

**CLIFTON UPON DUNSMORE PARISH COUNCIL**  
**RISK MANAGEMENT: POLICY STATEMENT**

**OVERALL POLICY**

As part of its general aim to provide a high quality of service to parishioners, Clifton upon Dunsmore Parish Council will have an effective procedure to identify and document key potential risks in all areas of its activities and to establish ways of managing those risks.

Bearing in mind the Parish's modest size and limited resources, the risk management procedure and practice will be kept simple and be guided by a practical common-sense approach.

**RESPONSIBILITY**

Responsibility for the risk management procedure will be with the Council members. The Council will approve the policy and procedure and any proposed amendments to it.

**IMPLEMENTATION**

The assessment of risks and remedies will follow three main steps:

1. Identify key risks facing the Council.
2. Evaluate both the consequences and the likelihood of each risk arising.
3. Decide upon appropriate measures to control, reduce or avoid the risk or its consequences.

The Clerk will maintain detailed records of the application of the above three steps.

**REVIEW/AMENDMENT**

At regular intervals, as decided by the Council, members will review the operational policy and consider the adequacy of the procedures at that time. The members in meeting may decide to amend the policy if they judge it necessary.

**APPROVAL**

This Risk Management Policy Statement was approved by Clifton upon Dunsmore Parish Council at its meeting on 2 November 2015.