

WELSH NEWTON & LLANROTHAL GROUP PARISH COUNCIL

RISK MANAGEMENT POLICY

Guiding Principles

The following key principles outline Welsh Newton & Llanrothal Group Parish Council's approach to risk management and internal control:

- The elected councillors have responsibility for overseeing risk management within the council as a whole.
- An open and receptive approach to identifying and resolving risk is adopted by the council.
- Key risk indicators will be identified and closely monitored on a regular basis.
- Risk management is embedded in the council's day-to-day governance and financial management, and is reviewed as part of the annual governance cycle.

1. Policy Statement

Welsh Newton & Llanrothal Group Parish Council will not knowingly take any risk that will put in jeopardy the council in relation to its legal or financial requirements. It will ensure that measures are taken, through the development and review of policy, to minimise any unexpected risks. The council's approach to risk is set out in this policy and given effect through the Risk Register, which is reviewed at least annually.

2. Responsibilities of the Elected Councillors

The elected councillors have a fundamental role to play in the management of risk. Their role is to:

- Set the tone and influence the culture of risk management within the council, including determining whether the council is risk-taking or risk-averse as a whole or on any relevant individual issue, and determining what types of risk are acceptable and which are not.
- Monitor the management of significant risks to reduce the likelihood of unwelcome surprises.
- Satisfy itself that less significant risks are being actively managed, with appropriate controls in place and working effectively.
- Review the council's approach to risk management annually and consider any changes or improvements to key elements of its processes and procedures.

3. Roles of Councillors, Clerk and Responsible Financial Officer (RFO)

The following responsibilities apply to councillors, the Clerk and the RFO (the Clerk also holds the statutory office of RFO):

- Identify and evaluate the significant risks faced by the council for discussion at a council meeting.
- Provide adequate information in a timely manner to the council on the status of risks and controls.
- Undertake an annual review of the effectiveness of the system of internal control, as required by Financial Regulations and in preparation for signing the Annual Governance Statement (AGAR).

- The Clerk shall keep copies of all correspondence and maintain records of all expenditure and administrative costs.
- The RFO shall record all financial transactions in a receipts and payments cash book or spreadsheet, provide an annual statement of accounts and bank reconciliation statement.
- The annual precept request shall be the result of proper budgetary control, taking into account the level of reserves held and the council's Reserves Policy.
- Check the accuracy of payments against invoices and ensure that all payments made electronically are authorised by two of the panel of signatory councillors.
- Before any payment is made, a resolution must be passed at a council meeting and appropriately minuted, except in the case of an emergency where the Clerk may use delegated powers as set out in the Financial Regulations.
- Check that the council's third-party liability insurance is current and up to date.

4. Related Documents

This policy should be read alongside the following council documents:

- Risk Register — reviewed annually at the same time as this policy.
- Financial Controls and Risk Assessment Policy — sets out internal financial controls (adopted 10 May 2018; last reviewed 12 March 2026).
- Financial Regulations — adopted 13 March 2025; reviewed and readopted 13 November 2025.
- Standing Orders — NALC Model Standing Orders 2025, adopted 8 May 2025.
- Reserves Policy — reviewed annually as part of the budget-setting process.

Adoption and Review History

Adopted	12 March 2026
To be reviewed	Annually
Review date	March 2027 (or sooner if required by changes in legislation, guidance or council circumstances)
Prepared by	Andrée Mitchell, Clerk/RFO