libraries ni

Risk Management Policy 5.0

Date: July 2023

Review Date: January 2026

Policy Information	
Policy Title	Risk Management Policy
Policy Number:	POL 070
Version	5.0
Policy Sponsor	Chief Executive
Policy Owner	Director of Business Support
Committee and date recommended for approval	Audit and Risk Assurance Committee June 2023
Date approved by the Board	06 July 2023
Equality Screening Status	1. Screened February 2013 2. Screening Reviewed March 2021
Rural Needs Impact Assessment Status	1. Rural needs impact assessed: March 2019 2. Assessment Reviewed: June 2023
Date Set For Review	January 2026
Related Policies	Code of Conduct for Board Members Code of Conduct for Staff Anti-Bribery Policy Anti-Fraud Policy Gifts and Hospitality Policy Whistleblowing Policy

1.   **Introduction**

DAO (DFP) 10/12 issued by the former Department of Finance and Personnel in October 2012 set out the requirement for each Accounting Officer to complete an Annual Governance Statement. The Governance Statement records the stewardship of an organisation providing a sense of the organisation's vulnerabilities and resilience to challenge. The Statement is based on work undertaken through the year to gain assurance about performance and insight into the organisation's risk profile, its responses to the identified and emerging risks and its success in tackling them.

Libraries NI recognises that risk is unavoidable but that the resources available for managing risk are finite and therefore the organisation needs to take action to ensure risks are evaluated, prioritised and managed in a way which it can justify and to a level which is tolerable This policy document forms the basis of risk management within Libraries NI

2.   **Purpose**

The purpose of this policy is to ensure all staff are aware of the relevance of risk in the context of the achievement of their objectives and that risk management within Libraries NI is embedded in the normal working routines and activities of the organisation. It is intended to encourage leadership from the top, facilitate training to support staff in risk management and engender an integrated approach to the management of risk at strategic, programme and operational levels so that the levels of activity support each other.

3.   **Policy**

In delivery of this policy Libraries NI will:

- Ensure risk management policies and benefits are clearly communicated to staff;

- Require Senior Managers to actively support and promote risk management;

- Encourage a culture within the organisation of well thought through risk-taking and innovation;

- Integrate risk management into all aspects of our management processes;

- Clearly link the management of risk to the achievement of objectives; and

- Identify, assess and manage the risks associated with working with other organisations.

4.   Authority

Policy Sponsor:
The Chief Executive has overall responsibility for the Risk Management Policy.

Policy Owner:
The Director of Business Support is responsible for ensuring the effective operation of the Policy and associated guidance and for its regular review.

Policy Contact:
Any Board Member or member of staff who requires further information about the Risk Management Policy should contact either the Director of Business Support or the Head of Internal Audit. The Policy will also be available on the staff intranet, the Board Members' extranet and the Libraries NI website.

5.   Related Documents

Policies

- Code of Conduct for Board Members

- Code of Conduct for Staff

- Anti-Bribery Policy

- Anti-Fraud Policy

- Gifts and Hospitality Policy

- Whistleblowing Policy

Guidelines (guidance**)**

Risk Management Strategy

Registers

Corporate Risk Register