



Risk Management Policy

Adopted 12/05/2025

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1.0	12/05/2025	01/07/2026

1. Introduction

- 1.1. This Risk Management Policy forms part of Pembury Parish Council's internal control and corporate governance arrangements. The policy outlines the Council's underlying approach to risk management, documents the roles and responsibilities of Councillors, the Clerk and Staff.
- 1.2. The Parish Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provide services for and to protect the natural and built environments for which it is responsible.
- 1.3. It also outlines the key aspects of the risk management process and identifies the main reporting procedures.

2. Risk Management as part of Internal Control

- 2.1. The system of internal control incorporates risk management. This system encompasses a number of elements that together facilitate an effective and efficient operation, enabling the Council to respond to operational, financial and commercial risks. These elements include:
 - Policies and procedures.
 - Regular reporting.
 - Planning and budgeting
 - A fully operating Finance Committee.
 - An Internal Auditor responsible for aspects of the annual review of effectiveness of internal control systems.
 - Third party reports from external consultants.
- 2.2. The Parish Council will manage many risks when it reviews its insurance and its systems. The minutes will record such reviews. Budget setting and insurance reviews are annual activities, but the review of systems may be less frequent.

3. Objectives

- 3.1. The objectives of the Risk Management Policy are to:
 - 3.1.1. Integrate risk management into the culture of the Council.
 - 3.1.2. Manage risk in accordance with best practice and legislative requirements.
 - 3.1.3. Minimise loss, disruption, injury and damages.

3.1.4. Inform policy and operational decisions by identifying risks and their likely impact.

4. Roles

4.1. In respect to risk management, the Clerk/RFO is responsible for the following actions:

4.1.1. To implement policies on risk management and internal control.

4.1.2. To identify and evaluate the significant risks faced by the Council for its consideration.

4.1.3. To provide adequate information in a timely manner to the Council on the status of risk and controls.

4.1.4. To arrange for the Council to undertake an annual review of effectiveness of the system of internal control.

4.2. The Internal Auditor will check the minutes and any other documentation they deem relevant for unusual activity and evidence that risks are being identified and managed.

5. Mitigation

5.1. The Council's risk mitigation seeks to reduce exposure by applying one of the following actions.

5.1.1. Implement an action that will remove the risk.

5.1.2. Implement an action that will reduce the risk to an acceptable level.

5.1.3. Transfer the risk and responsibility (e.g. to a contractor), the Council will always retain accountability.

5.1.4. Insure against the risk.

5.1.5. If none of the above are possible and it is a weakness that cannot be avoided, accept the risk.