



RISK MANAGEMENT STRATEGY

Introduction

- 1.1 This document forms Keynsham Town Council's Risk Management Strategy. It sets out:
- What is risk management;
 - Why does the Council need a risk management strategy;
 - What is the Council's philosophy on risk management;
 - What is the risk management process
 - Roles and responsibilities;
 - Future monitoring
- 1.2 The objectives of this strategy are to:
- Further develop risk management and raise its profile across the Council;
 - Integrate risk management into the culture of the organisation;
 - Embed risk management through the ownership and management of risk as part of all decision making processes; and
 - Manage risk in accordance with best practice.

2 What is Risk Management?

- 2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*
Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)
- 2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.
- 2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The following are examples of the types of risks faced by the Town Council
- Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/ service areas have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 The Accounts and Audit regulations (2015) section 3 requires relevant authority to ensure that it has a sound system of internal control which—
- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - (b) ensures that the financial and operational management of the authority is effective; and
 - (c) includes effective arrangements for the management of risk
- 3.5 This Risk Assessment Strategy and accompanying Schedule of Risks is one of the key review documents that will enable the Full Council to sign the Statement of Internal Control and complete the Annual Governance Statement (Section 1 of the Annual Return) including clause 5 which states:

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

4. Risk Management Policy Statement

Keynsham Town 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 some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring ;

Transfer – the financial impact is passed to others e.g. by revising contractual terms;

Sharing - the risk is shared with another party;

Insuring - insure against some or all of the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Assessment

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

a) Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent
Likely (3)	>60%	Regular
Possible (2)	>10%	Occasional
Unlikely (1)	<10%	Has never occurred

¹ Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

b) Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

c) Priority Ranking:

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

d) Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring:

Low = 1 to 5

Medium = 6 to 11

High = 12 to 25

Where a residual risk is low further action will only be taken where it is viable to do so. Medium risks will be addressed within the next 3 to 6 months. High risks will require action as soon as possible.

Probability	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
Impact					
Red = High Risk, Yellow = Medium Risk, Green = Low Risk					

6.0 Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Elected Members** – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including

- (a) Approval of the Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Annual

-
- (d) Governance Statement; and
Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.
- 6.4 **Town Clerk** – will act as the Lead Officer on Risk Management, assisted by the Deputy Town Clerk & RFO, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:
- (a) provide advice as to the legality of policy and service delivery choices;
 - (b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
 - (c) update the Council on the implications of new or revised legislation;
 - (d) assist in handling any litigation claims;
 - (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
 - (e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- 6.5 **Responsible Finance Officer** – as the Council's Section 151 Officer the Town Clerk in their capacity as RFO will:
- (a) assess and implement the Council's insurance requirements;
 - (b) assess the financial implications of strategic policy options;
 - (c) provide assistance and advice on budgetary planning and control;
 - (d) ensure that the Financial Information System allows effective budgetary control;
 - (e) maintain the Council's Risk Register;
 - (f) effectively manage the Council's investment and loan portfolio.
- 6.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.
- Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.
- Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
- 6.7 **Finance & Policy Committee** – Review and future development of the Risk Management Policy and Strategy will be overseen by the Finance & Policy Committee.

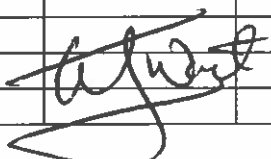

-
- 6.8 **Training** – Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.
- 6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.
- 7 **Future Monitoring**
- 7.0 **Review of Risk Management Strategy** - This Strategy will be reviewed annually.
- 7.1 **Review of Risk Assessment Schedule** – The schedule will be reviewed annually

KEYNSHAM TOWN COUNCIL

Document Title: Risk Management Strategy
Document Level: Principle Policy
Revision: 0

Document Owner: Town Clerk
Reference No:

DETAILED HISTORY OF CHANGES

Revision	Approved by	Date	Signature	Description of Changes
First Draft	Finance & Policy Cttee	12/3/19		Initiation of document
Original	Town Council	19/3/19		Approved policy
Review	Finance & Policy Cttee	08/07/2025		Review Policy
				15th July 2025
				15th July 2025