



---

## **RISK MANAGEMENT STRATEGY**

---

### **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 Strategy and subsequent revisions.
- 1.2 Receiving an annual report on risk management activity including copies of the PCC Risk Register, from the Chief Executive.
- 1.3 Ensuring that the Chief Constable adopts and maintains an appropriate risk management strategy policy for the Constabulary.
- 1.4 Receiving reports from the Chief Constable at the Accountability and Performance Panel upon a regular basis regarding the Constabulary Risk Register and the Chief Officer Risk Register.

#### **2. CHIEF EXECUTIVE**

- 2.1 Overseeing the corporate PCC approach to risk management.
- 2.2 Maintaining the PCC Risk Register:
  - 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 On an annual basis and as judged necessary, reviewing compliance with the Risk Management Strategy across the PCC's office and Constabulary with a view to ensuring that all elements of the Strategy are complied with and reporting annually upon compliance to the Audit Committee. This review may be undertaken by arrangement with the internal auditors.
- 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 Strategy from time to time and making recommendations for amendment as necessary.

### **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 a risk management strategy for the Constabulary is adopted, maintained and reviewed from time to time.
- 4.2 Ensuring compliance with the PCC Risk Management Strategy.
- 4.3 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 Constabulary's formal management processes through contract documents, service level agreements etc.
- 4.4 Ensuring that all key reports emanating from the Constabulary, policy decisions and operational changes include, where appropriate, an adequate assessment of risks and how they will be managed.
- 4.5 Reporting the key risks facing the Constabulary as required and described at paragraph 1.4 above to the Accountability and Performance Panel.
- 4.6 On an annual basis and as judged necessary, reviewing compliance with the risk management strategy at 4.1 above with a view to ensuring that all elements are complied with; and reporting annually upon compliance to the Audit Committee. This review may be undertaken by arrangement with the internal auditors.

### **5. AUDIT COMMITTEE**

- 5.1 Considering the effectiveness of the risk management arrangements adopted by the PCC and the Chief Constable.
- 5.2 Receiving an annual assessment from the Chief Executive on compliance with the PCC's Risk Management Strategy.
- 5.3 Receiving an annual assessment from the Chief Constable on compliance with the Constabulary's risk management strategy.

- 5.4 Recommending changes to the Risk Management Strategy of the PCC to help improve the adequacy and effectiveness of risk assessment, risk management and internal control.

## **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 Register in order to establish whether there will be any impact upon the entries contained within the Register as a result of the report content. If any changes are foreseen the report should contain sufficient information to enable the register to be updated (i.e. 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 Register should be specified.

## **7. RISK OWNERS**

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

## **8. INTERNAL AUDIT**

- 8.1 Carry out a review as requested (on behalf of the Chief Executive – see 2.5, and on behalf of the Chief Constable – see 4.6) normally annually, that includes:
- reviewing the content and scope of the Risk Registers;
  - reviewing the adequacy of procedures to assess, review and respond to risks;
  - making recommendations as appropriate.

## **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

1 March 2013