



BODMIN TOWN COUNCIL

RISK MANAGEMENT POLICY

1 Introduction

- 1.1 This document forms the Council's Risk Management Policy. It sets out:
- The philosophy of the Council's approach to risk management
 - The Council's aims for risk management
 - A summary of future monitoring and reporting lines for risk management.

2 Aims

- 2.1 Risk is defined as *'The combination of the probability of an event and its consequence. Consequences can range from positive to negative.'*

Institute of Risk Management (IRM) *A Risk Management Standard IRM (2002) Page 1*

- 2.2 The Council's aims for this Risk Management Policy are:

- To manage risk in accordance with best practice to preserve and protect the Council's assets, staff and reputation;
- To minimise loss, injury and damages and reduce cost of risks;
- To ensure appropriate actions are taken to address identified risks;
- To ensure appropriate actions are taken to identify & pursue opportunities;
- To promote good corporate governance by embedding risk management through the ownership and management of risk as part of all decision making processes; and
- To further develop risk management and raise its profile across the Council integrating risk management into the culture of the organisation.

3 What is the Council's Philosophy on Risk Management?

- 3.1 **Risk Management Policy Statement** – Bodmin Town Council recognises that, in addition to its statutory duties, there are cogent moral and economic reasons to take all practicable and reasonable measures to safeguard the people, the Authority and the natural and built environments.

Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Bodmin Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage managers to identify, assess and manage risks, and learn to accept the right risks.

4 **How will it feed into the Council's existing polices?**

- 4.1 Initial Identification of Risks will be by service managers compiling a list of the risks in their service area(s).
- 4.2 **Performance Management and the ethos of 'Best Value'** – The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement. As part of the performance management and service review process, Service Review Panels will assess the strategic and operational risks associated with the service under review. Recommendations for risk control will be built into future Service Review Reports.
- 4.3 **Projects and Service Changes** – service managers and project officers developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.
- 4.4 **Partnership Working** – the Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms, risk management and corporate governance arrangements are built into the management arrangements for the partnership.
- 4.5 The detailed framework for the delivery of this Policy is set out in the Council's Risk Management Strategy and associated procedure notes.

5 **Future Monitoring**

- 5.1 **Review of Risk Management Policy** - This Policy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Policy Committee. The date of the next review will be September 2015.
- 5.2 Once the initial work to establish a Risk Register has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, including the Institute of Risk Management, the National Association of Local Councils, Society of Local Council Clerks, Institute of Local Council Management and Association of Accounting Technicians.
- 5.3 **Reporting on Progress** – The Town Clerk will present an annual report to the Finance Staffing and Performance Management Committee detailing progress on risk management over the year and providing a summary of the Risk Register and control assurance statements.

6 **Conclusion**

- 6.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

7 Alternative Formats

- 7.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a ‘talking book’ can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 74159 or e-mailing paul.ocallaghan@bodmin.gov.uk
- 7.2 The Council can also arrange to provide versions in other languages for Councillors/ staff whose first language is not English.

8 Freedom of Information

- 8.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council’s Website www.bodmin.gov.uk and copies of this document and the Risk Register will be available for inspection on deposit in the Council Office.