

# **TWEMLOW PARISH COUNCIL**

## **RISK ASSESSMENT**

<b>Table 1</b> <b>Area where there may be scope to use insurance to help manage risk</b>	
<b>Risk Identification</b> Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage)  The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)	<b>Council's response</b> YES WITH ZURICH  FIXED ASSETS MONEY LIMIT ANY ONE LOSS PUBLIC LIABILITY £12,000,000 EMPLOYERS LIABILITY £10,000,000 LIBEL AND SLANDER £250,000 FIDELITY GUARANTEE PERSONAL ACCIDENT
<b>Internal controls</b> A council's internal controls may include: An up to date register of assets and investments  Regular maintenance arrangements for physical assets  Annual review of risk and adequacy of cover  Ensuring the robustness of insurance providers	<b>Council's response</b>  REGISTER  MANAGED THROUGH COUNCILLORS  YES  YES
<b>Internal audit assurance</b> Internal audit testing may include: Review of internal controls in place and their documentation Review of management arrangements regarding insurance cover Testing of specific internal controls and reporting findings to management	<b>Council's response</b> G ROBERTS YES  YES
<b>Table 2</b> <b>Areas where there may be scope to work with others to help manage risk</b>	
<b>Risk Identification</b> The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g.  Maintenance for vulnerable buildings, amenities or equipment	<b>Council's response</b>  NA  NA

<p>The provision of services being carried out under agency/partnership agreements with principal authorities</p> <p>Banking arrangements, including borrowing or lending</p> <p>Ad hoc provision of amenities/facilities for events to local community groups</p> <p>Markets management</p> <p>Vehicle or equipment lease or hire</p> <p>Trading units (leisure centres, playing fields, burial grounds, etc.)</p> <p>Professional services (planning, architects, accountancy, design etc.)</p>	<p>NA</p> <p>NATWEST NO ONLINE BANKING</p> <p>NA</p>
<p><b>Internal controls</b></p> <p>A council's internal controls may include:</p> <p>Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment</p> <p>Regular reporting on performance by suppliers, providers, contractors</p> <p>Annual review of contracts</p> <p>Clear statements of management responsibility for each service</p> <p>Regular scrutiny of performance against targets</p> <p>Adoption of and adherence to codes of practice for procurement and investment</p> <p>Arrangements to detect and deter fraud and/or corruption</p> <p>Regular bank reconciliations, independently reviewed</p>	<p>REVIEWED ANNUALLY</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NIL</p>
<p><b>Internal audit assurance</b></p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption</p> <p>Review of adequacy of insurance cover provided by suppliers</p> <p>Testing of specific internal controls and reporting findings to management</p>	<p><b>Council's response</b></p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p>
<p><b>Table 3</b></p> <p><b>Areas where there may be a need to self-manage</b></p>	
<p><b>Risk identification</b></p> <p>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided</p>	<p>NA</p>

<p>externally or just uninsurable.  Keeping proper financial records in accordance with statutory requirements`  Ensuring all business activities are within legal powers applicable to local councils  Complying with restrictions on borrowing</p> <p>Ensuring that all requirements are met under employment law and Inland Revenue regulations  Ensuring all requirements are met under Customs and Excise regulations (especially VAT)  Ensuring the adequacy of the annual precept within sound budgeting arrangements  Monitoring of performance against agreed standards under partnership agreements  Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137  Proper, timely and accurate reporting of council business in the minutes  Responding to electors wishing to exercise their rights of inspection  Meeting the laid down timetables when responding to consultation invitation  Proper document control</p> <p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</p>	<p>TWEMLOW PARISH COUNCIL ACT AS EMPLOYERS  PATA CONTROL SALARY. NO PENSION IS CLAIMED.</p> <p>GRANT POLICY IN PLACE</p> <p>PUBLISHD WITHIN 4 WEEKS</p> <p>YES  NOTICEBOARD ADVERT  YES</p> <p>YES BOTH WEBSITE AND CE</p>

**Table 4**  
**Areas where there may be a need to self-manage risk**

<b>Internal controls</b>	<b>Council's response</b>
<p>A council's internal controls may include:  Regular scrutiny of financial records and proper arrangements for the approval of expenditure  Recording in the minutes the precise powers under which expenditure is being approved  Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation  Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary  Regular budget monitoring statements</p> <p>Developing systems of performance measurement  Procedures for dealing with and monitoring grants or loans made or received  Minutes properly numbered and paginated with master copy kept in safekeeping  Documented procedures to deal with enquiries from the public</p>	<p>RECONCILLIATION PAPER IN PLACE  COUNCILLOR APPROVED TO CHECK</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NA</p> <p>YES</p> <p>YES</p>

Documented procedures to deal with responses to consultation requests	YES
Monitoring arrangements by the council regarding Quality Council status	YES
Documented procedures for document receipt, circulation, response, handling and filing	YES
Procedures in place for recording and monitoring members' interests and gifts and hospitality received	YES
Adoption of codes of conduct for members and employees	YES
<b>Internal audit assurance</b> Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers in place, recorded and correctly applied. Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions Review and testing of arrangements to prevent and detect fraud and corruption Testing of disclosures Testing of specific internal controls and reporting findings to management	<b>Council's response</b>  YES  ANNUAL REPORT RECEIVED AND ACTED ON FROM G ROBERTS  SEE REPORT
<b>Table 5</b> <b>Partnership</b>	
Ensure that proper safeguards exist when the Council works in partnership with another body	NA

Approved by Council on 9<sup>th</sup> September 2023

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Chairman of TWEMLOW Parish Council

C BRANDRETH

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Clerk of TWEMLOW Parish Council

V Marchant

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