



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 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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		H/M/L	Impact		Cllrs	TC	RFO	FC		
Community Grants and support	Power to pay	Med	Low	GPC exists until after scheduled elections. Thereafter if GPC doesn't exist S137 to be used	✓		✓		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 subsequent monthly 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 recent minutes are held.	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

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		H/M/L	Impact		Cllrs	TC	RFO	FC		
	Not adequate	Low	High	Quarterly budget review			✓	✓	Review spend against budget	Quarterly
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 planned programmes and costs.	Annual
Reserves: earmarked	Adequacy / too high	Low	Med	Consider at budget setting meeting			✓	✓	Budget to be set bearing in mind planned 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	✓			✓	Informal procedures if 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

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