall responsibility for ensuring the Council adheres to this Risk Management Policy.

3.3 Clerk to the Council

The Clerk has operational responsibility for implementing the policy, maintaining the Risk Register, and ensuring that risk assessments, mitigation measures, and reviews are conducted in line with this policy.

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4. Risk Management Policy Statement

The Council is fully committed to effective Risk Management and will adopt best practices in the identification, evaluation, and control of risks to:

- Integrate Risk Management into the Council's culture;
- Eliminate or reduce risks to levels acceptable to the Council;
- Anticipate and respond to social, environmental, and legislative changes;
- Prevent injury, damage, and reduce the cost of risk;
- Raise awareness of Risk Management across all Council operations.

The Council will regularly review and update its Risk Management Policy to reflect evolving best practices and regulatory requirements.

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5. Approach to Risk Management

The Council applies a systematic and cost-effective approach to Risk Management:

1. **Identification:** All risks are identified through regular assessment of Council activities and operations.
2. **Assessment:** Each risk is assessed for its likelihood and potential impact.
3. **Control:** Appropriate measures are implemented to reduce or mitigate risk.
4. **Recording:** All identified risks, their assessments, and control measures are documented in the Council's Risk Register.
5. **Review:** Risks are reviewed periodically, and responsibility for each risk is assigned to a designated individual. Review intervals are determined based on risk severity and Council priorities.

This structured approach ensures that resources are used efficiently and that risks are managed proactively.

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6. Monitoring and Review

The Council will monitor the effectiveness of this policy and the Risk Management process regularly. Reviews will include:

- Updating the Risk Register;
- Evaluating control measures;
- Ensuring compliance with legislation and best practices;
- Reporting findings to Council meetings as required.

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7. References and Guidance

- Local Government Act (relevant sections)
- National Audit Office – Risk Management in Local Government
- ISO 31000: Risk Management – Guidelines