

COMHAIRLE NAN EILEAN SIAR

RISK MANAGEMENT POLICY

1 INTRODUCTION

1.1 Risk can be defined as:

“the chance of something happening that will have an impact upon our personal or organisational objectives”

- 1.2 It is measured in terms of consequences and likelihood. The Comhairle recognises that the management of risk should feature strongly within its management structure and the way it delivers services, forming a foundation in which the management of risk becomes an integral part of the process.
- 1.3 Due to the complex nature of the services provided by the Comhairle, we need to formulate a strategic approach to the management of risk. This approach will provide the basis on which all foreseeable risk within the organisation is controlled to minimise the opportunity of it affecting the quality of the service provided by the Comhairle.
- 1.4 The objectives contained in this document can only be achieved with the participation and co-operation of all elected members, managers, employees, volunteers and those other stakeholders who are involved in the work of the Comhairle.
- 1.5 This Strategy should not be seen as a stand alone document in which risk is controlled but as part of a suite of policies, procedures and protocols which will ensure the Comhairle manages risk within the organisation to a level which is as low as reasonably practicable. The Health & Safety Policy, for example, sets out measurable objectives by which we are able to achieve compliance with the elements of the Health and Safety at Work Act 1974 that apply to the Comhairle and also facilitates the reduction of risk within the organisation.

2 STATEMENT OF INTENT

<p>The Comhairle will ensure that risks to staff and/or others arising from any activities, actions or omissions are removed or reduced to a level which complies with legislation and/or good practice to a level and that which is considered reasonably practicable.</p>

- 2.1 In recognition of the existence of risk and the potential for loss arising from this risk, the Comhairle has approved this strategy as a means to effectively manage all foreseeable risks that it may be presented with. Risk will be managed via identification, assessment, transfer, retention, reduction or avoidance.
- 2.2 The identification and management of risk will be carried out in partnership and following consultation with stakeholders within and outwith the organisation to ensure as broad a perspective of foreseeable risk as possible.

3 RESPONSIBILITY

- 3.1 The Chief Executive has overall responsibility for the management of risk within the organisation.
- 3.2 Directors have responsibility for ensuring compliance with this Strategy within their respective departments. This Strategy applies to all individuals, premises and actions arising out of or in connection with work undertaken by each department.
- 3.3 The Directors and their Heads of Service have a responsibility to ensure that risk and the potential for loss is effectively managed and reported within the Comhairle.
- 3.4 All employees and relevant individuals have an obligation to comply with any measures which have been implemented to reduce the risk to themselves, employees and members of the public.

4 STRATEGIC AIMS

- ◆ The Comhairle will promote a culture of risk management in partnership with all stakeholders.
- ◆ The Comhairle will aim to identify the risks that it faces, their causes, likelihood and the potential or actual, cost of that risk.
- ◆ The Comhairle will manage, control, reduce or eliminate risk which may effect:
 - The health, safety and welfare of those affected by its undertaking;
 - The quality of service and care;
 - The ability of the Comhairle to provide services;
 - The ability of the Comhairle to meet its contractual obligations.
- ◆ The Comhairle will ensure that the resources allocated for the delivery of services are such that any inherent and foreseeable risks are removed or reduced to a level which complies with legislation and/or good practice.
- ◆ The Comhairle will consult specialist agencies, individuals and/or organisations where required.
- ◆ The Comhairle will develop policies, guidelines and protocols which will facilitate the integration of risk management culture.
- ◆ The Comhairle will measure and evaluate the effectiveness of the Risk Management Strategy on an annual basis.

The above aims will be achieved under the direction of a Strategic Risk Management Group.

5 THE STRATEGIC RISK MANAGEMENT GROUP

5.1 Membership

5.1.1 This Group will be chaired by the Head of Strategy (Internal) and will comprise individuals with significant corporate responsibility or specialist knowledge.

5.2 Objectives

- ◆ To promote the development of a risk management culture within the Comhairle
- ◆ To evaluate and review the Comhairle's Risk Management Policy.
- ◆ To monitor and review the Comhairle's management of risk.
- ◆ To generate a prioritised risk register for the Comhairle with associated risk management actions.
- ◆ To identify the sources and costs of previous losses, receive information on pending losses and identify and quantify risks which may lead to further losses.
- ◆ To recommend actions that will minimise future losses.
- ◆ To recommend the application of resources to reduce risk.
- ◆ To receive reports form all other relevant risk related committees, working groups and forums.
- ◆ To produce reports and recommendations for the Chief Executive, Management Team and the Comhairle on risk management issues.