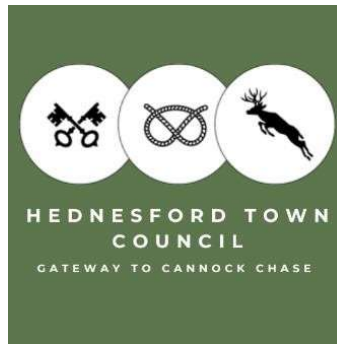


HEDNESFORD TOWN
COUNCIL

GATEWAY TO CANNOCK CHASE

Risk Assessment Policy





Approved by Full Council 18th March 2025

To be Reviewed – March 2026

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1. Introduction

- 1.1. Risk is defined as 'an uncertainty of outcome of actions or events, which has the potential to impact upon Hednesford Town Council and the Pye Green Community Centre achieving its objectives'.
- 1.2. The Council recognises that to achieve its objectives it must manage risk within its assessment of reasonable levels. Where risks lie beyond the risk appetite of the Council, members and officers will take appropriate action to reduce those risks.
- 1.3. The approach to assessing risk will be consistent and will include the risk in terms of impact and likelihood.
- 1.4. This risk Management policy forms part of Hednesford Town Council's internal control and corporate governance arrangements. The policy outlines the Town Council's underlying approach to risk management, documents and the roles and responsibilities of Councillors, Chief Officer and staff.

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 affective and efficient operation, enabling the Town Council to respond to operational, financial and commercial risks. These elements include
 - Policies and procedures
 - Regular reporting
 - Planning and Budgeting
 - Finance, Operations and Personnel committee
 - Internal Audit
 - Third Party reports where applicable.
- 2.2. A review of systems in place should be carried out when triggered by internal or external audit reports, or when a risk changes, or if there is a change in Chief Officer, Clerk or Responsible Finance Officer.

3. Risk Overview

- 3.1. A 'risk' is any weakness that could endanger staff, visitors, Councillors, Assets, operation or reputation of Hednesford Town Council
- 3.2. Risk is a value generated from the three factors. Vulnerability, threat and impact. Each factor is assigned a numeric value that are multiplied together to give the risk value.

4. Town Council Risk Management Principles

- The Town Council, as a whole, has responsibility for overseeing its own risk management
- An open and receptive approach to managing risk is adopted by the Town Council
- The Chief Officer supports, advises and implements policies approved by the Town Council

- The Town Council takes a conservative and prudent approach to the recognition of weaknesses and risks.
- The Town Council will disclose the implications of all identified risks.

5 Mitigation

5.1 The Town Council mitigation seeks to always reduce exposure by applying one of the following actions

- Implement an action that will remove the risk
- Implement an action that will reduce the risk to an acceptable level
- Transfer the risk and responsibility (e.g. to a contractor); the council will retain accountability
- Insure against the risk
- If none of the above are possible, accept the risk and the weakness.

5.2 For any weakness that it proves impossible to apply any of the first 2 strategies, the weakness must be raised at the next committee meeting or Council meeting, whichever is soonest. This will ensure that the Council will discuss and vote on whether the risk identified is acceptable.

6 Annual Review of Effectiveness

6.1. On production of the Internal Auditors Report, the Finance, Operations and Personnel Committee will

- Review and examine the Town Council's effectiveness on risk management and internal control
- Consider the internal and external risk profile of the coming year, noting any new areas of risk, and consider whether current internal control arrangements are effective
- Evaluate the potential consequences of the Town Council if an event has been identified and consider measures in place to control same.
- Make recommendations to the Town Council on its findings.