Policy and Finance Approved: Feb 2024
Reviewed: Jul 2021, Jul 2022, Feb 2024
Due for Review: February 2027

Risk Management

Policy and Procedure

Risk Management Policy

Fleet Town Council will institute systems and procedures to identify and manage threats and uncertainties to the financial, legal and reputational standing of the Council. Management of these risks shall eliminate or minimise their potential impact on the continuance of the Council's business.

Risk Management Procedure

1. **Risk Management**

    a) **Calculation of Risk –** The level of risk shall be assessed by combining the probability of the occurrence of an event and its potential consequences.

    b) **Identification of Risk –** Risks and their consequences shall be identified by a Working Group comprising:
        1) Not less than three Councillors
        2) The Executive Officer
        3) The Harlington Manager
        4) The Project and Committee Officer
        5) The Finance and Administration Manager

    c) **Every new project or new initiative** should have a risk assessment.

    d) **Meetings and Minutes**
        1) Meetings will be organised by the Project and Committee Officer and take place at least twice a year.
        2) Ad-hoc meetings to be called in the event of the occurrence or identification of a significant risk.
        3) Formal minutes of the meetings shall be circulated to group members and reported to Full Council after each meeting.
        4) The Finance and Risk Register will be taken to a full Council meeting at least annually to gain approval and ensure that all Councillors remain aware of the key risks to Fleet Town Council and the measures being put in place.

2. Risk Recording

In order to ensure that all risks are identified, and managed appropriately, a register of identified risks will be updated and maintained by Fleet Town Council. In order that risks can be prioritised, this register will be split into two parts:

a) **Finance and Risk Register**
The Finance and Risk Register will act as reference list for all significant Fleet Town Council risks and liabilities. Each risk will be assessed and rated, a short summary of the key policies/arrangements in place to mitigate/control the risk will be provided.

All entries on the Risk Register will be discussed and reviewed by the Working Group at least twice year.

To keep the register current and of value, it is important that lower risks such as those that are now deemed irrelevant, or those that are wholly managed to a satisfactory level in day-to-day operations do not remain on this part of the register.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.

An appropriate method of version control will be kept ensuring that the most up to date register is in use, but that older versions of the register remain accessible.

b) **Archived Risk Register**
All risks removed from Finance and Risk Register will be stored in the Archive Risk Register. The Archive Risk Register entries will be retained to demonstrate a complete picture of the risks identified and managed by Fleet Town Council, including those now effectively managed and not considered current. This may be required to demonstrate compliance at a later date and may be required should the risk entries again be considered current.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.

An appropriate method of version control will be kept to ensure that the most up to date register is in use, but that older versions of the register remain accessible.

3. Risk Assessment

Each risk will be assessed and given a risk category based upon the probability of the risk arising and the impact on Fleet Town Council. This will allow for the prioritisation of resources.

A traffic light and numerical indicator is used to show the risk category. A risk score matrix is contained within the register to provide guidance on assessing probability and impact.

If after existing mitigation, the risk status is acceptable then the risk should be tolerated; there is nothing more to do. However, if the status remains unacceptable further mitigating actions must be identified.