

LITTLE OAKLEY PARISH COUNCIL

RISK MANAGEMENT POLICY

Adopted 11th March 2026 (Minute Number 25/135)

Reviewed Annually

Next Review Date March 2027

What is Risk Management

Risk is the threat that an event or action could adversely affect the Council's ability to achieve its objectives, implement its strategies or provide its services. Risk management is the process by which risks are identified, mitigated, monitored and reviewed. A risk management strategy includes a Risk Register, a severity rating and procedures for annual review.

Purpose and Scope

The Council recognises that it has a responsibility to take all reasonable and practical measures to manage risks effectively and protect its councillors, staff, assets, liabilities and community against potential losses. Not all risks can be eliminated fully and the Council requires a strategy that provides a structured, systematic, and focused approach to managing risk which includes the implementation of internal controls, policies, audit and insurance cover.

Categories of Risk

Risks can be broadly broken down into four categories:

- Financial (Loss of money, fraud, budget errors)
- Physical (damage to assets, public liability, health and safety)
- Legal (Compliance with laws, data protection (GDPR), insurance, and contracts)
- Reputational (Public confidence, social media misuse, loss of key staff)

Roles and Responsibilities

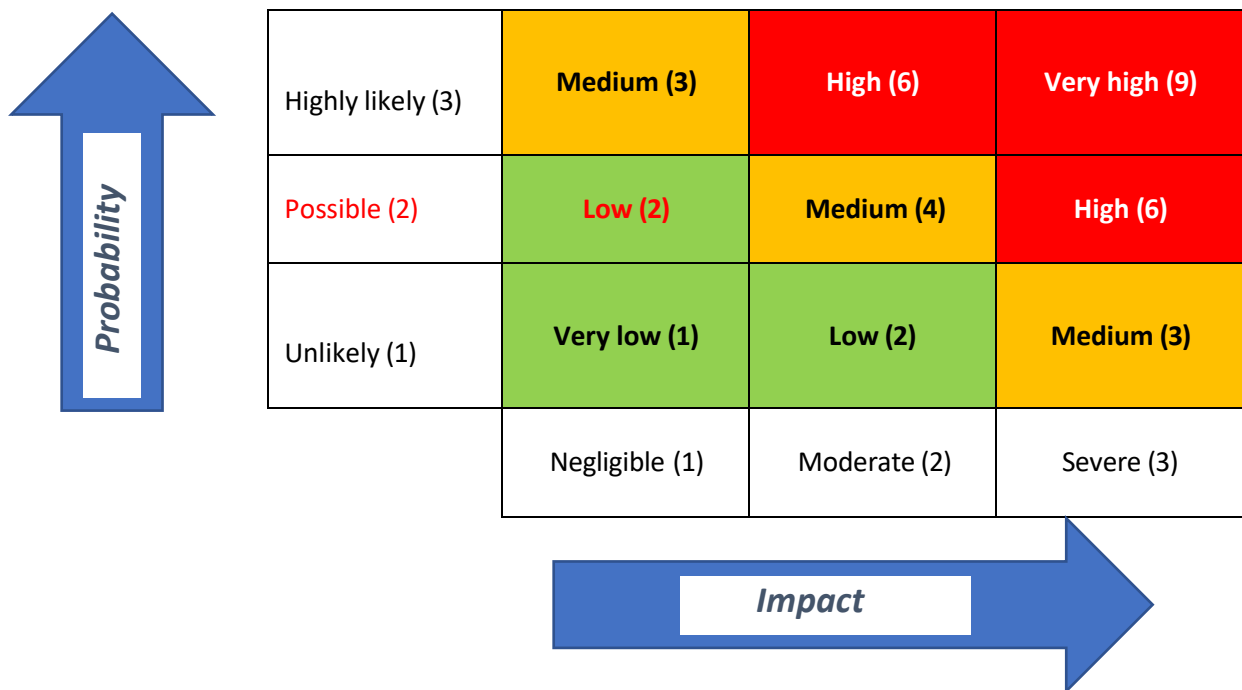
All Council members and staff share responsibility for the management of risk. The clerk is responsible for the implementation of controls and for completion of the Risk Register. The Council is responsible for monitoring those controls, conducting a review of their effectiveness and for the overall approach to risk management.

How are risks identified

Risks are identified whenever the council considers any activity as part of its business. This includes day-to-day operational activities such as banking arrangements and recruitment, the acquisition of goods or services from external contractors, or community engagement activities.

Evaluation of Risks

Upon identifying, a risk level will be assigned using a RAG rating. This rating considers the likelihood of a risk materialising and the impact it would have.



Risk Mitigation Strategies

Once a risk is identified and evaluated, the Council will define its actions to control the risk:

- Reduce (improve procedures)
- Transfer (insure)
- Share (partner)
- Accept (documented decision)

Monitoring and Review

The Council will monitor its risks to ensure the impact of any changes in circumstance, is appropriately reassessed and mitigated. This may include the implementation of additional controls, checks or insurance.

The Council will review its risk management arrangements on at least an annual basis.