



Risk Management Policy

**Girton Parish Council
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Date of policy: 04 August 2025

Approving committee: Girton Parish Council – Full Council

Date of committee meeting: 13 August 2025

Policy version reference: GPC - Version One

Supersedes: Not Applicable

Policy effective from: 13 August 2025

Date for next review: 08 May 2026 (GPC Annual Meeting 2026)

Girton Parish Council - Risk Management Policy

1. Purpose

This Risk Management Policy outlines Girton Parish Council's approach to identifying, assessing, mitigating, and monitoring risks that may impact its operations, assets, reputation, and strategic objectives. It ensures that risk management is embedded in decision-making and governance processes.

2. Scope

This policy applies to all areas of Council activity including governance, finance, assets, service delivery, data protection, community engagement, and strategic planning. It covers councillors, staff, contractors, and volunteers.

3. Governance

Risk management is a key element of good governance. The Council is responsible for ensuring that risks are identified and managed effectively. The Clerk oversees implementation and monitoring, supported by internal audit and committee reviews.

4. Risk Appetite

Girton Parish Council adopts a cautious risk appetite, prioritising community safety, financial integrity, and regulatory compliance. Innovation is encouraged within clearly defined boundaries and with appropriate safeguards.

5. Risk Categories

Risks are grouped into the following categories:

- Physical Assets and Facilities
- Financial and Regulatory Compliance
- Governance and Organisational Architecture
- Business Continuity and Cybersecurity
- Community Engagement and Reputational Risk
- Strategic Delivery and Planning

6. Risk Identification & Assessment

Risks are identified through regular reviews, audits, and stakeholder feedback. Each risk is assessed using a scoring matrix based on Severity and Likelihood, producing a Risk Rate that determines priority level.

7. Mitigation & Monitoring

Each risk is assigned mitigation measures, a responsible person, and a review frequency. Mitigation effectiveness and residual risk are tracked. A dashboard and status tracker are maintained to monitor progress.

8. Review Cycle

The risk register is reviewed annually and updated as needed. High-priority risks are reviewed quarterly. The Risk Management Policy itself is reviewed every two years or following significant changes.

9. Roles & Responsibilities

- Full Council: Oversight and approval of risk policy and register
- Clerk: Implementation, monitoring, and reporting
- Committees: Review risks relevant to their remit

- Internal Auditor: Independent review of risk controls
- Councillors and Staff: Awareness and reporting of emerging risks

10. Integration with Strategic Planning

Risks are linked to strategic objectives and delivery plans. The Council ensures that risk management informs project planning, budgeting, and performance monitoring.

11. Future Developments for Consideration

Based on the review of Risk 7 1.xlsx and Girton Parish Council - Overall Risk Assessment.xlsx, the following enhancements are recommended:

Policy Section	Recommended Update
Section 5: Risk Categories	Clarify that Community Engagement may be used as a weighting factor in prioritisation.
Section 6: Risk Identification & Assessment	Include reference to multi-dimensional scoring, e.g., Severity × Likelihood + Community Engagement.
Section 7: Mitigation & Monitoring	Add reference to Mitigation Status tracking (e.g., Not Started, In Progress, Complete).
Section 8: Review Cycle	Clarify that quarterly reviews apply to High risks and those with elevated community engagement impact.
Section 10: Integration with Strategic Planning	Ensure risks are linked to strategic objectives and delivery plans as shown in Girton Parish Council - Overall Risk Assessment.xlsx.