



Swanwick Parish Council

Risk Management Policy

Introduction

1. This document explains Swanwick Parish Council's approach to Risk Management.

Approach to Risk Management

2. Swanwick Parish Council recognises that safeguarding the people and the natural & built environments in its jurisdiction makes for sound moral and economic sense. The Council acknowledges that 'risk' cannot be eliminated wholly, but considers it vital to take all reasonable steps to minimise the incidence & extent of injury, damage and financial loss.

Aim of the Policy

3. The Policy will further Swanwick Parish Council's commitment to identifying and reducing/eliminating the risks to people and the natural & built environments in its jurisdiction and to the good practices of financial management.

Reviewing the Policy

4. Swanwick Parish Council's approach to Risk Management will be reviewed annually with a view to incorporating improvements to key elements of its processes and procedures.

5. In case of a substantial change in the functions/duties undertaken by Swanwick Parish Council, the policy will be reviewed prior to such change being undertaken to assess the viability and effectiveness of the policy.

Strategy for Implementing the Risk Management Policy

6. The Joint Panel on Accountability and Governance (JPAG) recommends a formal implementation strategy with clear responsibilities. The following paragraphs aim to comply with the recommendation.

7. The first step for management of risks is to identify them. Government legislation & guidance and Swanwick Parish Council's policies, strategies & procedures include pointers to risks involved in the Council's operations. Additionally, Swanwick Parish Council will seek professional advice in specialist areas where appropriate.

8. For successful implementation of the Policy, it is essential that:

- a. All councillors & staff have an understanding of what constitutes a risk; and
- b. The Council adopts a uniform approach to managing risk. This should facilitate choosing of the most appropriate method for dealing with each risk.

9. Both councillors and staff will assist in and take responsibility for the identification, control and reduction of risk and containment of cost in all aspects of their activities.

10. Councillors & staff will provide adequate information about any identified risk to Swanwick Parish Council in a timely manner.

11. Complaints, including those from the public, will be reviewed to identify any problem areas that may be indicative of risks being managed inadequately.
12. Identified risks will be entered in the risk register, evaluated and prioritised.
13. Training opportunities for staff and councillors will be made available where necessary.

Assessment of the Strategy

14. Both internal & external audits provide an independent review of the Council's systems of internal control for risk identification & management. The external audit is conducted annually by a government appointed auditor.

15. The internal audit is conducted annually by an independent auditor (JPAG para 4.10-4.11) appointed by Swanwick Parish Council. For the period 2024-25 the appointed internal auditor is East Midlands Audit Services Ltd.

16. The external audit is conducted annually by a government appointed auditor. For the period 2022-23 to 2026-2027 the appointed auditor is PKF Littlejohn LLP

Emergencies

Amber Valley Borough Council has a service level agreement with Derbyshire County Council to undertake its duties in line with the Civil Contingencies Act 2004. As part of this agreement, an emergency planning officer works at Amber Valley for 1.5 days per week. Support on other issues such as risk assessment (e.g. hazardous site plans) is also provided by Derbyshire County Council.

Emergency planning is part of the regulations team based at Amber Valley Town Hall. The aim of the service is to prepare emergency plans and make arrangements to protect people and the environment in Amber Valley or reduce the impact on them from an emergency. These plans are designed to give guidance to local authorities, emergency services and other agencies so they can act quickly to provide support to those involved in a major incident in Amber Valley.

Liaison takes place on a regular basis with the police, fire, ambulance and health services in preparing emergency plans. Joint training and rehearsals take place with these services and other agencies to ensure that these plans will work.

Planning for emergencies ensures that we can better communicate and co-ordinate our efforts.

This service is complementary to, and does not replace that provided by the emergency services.

Out of hours AVBC (emergencies only): 01773 841414

Derbyshire Resilience Partnership

The Derbyshire Resilience Partnership is responsible for the overall direction and policies of emergency planning and preparation for Derby City and Derbyshire to ensure the effective delivery of the duties under the Civil Contingencies Act 2004. The DRP has a dedicated

website, <https://www.derbyshireprepared.org.uk/> where you can find information and advice to help you better prepare if there was an emergency in the county.

Emergency contacts

Life Threatening Emergency

Telephone: 999

Amber Valley Borough Council

Telephone: 01773 570222

For out of hours emergencies please telephone 01773 841414

Derbyshire County Council Emergency Planning Division

Telephone: 01629 538364

Maintenance and Control of Non Main River Flood Defences

Telephone: 01773 570222

Foul Sewage Problem - Severn Trent Water Authority

Telephone: 0800 783 4444

Water on the highway - Derbyshire County Council

Telephone: 01629 533190

Derbyshire Fire Service (for pumping out)

Telephone: 01332 771221

Environment Agency Floodline (advice on river levels)

Telephone: 0345 988 1188

Met Office

Telephone: 0870 900 0100 or 01392 885680

Fallen tree on a road, not endangering life

Derbyshire County Council 01629 533190

Fallen tree on a road where life is in danger, or fallen tree onto property where life is in danger

Call 999

Unsafe structure overhanging a public highway

Fire and Rescue Service via 999

General flooding of land

Wait for the water to subside and do not enter flood water.

Flooding with a risk to life

Fire and Rescue Service via 999

Flooding with risk of property damage

Amber Valley Borough Council 01773 570222