

Steeple Aston Parish Council

STRENGTHENING CORPORATE GOVERNANCE THROUGH RISK MANAGEMENT

Reviewed February 2017

Risk Category 1 – Insurance to Manage Risk

No Identified Risk

Areas of Specific Risk

Evaluation of Potential Consequences

Specific Control Measures

Generic Control Measures

Internal Audit Assurance

1 Protection of physical assets owned by SAPC

a. Filing	Medium	Controlled access in a secure environment – Clerk’s equipment and office Up to date register of assets and investments. Regular back up of electronic data. Two memory sticks to be kept updated, one retained by the Clerk and one by the Chair. Regular maintenance of physical assets Annual review of risk and adequacy of cover (loss/damage, public liability, consequential loss and fidelity guarantee) Ensure robustness of insurance providers Review internal controls Review arrangements for insurance cover Test specific internal controls and report findings
b.Playground equipment	Medium	Maintain safety standards and monitor usage Log annual ROSPA reports and file weekly maintenance sheets.
c.Bus shelters	Medium	Monitor physical condition and maintain to high standard
d. Parish map/Boards	Medium	Monitor physical condition and maintain to high standard (Map renewed Oct. 2012)
e. War memorial	Medium	Monitor physical condition and maintain to high standard
f. Seats	Medium	Monitor physical condition and maintain to high standard
g. Shed	Medium	Shed kept locked. Key stored in combination activated key safe.

2 Risk of damage to third party or individuals

Injury caused by SAPC 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

3 Loss of income following damage, loss or non-performance by a third party

Precept from CDC, Grants various ,

Bank interest

Medium

Internal and independent regular and robust audit process. Ensure robustness of Payroll Management

4 Loss of cash through theft or dishonesty

Petty cash - none

None

Bank cheques

Low

2 councillor's signatures on each cheque

Bank debit card

Medium/High

Card in Clerk's name. PIN only known to Clerk.

Use limited to £2000 per transaction

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

a. Village Hall

Medium

Locked when not in use and a key control method

Adherence to codes of practice for procurement and investment

Detect and deter fraud and corruption

Regular bank reconciliations Review internal controls

Review minutes to ensure legal powers are correctly recorded and applied

Review arrangements for prevention of fraud and corruption

Review adequacy of insurance cover

b. Sports & Recreation Building

Medium

Locked when not in use, internal alarm and a key control method

c. Village History Centre

Medium

Locked

Review adequacy of insurance cover

d. Play Area

Medium

All equipment adequately secured, and

		checked weekly
e. Millennium Park	Medium	Security not possible. Area checked weekly
f. Bus shelters	Medium	Security not possible, regular checks for condition
g. Seats	Medium	Firmly secured
h. Litter bins	Medium	Secured by bolts or screws
i. War Memorial	Medium	Security not possible regular maintenance check
j. Notice boards	Medium	Secured by bolts, screws, etc
k. Toilet	Medium	Daily check. Automatic locks.
l. Allotments	Low	Leaseholder with obligation of day-to-day management by The Allotment Association

2 Maintenance of buildings, amenities and equipment

Medium

- a. Village Hall
- b. Sports & Recreation Building
- c. Play Area
- d. Millennium Park
- e. Bus shelters
- f. Seats
- g. Litter bins
- h. War Memorial
- i. Notice boards
- j. Toilet
- k. Allotments

Medium

Regular monitoring, annual maintenance and repair or replacement as required using approved contractors whose work is appropriately monitored

3 Provision of partnership services

Medium

Lack of control of partnership services

Regular monitoring of all partnership provision

4 Banking arrangements, including borrowing and lending

High

a. Lack of financial control, accounting processes and application of codes of practice

b. Monitor performance and report to SAPC

5 Ad hoc provision of amenities and facilities for local events to local community groups

Medium /Low

Unsafe and inappropriate resources offered to a group

Close liaison with groups and organisations with clearly established levels of support and parameters for responsibility

Inappropriate use of the following, resulting in damage or injury:
 Village Hall
 Sports & recreation Building **High** Clear guidelines for use

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. Accounting spreadsheet,
 Bank reconciliation, Income & expenditure account, Audit Commission annual return, Audit notices & presentation of annual return **Medium**
 a. Fully meet accounts & Audit Regulations 1996
 b. Internal and external audit process Regular scrutiny of financial records and approval of expenditure
 Minuting of powers under which extra-ordinary expenditure approved
 All returns and contracts annually reviewed and updated against relevant legislation
 Regular budget monitoring statements
 Monitoring grants and loans, made or received
 All minutes properly numbered and paginated with a master copy in safekeeping
 Documented procedures to deal with enquires from the public and others
 Adoption of codes of conduct
 Review internal controls
 Testing income and expenditure and relating them to minutes and bank statements at internal audit
 Review and testing of arrangements to prevent and detect fraud and corruption
 Testing disclosures
 Testing internal controls and reporting

- 2 **All activities are within legal powers of SAPC**
 Litigation and prosecution
High
 a. Consult relevant legislation
 b. Seek legal advice

- 3 **Ensuring that legal requirements are met** **Medium**
 (employment, Inland Revenue and Customs and Excise)
 Clerk's employment rights
 VAT reclaims to HM Customs & Excise
Medium
 a. Consult relevant legislation
 b. Seek accountancy advice

- 4 **Ensuring adequacy of annual precept**
 Spending & budget **Medium** Review current year

 Cost of spending plans **Medium** Determine cost

	Other sources of income	Medium	Review levels of access
	Contingencies	Medium	Provide for contingencies
	Budget	Medium	Approve budget
	Precept	Medium	Confirm Precept to CDC
5	Ensuring proper use of specific section funding and powers	S137 S106	
		Medium	
	Consult relevant legislation and guidance, seeking advice as required		
6	Proper, timely and accurate reporting of SAPC business in the form of minutes		
		Low	
	Minutes signed at each meeting		
7	Meeting the requirements for quality parish status or other accreditation		
	Elected SAPC	Low	
	All seats to be filled by election at beginning of each 4 year term		
	Council meetings	Low	
	At least 10 meetings per annum		
	Accounts	Medium	
	Properly audited accounts		
	Public reports	Low	
	Annual report to be publicly available, including; Chairman's report, summary of SAPC finances, list of SAPC officers with contact details, and summary report of all SAPC meetings held during year change to - all minutes of meetings available on Steeple Aston website		
		Low	
	Training of Clerk	Low	
	Trained Clerk who has undertaken an authenticated qualification and follows continuous training process		
8	Proper document control,		
	Planning applications		
	General correspondence	Low	
9	Register of interests, gifts and hospitality, complete, accurate and up to date Code of Conduct	Low	Forms recorded & retained
	Declaration of interests	Low	Book maintained

