Frindsbury Extra Parish Council

Risk Management Policy Statement and Risk Register

Frindsbury Extra Parish Council recognises that it has a responsibility to manage risks effectively in order to protect public funds, assets, services, employees, councillors, and members of the public. This Risk Management Policy sets out the Council's approach to identifying, assessing, and managing risks.
This policy applies to all activities undertaken by Frindsbury Extra Parish Council and covers financial, operational, legal, health and safety, reputational, and strategic risks.

Responsibilities

- **The Parish Council** has overall responsibility for risk management and for ensuring that appropriate systems of internal control are in place.
- **The Clerk** is responsible for implementing this policy, maintaining the risk register, and reporting significant risks to the Council.
- **Councillors** are responsible for considering risk as part of decision-making and for raising any new or emerging risks.

Risk Identification and Assessment
The Council will:

- Identify risks that may affect its ability to achieve objectives
- Assess risks in terms of likelihood and potential impact
- Record risks and control measures in a **Risk Register**

Risk Control and Monitoring
The Council will manage risks by:

- Avoiding, reducing, transferring, or accepting risks as appropriate
- Maintaining adequate insurance cover
- Ensuring proper financial controls and procedures are in place
- Reviewing risks regularly and at least **annually**

Review
The Risk Register and this policy will be reviewed:

- At least once per year
- When there are significant changes to Council activities
- Following any incident that highlights a new or increased risk

Frindsbury Extra Parish Council is committed to embedding risk management into its decision-making processes to support good governance and the effective use of public resources.

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Risk Area	Risk	Controls in Place	Action / Review
Financial	Loss or misuse of funds	Financial regs, Council approvals, bank reconciliations	Review annually; internal audit
Financial	Fraud or theft	Dual signatories, segregation of duties	Monitor payments regularly
Assets	Damage, loss, theft	Asset register, insurance cover	Review register & insurance annually
Staffing	Absence of Clerk	Job description, handover notes	Update procedures as needed
Health & Safety	Injury to public	Risk assessments, inspections, insurance	Review before events
Legal / Compliance	Statutory breaches	Clerk monitors legislation, training	Ongoing review
Data Protection	Personal data breach	GDPR policies, limited access, passwords	Annual policy review
Reputation	Complaints / negative publicity	Code of Conduct, complaints procedure	Review annually
Governance	Unlawful decisions	Standing Orders, proper minutes	Ongoing review
Insurance	Inadequate cover	Annual insurance review	Approve policy annually

Approving committee: Frindsbury Extra Parish Council Meeting

Date of committee meeting: 27th January 2026

Policy Effect from: 27th January 2026

Date document reviewed: 27th January 2026