

**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 II. Regular maintenance of physical assets III. Annual review of risk and adequacy of cover (loss/damage, public liability, consequential loss and fidelity guarantee) IV. Ensure robustness of insurance providers	I. Review internal controls II. Review arrangements for insurance cover 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 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 II. Reporting on performance of suppliers/providers/contractors and review of contracts III. Adherence to codes of practice for procurement and investment IV. Detect and deter fraud and corruption V. Regular bank reconciliations	I. Review internal controls II. Review minutes to ensure legal powers are correctly recorded and applied III. Review arrangements for prevention of fraud and corruption IV. Review adequacy of insurance cover 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 Bus shelter Street Furniture 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 Monitor performance and report to DTPC 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 b. Bank reconciliation c. Payments and receipts recorded & paperwork d. Audit Commission annual return e. Audit notices & presentation of annual return	Medium	a. Fully meet Accounts & Audit Regulations 2020/21 b. Internal and external audit process	I. Regular scrutiny of financial records and approval of expenditure II. Minuting of powers under which expenditure approved III. All returns and contracts annually reviewed and updated against relevant legislation IV. Regular budget monitoring statements V. Monitoring grants and loans, made or received VI. All minutes properly numbered and paginated with a master copy in safekeeping VII. Documented procedures to deal	I. Review internal controls II. Review minutes to ensure legal powers in place, recorded and correctly applied III. Testing income and expenditure and relating them to minutes, cashbook and bank statements IV. Review and testing of arrangements to prevent and detect fraud and corruption V. Testing disclosures VI. Testing internal controls and reporting
2	All activities are within legal powers of DTPC	Litigation and prosecution	High	a. Consult relevant legislation b. Seek legal advice		
3	Ensuring that legal requirements are met (employment, Inland Revenue and Customs and Excise)	a. Clerk's employment rights b. VAT reclaims to HM Customs & Excise	Medium	a. Consult relevant legislation b. Seek accountancy advice		
4	Ensuring adequacy of annual precept	a. Spending & budget	Medium	Review current year		
		b. Cost of spending plans	Medium	Determine cost		
		c. Other sources of income	Medium	Review levels of access		

		d. Contingencies	Medium	Provide for contingencies	VIII. with enquires from the public and others 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 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 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.