1. Baildon Town Council (BTC) is committed to a robust approach to the management of risk, which will allow the council to :-

a. Have increased confidence in achieving its objectives

b. Manage identified risks to acceptable levels within its risk appetite

c. Take informed decisions about new opportunities and /or activities

d. Assist the Town Clerk/ RFO in completing the AGAR

1. Risk management is a DYNAMIC process. Once a risk has been identified and assessed, active mitigation should be implemented to reduce the risk score. This is routine operational management and **is the responsibility of all staff, and councillors** engaged in operational matters.
2. A risk can be identified in writing to the Clerk by any party, and then must be assessed promptly according to the above framework by the responsible officer/s and member/s , with support from the Town Clerk as needed. **A written risk assessment should be recorded on the staff file of the officer responsible for the activity,** evaluation of risk management should form part of the staff appraisal process.
3. BTC Risk Management framework ( ***Risk assessment proforma and risk appetite table – attached at Appendix A)*** provides a clear and simple approach which must be used for all risk assessments.
4. Only those risks scoring 4 or above should be placed on the BTC Risk Register, which is held by the Clerk.
5. The **BTC Risk Register** should be reviewed annually by the Governance Committee.

Risk assessments relating to those activities on the Risk Register, showing mitigation measures planned or in place, should be available for **all activities** on the risk register.

1. Implementation of mitigation measures should result in the level of risk for an activity dropping lower and in many cases off the risk register altogether.
2. Whilst the BTC risk appetite is set at 4 and above, it is recognised that risk is not necessarily or always undesirable, and a risk averse culture can in itself be a risk. There are often risks in not doing something. Where risks are accepted, good risk management will involve close monitoring and support procedures in place in the event of the risk escalating.

*Governance Committee – February 2022*

# **Appendix A: Baildon Town Council Risk Management - Risk Appetite Table**

## The following table provides a consistent framework from which to assess risk .

## BTC defines its Risk Appetite as a score of 4 or over - i.e. only risks with a score of 4 or over will remain on the Council's Risk Register.

## *This means that if an event is judged unlikely , or low impact, it will not appear on the risk register*

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** |  **1- Unlikely**  | **2 - Possible** | **3 - Probable** |
| **IMPACT** |  |  |  |
| **1 - Low** *(less than £5k, minimal to people or reputation)* | **1** | **2** | **3** |
| **2. Moderate** *( 5k to 50 k , minor injury, local reputation damage)* | **2** | **4** | **6** |
| **3. High** *(over 50k , serious injury or worse, regional or national damage to reputation )* | **3** | **6** | **9** |

**Baildon Town Council (BTC) Risk Management Policy** *Approved September 2017- Updated February 2022*

**Appendix B: BAILDON TOWN COUNCIL RISK ASSESSMENT FORM**

**Name of event/activity to be assessed:**

**Date undertaken:**

**List of those involved:**

*NB BTC Risk appetite is a score of 4 or over – only risks with scores of 4 or over will remain on the BTC Risk register.*

***Risk is scored 1, 2, or 3 , where 3 is high and 1 is low. Type of Risk F Financial, R Reputation, P Physical***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK** | **Type** | **A****L'hood** | **B****Impact** | **Score****A x B** | **Risk Response/ Mitigation**  | **C****Residual likelihood**  | **New** **Score****B x C** | **Owner - Officer** | **Owner - Committee** |
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