

Box Parish Council

Risk Management Policy

Policy no. 24



Date Approved	June 26
Review Date	June 28
Committee	Fin & Gov

Box Parish Council Risk Management Policy

1. Introduction

This policy outlines how the Parish Council manages risks to protect its members, employees, volunteers, assets, finances, and legal responsibilities.

2. Definition of Risk

Risk is the possibility of an event or action having an adverse effect on the council's ability to achieve its objectives.

3. Risk Management Objectives

- a. Identify and record potential risks
- b. Minimise financial loss or harm
- c. Protect reputation
- d. Ensure continuity of services
- e. Meet legal obligations

4. Roles and Responsibilities

- a. Full Council: Overall responsibility with quarterly management done by the Fin & Gov Committee
- b. Clerk/RFO: Maintains risk register and write and audit policy.
- c. Councillors: Identify and report risk,
- d. OSM: Monitor specific risks with tools, work and equipment

5. Risk Assessment Process

- a. Risks are assessed based on likelihood and impact and prioritised accordingly.
- b. There is a scoring matrix as follows:

Risk Matrix		Likelihood of Occurrence				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
Likely Impact	None (1)	1	2	3	4	5
	Negligible (2)	2	4	6	8	10
	Minor (3)	3	6	9	12	15
	Moderate (4)	4	8	12	16	20
	Serious (5)	5	10	15	20	25

6. Risk Register (RR)

- The council maintains a risk register covering governance, financial, asset, personnel, and health & safety risks.
- The RR is examined every quarter by the Fin & Gov Cttee and then six-monthly at the Full Council. The Annual Council meeting is one of these examinations.
- The RR is formatted as follows:

Box Parish Council Risk Register Scale is 1 (low) to 5 (High) for Impact and Likelihood

Risk Number	Risks	(E) Likelihood	(F) Impact Rating	Risk Score Total (E x F)	Risk Level (20+ High, 8-20 Medium, 1-7 Low)	Early Warning Indicator(s)	Prevention Plan and / or Mitigation(s)	Responsibility	Notes / Updates
1	There is a risk that the Council lacks the required parishioner support to drive through strategic and change plans	3	4	12	Med	<ul style="list-style-type: none"> Disengagement with consultation process. Lack of engagement with the Council 	<ul style="list-style-type: none"> Active engagement of Parishioners 	Full Council Comms Working Group	No adverse indicators at present (as at July 2025).
2	There is a risk that the Parish suffers from a natural climate event such as flooding, snow, water or power restrictions or winter weather hardship.	2	4	8	Med	<ul style="list-style-type: none"> Increasing river heights and less predictable weather patterns. 	<ul style="list-style-type: none"> Flood risk contingency plan Emergency Plan - social group Emergency plan has vulnerable list and list of helpers 	Highways and Full Council	

7. Key Risk Areas

- Financial, Legal, Operational, Asset, and Health & Safety risks are monitored with appropriate controls.
- Major risks to the Council are detailed in the map of Risk Assessments, summarised by this chart and available for inspection:

