Frodsham
TOWN COUNCIL

Risk Management Policy

2023-2024

Introduction

1. This document explains Frodsham Town Council's approach to risk management.

Approach to Risk Management

2. FTC recognises that safeguarding the people and the natural & built environments in its jurisdiction makes for sound moral and economic sense. The Council acknowledges that 'risk' cannot be eliminated wholly, but considers it vital to take all reasonable steps to minimise the incidence & extent of injury, damage and financial loss.

Aim of the Policy

3. The Policy will further FTC's commitment to identifying and reducing/eliminating the risks to people and the natural & built environments in its jurisdiction and to the good practices of financial management.

Reviewing the Policy

4. FTC's approach to risk management will be reviewed annually with a view to incorporating improvements to key elements of its processes and procedures.

5. In case of a substantial change in the functions/duties undertaken by FTC, the policy will be reviewed prior to such change being undertaken to assess the viability and effectiveness of the policy.

Strategy for Implementing the Risk Management Policy

6. JPAG recommends a formal implementation strategy with clear responsibilities. The following paragraphs aim to comply with the recommendation.

7. The first step for management of risks is to identify them. Government legislation & guidance and FTC's policies, strategies & procedures include pointers to risks involved in the Council's operations. Additionally, FTC will seek professional advice in specialist areas where appropriate.

8. For successful implementation of the Policy, it is essential that:

    a. All councillors & staff have an understanding of what constitutes a risk; and

    b. The Council adopts a uniform approach to managing risk.

    This should facilitate choosing of the most appropriate method for dealing with each risk

9. Both councillors and staff will assist in and take responsibility for the identification, control and reduction of risk and containment of cost in all aspects of their activities.

10. Councillors & staff will provide adequate information about any identified risk to FTC in a timely manner.

11. Complaints, including those from the public, will be reviewed to identify any problem areas that may be indicative of risks being managed inadequately.

12. Identified risks will be entered in the risk register, evaluated and prioritised.

13. Training opportunities for staff and councillors will be made available where necessary.

Assessment of the Strategy

14. Both internal & external audits provide an independent review of the Council's systems of internal control for risk identification & management. The external audit is conducted annually by a government appointed auditor.

15. The internal audit is conducted bi-annually by an independent auditor (JPAG para 4.10-4.11) appointed by Frodsham Town Council. For the period 2022-23 to 2023-2024 the appointed internal auditor is JDH Business Services.

16. The external audit is conducted annually by a government appointed auditor. For the period 2022-23 to 2026-2027 the appointed auditor is PKF Littlejohn LLP.