

Belmont Parish Council

SERVING THE COMMUNITIES OF
BELMONT
CARRVILLE
GILESGATE MOOR



Risk Management Policy *Based on NALC-style model policy structure*

1. Introduction

Belmont Parish Council recognises that it has a responsibility to manage risks associated with its activities, assets, finances, and decision-making. Effective risk management protects public money, supports good governance, and ensures the council can deliver services safely and efficiently.

This policy sets out the council's approach to identifying, assessing, managing, and reviewing risks.

2. Scope

This policy applies to:

- Councillors
- Employees
- Volunteers acting on behalf of the council
- All council activities, services, assets, contracts, and financial operations

3. Principles of Risk Management

Belmont Parish Council will:

- Identify risks that may affect the council's ability to operate
- Assess the likelihood and impact of each risk
- Put in place proportionate controls and mitigation
- Review risks regularly and update actions as needed
- Record risks in a **Risk Register**
- Ensure transparency and accountability in risk-related decisions

4. Types of Risk Considered

The council will consider risks in the following areas:

- **Financial risks** – fraud, loss, budget overspend, inadequate controls
- **Legal and compliance risks** – failure to meet statutory duties, GDPR breaches

- **Operational risks** – failure of equipment, loss of staff, service disruption
- **Reputational risks** – complaints, negative publicity, poor communication
- **Health & safety risks** – hazards to staff, councillors, volunteers, or the public
- **Asset risks** – damage, theft, or misuse of council property
- **Project risks** – delays, cost increases, contractor issues

5. Risk Identification & Assessment

The Clerk, in consultation with councillors, will:

- Identify new and emerging risks
- Assess each risk using a simple scoring method (e.g., Low / Medium / High)
- Record risks and controls in the council's Risk Register
- Recommend actions to reduce or manage risks

6. Risk Control Measures

The council will use appropriate controls, including:

- Financial regulations and internal controls
- Insurance cover (public liability, employer's liability, asset insurance, fidelity guarantee)
- Policies and procedures (e.g., GDPR, IT, Health & Safety)
- Regular inspections of assets and equipment
- Staff training and councillor development
- Contract management and procurement procedures
- Business continuity arrangements

7. Monitoring & Review

- The **Risk Register** will be reviewed **at least annually** by the council.
- Significant risks will be reviewed more frequently if required.
- The Clerk will report any new or escalating risks to the council promptly.
- The council will minute all decisions relating to risk management.

8. Roles & Responsibilities

- **The Council** has overall responsibility for risk management.
- **The Clerk/RFO** is responsible for maintaining the Risk Register and advising the council.
- **Councillors** must consider risk in all decisions and report concerns.
- **Contractors and volunteers** must follow council policies and report hazards or issues.

9. Policy Review

This policy will be reviewed **annually** or sooner if legislation, guidance, or council activities change.

Agreed at Annual Parish Council Meeting 14th May 2026