



## **Barnton Parish Council Risk Management Policy**

### **Introduction**

1. This document explains Barnton Parish Councils approach to risk management.

### **Approach to Risk Management**

2. BPC recognises that safeguarding the people and the natural built environment in its jurisdiction makes for sound moral and economic sense. The council acknowledges that 'risk' cannot be eliminated wholly but considers it vital to take all reasonable steps to minimise the incidence & extent of injury, damage, and financial loss.

### **Aim of the Policy**

3. The policy will further BPC's commitment to identifying and reducing/eliminating the risk to people and the natural built environments in its jurisdiction and to the good practices of financial management.

### **Reviewing the Policy**

4. BPC's approach to risk management will be reviewed annually with a view of incorporating improvements to key elements of its processes and procedures.
5. In case of a substantial change being undertaken to assess the viability and effectiveness of the policy.

### **Strategy for implementing the Risk Management Policy**

6. JPAG recommends a formal implementation strategy with clear responsibilities. The following paragraphs aim to comply with recommendation.
7. The first step for management of risks is to identify them. Government legislation & guidance and BPC's policies, strategies & Procedures include pointers to risks involved in the Councils operations. Additionally, Barnton Parish Council will seek professional advice in specialist areas where appropriate.
8. For successful implementation of the policy, it is essential that:
  - (a) All Councillors & staff understand what constitutes a risk; and
  - (b) The Council adopts a uniform approach to managing risk.

This should facilitate choosing of the most appropriate method for dealing with each risk.

9. Both Councillors and staff will assist in and take responsibility for the identification, control and reduction of risk and containment of cost in all aspects of their activities.
10. Councillors and staff will provide adequate information about identified risk to BPC in a timely manner.
11. Complaints, including those from the public, will be reviewed to identify any problem areas that may be indicative of risks being managed inadequately.
12. Identified risks will be entered in the risk register, evaluated and prioritised.
13. Training opportunities for staff and councillors will be made available where necessary.

### **Assessment of the Strategy**

14. Both internal and external audits provide an independent review of the Council's systems of internal control for risk identification & management. The external audit is conducted annually by a government appointed auditor.
15. The internal audit is conducted biannual by an independent auditor (JPAG para 4.10-4.11) appointed by Barnton Parish Council. (internal auditor IA – O'Donoghue.com)
16. The external audit is conducted annually by Government appointed auditor. The appointed auditor is PKF Littlejohn LLP.