1. Policy Statement

1.1 Andover Town Council (ATC) recognises its statutory duties, and its wider responsibility to manage risks effectively, protecting the community, employees, Members, assets and reputation.

1.2 Risk management is an integral part of the Council's governance framework and supports informed decision-making, service delivery and the achievement of objectives.

1.3 The Council recognises that some risks cannot be eliminated entirely and is committed to a structured, consistent and proportionate approach to managing them.

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2. Purpose and Scope

2.1 This policy sets out the Council's framework for identifying, assessing and managing risk across all activities.

2.2 It applies to:

- All Council services and operations
- Members, officers, contractors and volunteers
- All Council-owned assets, events and partnerships

2.3 This policy should be read in conjunction with the Council's:

- Corporate Risk Management Scheme (2025)
- Financial Regulations
- Health & Safety Policy

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3. Definition of Risk

3.1 Risk is the possibility that an event or action could affect the Council's ability to achieve its objectives.

3.2 Risk management is the process of identifying, analysing, controlling and monitoring risk by which risks are identified, analysed, controlled and monitored.

3.3 Risk management is a key part of good governance and applies to all Council activities, not just health and safety matters.

4. Objectives of Risk Management

The Council aims to:

- Identify significant risks to its operations and objectives
- Assess and prioritise risks using a structured methodology
- Implement appropriate control measures
- Embed risk awareness into decision-making processes
- Protect financial resources, assets and reputation
- Ensure continuity of service delivery

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5. Risk Management Framework

5.1 The Council's risk management framework has two parts:

Policy (this document)

Defines:

- Principles
- Responsibilities
- Governance arrangements

Procedure (Corporate Risk Management Scheme 2026)

Defines:

- Risk scoring (likelihood × impact)
- Risk matrix and categorisation
- Practical assessment methodology

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6. Risk Categories

Risks may include (but are not limited to):

- Strategic risks (long-term decisions, governance)
- Financial risks (budget, fraud, loss of income)
- Legal and compliance risks
- Operational risks (service delivery)

- Health & Safety risks
- IT and data security risks
- Reputational risks

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7. Risk Register

7.1 The Council will maintain a Corporate Risk Register.

7.2 The Risk Register will:

- Record identified risks
- Assess likelihood and impact
- Identify controls and mitigating actions
- Allocate responsibility for each risk

7.3 The Risk Register will be:

- Reviewed quarterly by officers and the relevant committee
- Reported to Council at least annually
- Updated as part of budget setting and strategic planning

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8. Roles and Responsibilities

8.1 Full Council

- Approves the Risk Management Policy
- Reviews the corporate risk profile annually
- Ensures adequate resources are in place

8.2 Policy & Resources Committee

- Oversees the Council's risk management arrangements
- Reviews the Risk Register on a regular basis
- Monitors high-level risks

8.3 Town Clerk

- Overall responsibility for implementation
- Maintains the Risk Register
- Ensures risk management is integrated into operations
- Reports significant risks to Members

8.4 Responsible Finance Officer (RFO)

- Ensures financial risks are properly managed
- Maintains internal financial controls
- Supports compliance with audit requirements

8.5 Members

- Consider risk as part of decision-making
- Identify emerging risks

8.6 Employees

- Follow risk management procedures
- Report hazards and risks

8.7 Internal Audit

- Independently reviews the effectiveness of risk management
- Reports findings to Council

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9. Risk Assessment and Control

9.1 Risks will be assessed using ~~the methodology set out in~~ the Corporate Risk Management Scheme (2026).

9.2 This includes:

- Likelihood and impact scoring
- Risk matrix classification (low, medium, high)
- Defined thresholds for action

9.3 Appropriate controls will be implemented, including:

- Preventative measures
- Monitoring arrangements
- Contingency plans

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10. Integration with Governance and Audit

10.1 Risk management is part of the Council's internal control framework.

10.2 It supports:

- Annual Governance and Accountability Return (AGAR)
- Internal and external audit processes
- Financial regulations and budget setting

10.3 The Council will embed risk management in:

- Strategic planning
- Project management
- Service delivery

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11. Training and Awareness

11.1 The Council will:

- Provide training where appropriate
- Promote awareness of risk management responsibilities
- Encourage a proactive risk management culture

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12. Monitoring and Review

12.1 The Council will monitor the effectiveness of risk management through:

- Monitored through the Risk Register
- Reviewed by Internal Audit

- Considered by Members through committee structures

12.2 This policy will be:

- Reviewed **annually**
- Updated in line with legislative or operational changes

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13. Conclusion

13.1 Effective risk management helps the Council to:

- Deliver services efficiently
- Safeguard public funds
- Protect its reputation
- Respond to change and uncertainty

Version	Date	Minute Number	Approved by	Review Date
1.1 (26)	1 July 2026	PR 020/07/26	Policy and Resources	Annual
	8 July 2026	C 145/07/26	Full Council	