



RISK MANAGEMENT POLICY

January 2021

1.0 DEFINITIONS

Risk is the effect of uncertainty on objectives.

Risk management is the co-ordinated activities designed and operated to manage risk and exercise internal control within an organisation.

Governance is the system by which organisations are directed and controlled.

A cause is an element which alone or in combination has the potential to give rise to risk.

An event is an occurrence or change of a set of circumstances.

Consequences are the outcomes of an event affecting objectives.

2.0 POLICY STATEMENT

Lisburn & Castlereagh City Council recognises that it has a responsibility to manage risks effectively in order to control its assets and liabilities, protect its employees and community against potential losses, minimise uncertainty in achieving its goals and objectives and maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council's corporate governance arrangements and has been built into the management processes as part of the Council's overall framework to deliver continuous improvement. As such, Risk management is a continuous, evolving process which the Council is committed to integrating into all management and planning processes.

Effective risk management is essential to the efficient delivery of public service and to good governance.

3.0 POLICY AIMS & OBJECTIVES

The aim of this policy is to ensure that risk management is fully embedded within Lisburn & Castlereagh City Council's strategic and operational planning processes.

The objectives are to:

- Manage risk in accordance with best practice (identify, assess, treat, monitor etc.).
- Ensure that statutory obligations are complied with.
- Minimise loss, disruption, damage, injury and reduce the cost of risk, thereby maximising resources;
- Inform policy and decision making by identifying risks and their likely impact.
- Safeguard, enhance and promote the reputation of the Council.
- Raise awareness of the need for risk management.
- Enable the Council to anticipate and respond positively to change.
- Ensure that risk management is considered in all decisions, partnerships and projects; in partnerships, a risk management strategy should be jointly developed and agreed.
- Facilitate the identification of specific opportunities and/or options for continual improvement.

The aim of these objectives will be achieved by:

1. Establishing clear roles, responsibilities and reporting lines within the council for risk management;
2. Ensuring Risk Management is awarded the necessary level of credence by securing a regular slot at Corporate Management Team Meetings;
3. Ensuring effective communication with, and the active involvement of, Directors and Heads of Service, and;
4. Monitoring arrangements on an on-going basis

3.0 POLICY EXECUTION

3.1 The Risk Management Process:

Risks will be identified during the Council's business planning process with the active participation of the Council's Risk & Business Continuity Officer as set out in the Council's Risk Management Strategy. The process is summarised as follows:

- Risks will be identified, defined as a threat or opportunity.
- Risks will be assessed using a four by four matrix to establish the risk rating (significance).
- Risk ratings (significance) will be used to help determine whether individual risks will be tolerated, treated, transferred or terminated.

- The process, including relevant actions will be recorded in relevant risk registers.
- Risk registers will be subject to quarterly review.

Directors will oversee the risk management process within their directorates (particular actions, roles and responsibilities have been set out in the Risk Management Strategy). Further information and advice can be obtained from the Risk Officer.

3.2 Responsibility for Risk

It is the responsibility of all Members, employees, consultants, contractors and all those with whom we engage, to have regard for risk in carrying out their duties, to work safely and contribute positively to all risk management processes within their work area.

The Corporate Management Team and, through them, each Head of Service have responsibility and accountability for managing the risks within their own work areas.

3.3 Approval, Implementation & Review:

The Policy has been approved by the Governance and Audit Committee and the Corporate Management Team. It is applicable to all Elected Members and all employees and will be reviewed every three years by the Risk & Business Continuity Officer.