

# **HAWKWELL PARISH COUNCIL RISK MANAGEMENT POLICY**

## **1. Introduction**

Hawkwell Parish Council is committed to good risk management. A risk is anything that can threaten or impact upon the assets, operation or reputation of the Parish Council.

Risk Management is the planned and systematic approach to the identification, analysis and economic control of all risks. This policy is part of the Parish Council's internal control and governance arrangements. It explains the underlying approach to risk management and documents the roles and responsibilities of Councillors and the Clerk. It also outlines the key aspects of the risk management process and the main reporting procedures.

## **2. Key Principles**

2.1 The following key principles outline the Parish Council's approach to risk management and internal control:

- The Parish Council, as a whole has responsibility for overseeing its own risk management.
- An open and receptive approach to managing risk is adopted by the Council.
- The Clerk advises and implements policies approved by the Council.
- The Parish Council makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risk.

## **3. Role of the Clerk**

- To implement policies on risk management & internal control.
- To identify and evaluate risks faced by the Parish Council.
- To provide adequate information in a timely manner to the Parish Council on the status of risks and controls.
- To arrange for the internal auditor to undertake a twice-yearly review of the effectiveness of the system & report back to the Council.

## **4. Risk Management as part of Internal Control**

- Policies and procedures in line with Council's Financial Regulations (Reg 2.1 & 2.2).
- Quarterly checks of cash book & bank reconciliation by 2 Members.
- Planning & budgeting.
- Financial transactions shared with Council monthly & minuted.
- Internal auditor twice yearly inspections.
- Annual review of the effectiveness of the system of Internal Control.
- Appropriate insurance provision for all activities.

## **5. Health and Safety Risks**

5.1 Responsibility for assessing and managing Health & Safety risks associated with the Council, its activities and events will be managed by the Clerk in conjunction with the Health & Safety Sub-Committee, in line with the approved Health & Safety Policy.

## **6. Risk Analysis Report**

6.1 The Council's risks are detailed in the Local Council Risk System (LCRS) report. The council will review risks over all domains on an annual basis.