



Desborough Town Council Governance Risk Assessment

Topic	Risk identified	Risk		Management of risk	Action				Mitigating Factors	Freq
		H/M/L	Impact		Cllrs	TC	RFO	FC		
Assets	Loss or damage	Low	Low	Insurance, security, asset registers	✓		✓		Insurance cover and asset register reviewed.	Annual
	Risk to third parties	Low	Low	Review adequacy of insurance			✓	✓	Insurance cover reviewed annually.	Annual
Councillors	Fraud	Low	High	Fidelity guarantee included with insurance				✓	Insurance cover reviewed annually.	Annual
	Breach of Code of Conduct	Med	Med	Training, TC provides advice and guidance,		✓				Ongoing
	Members' Declarations of Acceptance of Office not signed	Low	Low	Declarations signed in statutory timescale		✓			Post holders to sign on accepting office.	As necessary
	Declarations of interest not declared / updated / provided	Med	Low to High	Declarations of interests kept updated, TC: reminders to Cllrs		✓			Declarations of Interest invited on each agenda and are recorded in the minutes. A Register of Members' Interests is held by the Borough Council Monitoring Officer.	As necessary
Direct costs and overheads	Not supplied	Low	Med	Orders retained, Minutes		✓		✓	Appropriate due diligence on suppliers.	Monthly
	Invoices incorrect	Low	Low	TC to check	✓		✓		Check against orders	Monthly
	Payment incorrect	Med	Med	TC to verify details, countersignatory to confirm	✓		✓		Check against orders	Monthly

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Community Grants and support	Power to pay	Med	Low	GPC exists until after May 2020 elections	✓		✓		RFO/Cllrs verify	Ongoing
	Agreement of Council	Med	Med	Recommendations to Council			✓	✓	Minutes of meeting	Ongoing
	Conditions met	Low	Low	Use reasonable conditions	✓	✓			TC: verify	Ongoing
	Verification	Low	Low	Report / receipts required	✓	✓			TC: verify	Ongoing
Electoral costs	Invoiced at agreed rate	Low	Low	RFO to check and consider budget			✓		Budget provision / earmarking	Annual
Financial records	Inadequate	Low	Med	Ongoing monthly payments and receipts	✓	✓	✓	✓	Auditors' comments considered. Quarterly report on finances.	Monthly
Investments	Inadequate return / loss of principal	Med	High	Treasury Management Strategy	✓		✓	✓	RFO to report to Council	Annually
Minutes	Accuracy and legality	Low	Low	Approved at following meeting		✓		✓	Council approves the minutes with any amendments on a meeting-by-meeting basis.	Monthly
	Storage	Low	High	Secure storage of minutes held, old minutes lodged with County Records Office		✓			Pre April 2008 at County Records Office. The last year at Desborough Library. Electronic copies of the minutes are held from September 2006 onwards.	Monthly
Precept	Not submitted	Low	High	Minutes	✓	✓		✓	Submitted to precepting authority before due date and confirmation of receipt sought.	Annual
	Not paid	Low	High	Balances to keep Council afloat			✓		Cll to retain working balances	Quarterly
	Not adequate	Low	High	Monthly budget review			✓	✓	Review spend against budget	Quarterly

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Procurement	Goods and services not providing best value	Low	Med	Financial Regulations and statutory rules for procurement		✓		✓	Financial Regulations control the purchasing of goods and the letting of contracts.	Ongoing
Powers	Illegal payment or activity	Med	High	TC to verify legal powers, competent trained RFO/TC		✓	✓	✓	Town Clerk to keep Council's actions under review and seek advice as necessary.	Ongoing
Reserves: general	Adequacy	Low	Low	Consider at budget setting meeting			✓	✓	Budget to be set bearing in mind forthcoming programmes and costs.	Annual
Reserves: earmarked	Adequacy / too high	Low	Med	Consider at budget setting meeting			✓	✓	Budget to be set bearing in mind forthcoming programmes and costs.	Annual
Salaries	Incorrectly paid salaries / hours /rate paid / deductions	Low	Med	Payroll outsourced	✓		✓		Payroll documents show correct amounts. Verify against contracts, time data, tax calculations	Monthly
Staff	Loss of key personnel	Low	High	Hours, health, stresses monitored by Council through C & VC	✓			✓	Procedures f the Town Clerk is absent for any length of time. Support from others on an emergency basis.	Continuous
	Fraud	Low	High	Fidelity guarantee included with insurance.				✓	Financial regulations, Insurance cover reviewed annually.	Annual
VAT	Recovery of VAT	Low	Low	Annual claim	✓		✓		RFO/Cllrs verify	Annual

This document was reviewed by Desborough Town Council on 21 February 2109.