

Tunbridge wells Commons Conservators:

Risk Management Policy

Introduction

There are numerous risks which may disrupt the ability of the Conservators to carry out their responsibilities and the achievement of plans and objectives. This policy sets out the Conservators' aim to identify and assess potential risks and to take the appropriate measures to manage those risks to minimise the adverse effects. Having regard to the range and nature of the Conservators' responsibilities the risk management process is kept as simple as possible.

Identification of Risks

A Risk Register will be maintained consisting of:

- Identification of land management, legal, strategic, operational, health & safety, reputational, security, financial and information technology risks.
- Risk owner.
- Key existing controls.
- The consequences of the risks (an assessment of potential impact and likelihood).
- Decision to tolerate, transfer or terminate the risk.
- Controls planned and the consequences of the controls planned (an assessment of impact and likelihood).
- An overall colour rating to indicate priority of management.

Responsibility

Ownership of the risks is the responsibility of the Conservators as a body and the Clerk as their proper officer.

The Conservators will have responsibility for approving the level of acceptable risk (risk tolerance) and the actions to be taken.

Day-to-day monitoring and response to individual risks are delegated as described in the register, role descriptions, annual plans, budgets, and work schedules.

The Committee oversee risk management on behalf of the Conservators. It discusses developments in key risk areas with the officers on a quarterly basis and reviews the risk register in detail annually.

Date of review: April 2026

Date of next review: April 2027