



Bollington

TOWN COUNCIL

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Risk Management Policy

This policy was adopted by the Council at its meeting held on 5th September 2023.

This version of the Risk Management Policy supersedes any previous versions.

Contents

1. Introduction.....	3
1. Responsibilities.....	3
2. Definitions.....	3
3.1. Risk.....	3
3.2. Risk Management.....	3
3. Aims.....	3
4. Actions.....	4

Table 1 Document Version Control

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Date of next review - Quarter 2 2025

1. Introduction

Bollington Town Council (“the Council”) recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that it cannot eliminate all risks completely, but it seeks to identify and mitigate risks to prevent liabilities and losses that could prevent the Council from achieving its vision.

1. Responsibilities

This Policy places a responsibility on all Councillors and Officers to have regard for risk in carrying out their duties.

If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council’s objectives and community needs.

2. Definitions

3.1. Risk

The chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event.

3.2. Risk Management

The planned and systematic approach to the identification, evaluation and economic control of those risks which can threaten the assets or financial and organisational well-being of an organisation.

3. Aims

The Council’s aims with respect to risk management are as follows:

- a) To integrate risk management into the culture of the Council,

- b) To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats,
- c) To manage risk in accordance with best practice,
- d) To minimise losses, injury and damage and reduce the cost of risk,
- e) To ensure appropriate actions are taken to address identified risks,
- f) To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Council's system of internal control,
- g) To ensure appropriate actions are taken to identify and pursue opportunities.

4. Actions

To achieve these objectives the Council will:

- a) Establish clear roles, responsibilities, and reporting lines within the Council,
- b) Consider and inform Committees of the Council of potential risks when considering new activities or reviewing service provision,
- c) Provide training in risk management procedures,
- d) Ensure the Council has appropriate insurance,
- e) Carry out and review risk assessments for Council events,
- f) Carry out an annual risk assessment of the Civic Hall,
- g) Document and review risk assessments for major projects,
- h) Ensure incidents are recorded in an accident book and where necessary reported for investigation,
- i) Provide first aid cover at council organised events with qualified first aiders,
- j) Monitor and manage financial risks faced by the Council through the Council's finance risk register,
- k) Regular review of Council policies.