

**Duns Tew Parish Council**

**STRENGTHENING CORPORATE GOVERNANCE THROUGH RISK MANAGEMENT**

2024/2025

**Risk Category 1 – Insurance to Manage Risk**

| <b>No</b> | <b>Identified Risk</b>  | <b>Areas of Specific Risk</b>  | <b>Evaluation of Potential Consequences</b> | <b>Specific Control Measures</b>  | <b>Generic Control Measures</b>   | <b>Internal Audit Assurance</b>  |
|-----------|---|--|---|---|---|--|
| 1         | Protection of physical assets owned by DTPC                               | a. Filing  | Medium                                      | Controlled access in a secure environment – Clerk’s equipment ,home and Village Hall  | I. Up to date register of assets and investments<br>II. Regular maintenance of physical assets<br>III. Annual review of risk and adequacy of cover (loss/damage, public liability, consequential loss and fidelity guarantee)<br>IV. Ensure robustness of insurance providers | I. Review internal controls<br>II. Review arrangements for insurance cover<br>III. Test specific internal controls and report findings |
|           |   | b. Playground equipment  | Medium                                      | Maintain safety standards and monitor usage. Regular monthly checks of all equipment including zip wire. Annual safety report completed by external organisation.       |   |  |
|           |   | c. Bus shelter   | Medium                                      | Monitor physical condition  |   |  |
|           |   | d. Street Furniture  | Medium                                      | Monitor Physical condition  |   |  |
|           |   | e. Defibrillator/ Telephone Kiosk  | Medium                                      | Monitor Physical condition and implement training programme   |   |  |
| 2         | Risk of damage to third party or individuals                              | Injury caused by DTPC owned or maintained property or by lack of safety controls | High  | Appropriate and adequate health and safety risk assessments and the application of safety measures. Signs at entrance of Play Area with rules of engagement for public. |   |  |
| 3         | Loss of income following damage, loss or non-performance by a third party | a. Precept from CDC<br>b. Grants various.  | High  | Independent Internal and External robust, annual audit processes.   |   |  |
| 4         |   | a. Petty cash - none   | None  |   |   |  |

|   |   |                  |        |  |  |  |
|---|---|------------------|--------|--|--|--|
|   | Loss of cash through theft or dishonesty            | b. Banking       | Low    | On-line banking. Transactions set up by Clerk who cannot authorise. 2 different signatories/authorisations for each transaction. Cheques require 2 signatories on each cheque. Bank card has a limit on individual transactions of £250. |  |  |
| 5 | Legal liability as a consequence of asset ownership | All owned assets | Medium | Maintain adequate insurance cover  |  |  |

**Risk Category 2 – Cooperation with Third Parties to Manage Risk**

| No | Identified Risk                                   | Areas of Specific Risk  | Evaluation of Potential Consequences | Specific Control Measures   | Generic Control Measures   | Internal Audit Assurance   |
|----|---|---|--------------------------------------|---|--|--|
| 1  | Security of building, amenities and equipment     | Play Area   | Medium                               | All equipment adequately secured  | I. Standing orders for award of contracts and purchase of capital equipment<br>II. Reporting on performance of suppliers/providers/contractors and review of contracts<br>III. Adherence to codes of practice for procurement and investment<br>IV. Detect and deter fraud and corruption<br>V. Regular bank reconciliations | I. Review internal controls<br>II. Review minutes to ensure legal powers are correctly recorded and applied<br>III. Review arrangements for prevention of fraud and corruption<br>IV. Review adequacy of insurance cover<br>V. Test specific internal controls and report findings |
|    |   | Bus shelter   | Medium                               | Security not possible   |  |  |
|    |   | Street Furniture  | Medium                               | Security not possible   |  |  |
|    |   | Defibrillator   | Medium                               | Ensure adequately secured   |  |  |
|    |   |   |                                      |   |  |  |
|    |   |   |                                      |   |  |  |
|    |   |   |                                      |   |  |  |
| 2  | Maintenance of buildings, amenities and equipment | Play Area<br>Bus shelter<br>Street Furniture<br>Defibrillator | Medium                               | Regular monitoring, annual maintenance and repair or replacement as required using approved contractors whose work is appropriately monitored |  |  |

|   |   |  |        |   |  |  |
|---|---|--|--------|---|--|--|
| 3 | Provision of partnership services                     | Lack of control of partnership services  | Medium | Regular monitoring of all partnership provision   |  |  |
| 4 | Banking arrangements, including borrowing and lending | Lack of financial control, accounting processes and application of codes of practice | High   | Accounts reviewed to give best security arrangements<br>Monitor performance and report to DTPC<br>On-line security measures in place. |  |  |

**Risk Category 3 – Self-Managed Risk**

| No | Identified Risk  | Areas of Specific Risk   | Evaluation of Potential Consequences | Specific Control Measures  | Generic Control Measures  | Internal Audit Assurance  |
|----|--|--|--------------------------------------|--|---|---|
| 1  | Keep proper financial records in accordance with statutory requirements                      | a. Cash book<br>b. Bank reconciliation<br>c. Payments and receipts recorded & paperwork<br>d. Audit Commission annual return<br>e. Audit notices & presentation of annual return | Medium                               | a. Fully meet Accounts & Audit Regulations 2020/21<br>b. Internal and external audit process | I. Regular scrutiny of financial records and approval of expenditure<br>II. Minuting of powers under which expenditure approved<br>III. All returns and contracts annually reviewed and updated against relevant legislation<br>IV. Regular budget monitoring statements<br>V. Monitoring grants and loans, made or received<br>VI. All minutes properly numbered and paginated with a master copy in safekeeping<br>VII. Documented procedures to deal | I. Review internal controls<br>II. Review minutes to ensure legal powers in place, recorded and correctly applied<br>III. Testing income and expenditure and relating them to minutes, cashbook and bank statements<br>IV. Review and testing of arrangements to prevent and detect fraud and corruption<br>V. Testing disclosures<br>VI. Testing internal controls and reporting |
| 2  | All activities are within legal powers of DTPC   | Litigation and prosecution   | High                                 | a. Consult relevant legislation<br>b. Seek legal advice                                      |   |   |
| 3  | Ensuring that legal requirements are met (employment, Inland Revenue and Customs and Excise) | a. Clerk's employment rights<br>b. VAT reclaims to HM Customs & Excise   | Medium                               | a. Consult relevant legislation<br>b. Seek accountancy advice                                |   |   |
| 4  | Ensuring adequacy of annual precept  | a. Spending & budget<br>b. Cost of spending plans<br>c. Other sources of income  | Medium<br>Medium<br>Medium           | Review current year<br>Determine cost<br>Review levels of access                             |   |   |

|   |  |  |        |   |                                    |
|---|--|--|--------|---|------------------------------------|
|   |  | d. Contingencies   | Medium | Provide for contingencies   | VIII. Adoption of codes of conduct |
|   |  | e. Budget  | Medium | Approve budget  |                                    |
|   |  | f. Precept   | Medium | Confirm Precept to CDC  |                                    |
| 5 | Ensuring proper use of specific section funding and powers                       | a. S137<br>b. S106   | Medium | Consult relevant legislation and guidance, seeking advice as required |                                    |
| 6 | Proper, timely and accurate reporting of DTPC business in the form of minutes    | a. Minutes of meetings   | Low    | Minutes signed at each meeting  |                                    |
| 8 | Proper document control  | a. Planning applications stored on-line CDC<br>b. General correspondence | Low    |   |                                    |
| 9 | Register of interests, gifts and hospitality, complete, accurate and up to date. | a. Code of Conduct   | Low    | Forms recorded & retained   |                                    |
|   |  | b. Declaration of pecuniary interests                                    | Low    | Book maintained   |                                    |

Signed .....

Date: 14 March 2024.