
RISK MANAGEMENT POLICY

Incorporating STATEMENT OF RESPONSIBILITIES

POLICY STATEMENT

The Police and Crime Commissioner for Suffolk will seek to identify, analyse and prioritise the risks faced. Management and control of risks will be undertaken in order to maximise the quality and efficiency of service provision and maintenance of reputation.

1 POLICE AND CRIME COMMISSIONER (PCC)

- 1.1 Approving a statement of the PCC's Risk Management Policy and subsequent revisions.
- 1.2 Ensuring that the Chief Constable adopts and maintains an appropriate risk management policy for the Constabulary.
- 1.3 Receiving reports from the Chief Constable at the Accountability and Performance Panel on a regular basis regarding the Constabulary Risk Register.

2 CHIEF EXECUTIVE

- 2.1 Overseeing the corporate PCC approach to risk management.
- 2.2 Maintaining the PCC Risk Registers (open and confidential):
 - additions/deletions/amendments to risks, assessments, action plans and review dates;
 - actioning PCC requests to include new risks;
 - circulating revised copies of the PCC Risk Register as necessary.

- 2.3 Ensuring that all service deliverers (including volunteers, contractors and other partners) are made aware of their responsibility for risk management and the mechanisms for feeding concerns into the PCC's formal management processes, through inclusion in contract documents, service level agreements etc.
- 2.4 Ensuring that staff are adequately trained on risk management.
- 2.5 Periodically reviewing compliance with the Risk Management Policy as considered necessary and reporting thereon to the PCC.
- 2.6 Ensuring that all submissions for Decision by the PCC include, where appropriate, an adequate assessment of risks and how they will be managed.
- 2.7 Reviewing the Risk Management Policy from time to time and making recommendations for amendment as necessary to the PCC.
- 2.8 Ensuring that risk is a regular agenda item for consideration at the PCC's Senior Management Team meetings.

3 PCC'S CHIEF FINANCE OFFICER

- 3.1 Reporting to the Audit Committee on risk management activity as appropriate.

4 CHIEF CONSTABLE

- 4.1 Ensuring that an appropriate risk management policy for the Constabulary is adopted, maintained and reviewed from time to time.
- 4.2 Reporting the key risks facing the Constabulary as required and described at paragraph 1.3 above to the Accountability and Performance Panel.

5 AUDIT COMMITTEE

- 5.1 Considering the effectiveness of the risk management arrangements adopted by the PCC and Chief Constable.

6 REPORT WRITERS

- 6.1 Decisions by the PCC need to be taken in the full knowledge of all relevant risks. Accordingly, all submissions for decision must include an assessment of the risks associated with the content of the submission and how they are to be managed or mitigated. If there are no risks then this should be

clearly stated. In the production of the submission the originator should examine the PCC's Risk Registers as appropriate in order to establish whether there will be any impact upon the entries contained within the Registers as a result of the report content. If any changes are foreseen the report should contain sufficient information to enable the registers to be updated (ie to complete or amend the risk type, risk, likelihood, impact, risk classification, risk owner, action plan and review date fields). The proposed additions or changes to the Risk Registers should be specified.

7 RISK OWNERS

- 7.1 Receiving updates of entries in the Risk Registers from the Chief Executive, taking ownership of the risk and ensuring that the action plan is addressed.

8 INTERNAL AUDIT

- 8.1 Carry out any reviews as requested by the Chief Executive upon compliance with the Risk Management Policy.

9 ALL STAFF

- 9.1 Maintaining an awareness of risk and feeding this into the formal management and reporting processes.
- 9.2 Supporting and participating in risk management activities.

10 SERVING IN PARTNERSHIPS

- 10.1 All those involved in partnership activity should maintain an awareness of risk in relation to the partnership as it impacts on the PCC.
- 10.2 Reporting any material risk in relation to the partnership and where it may impact upon the PCC to the Chief Executive for consideration of action.

Christopher Jackson
Chief Executive
Office of the Police and Crime Commissioner for Suffolk

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