

<u>Status</u>	<u>Likelihood</u>	<u>Risk Description</u>	<u>Measures Taken</u>	<u>Recommendations/ Controls</u>
High	Medium	Protection of Council properties, furniture and equipment.	Property Damage Insurance. Up-to-date Asset Register. Regular maintenance of equipment. Annual PAT testing of electrical small appliance, alarms and fire extinguishers. Security marking.	Annual check on insurance values Asset Register Maintenance Log. Use of Qualified Tradesmen. Use of a Reputable Insurance Provider.
Medium	Medium	Damage to third party property or individuals.	Public Liability Insurance. Annual visual check on exterior area. Ongoing maintenance to footpaths and vegetation.	Annual check on level of cover in place. Logged system of complaints received and action taken. Ongoing review.
Low	Low	Loss of cash through theft or dishonesty.	Fidelity Guarantee. Secure storage of cash.	Annual Check on level of cover in place. Thorough vetting process of job applicants and annual staff reviews. Obtain safe.
Low	Low	Legal liability as a consequence of asset ownership.	Public Liability Insurance.	Annual check on level of cover in place.
High	Medium	Damage to or by vehicles or personnel using own vehicles.	Loss of no claims bonus cover.	Annual check on insurance cover in place.
High	Medium	Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Councils.	Free legal service and advice from NALC.

Internal Audit assurance 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.



<u>Status</u>	<u>Likelihood</u>	<u>Risk Description</u>	<u>Measures Taken</u>	<u>Recommendations/ Controls</u>
High	Medium	Keeping proper records in accordance with statutory requirements.	Monthly scrutiny of financial records and approval of pending expenditure Employment of RFO.	Annual adoption of financial regulations, Internal Audit, Annual External Audit. Staff training.
Medium	Medium	Ensuring all business activities are within legal powers applicable to local councils.	Use of committee budgets to allocate expenditure. Records show legal basis of expenditure.	Monthly reports. Internal Audit. External Audit.
Medium	Medium	Complying with restrictions on borrowing.	Borrowing approval authorised by Council in line with current restrictions.	Reference to Local Council Admin book (CAB) for current restrictions.
High	High	Ensuring that all requirements met under Employment Law and Inland Revenue Regulations. Unfair Dismissal Claims.	Regular returns to inland revenue: contracts of employment for all staff, systems of updating records for any changes in relevant legislation.  Disciplinary policy and grievance procedure.	Membership of Employers Organisation/NALC. Legal expenses cover.
High	High	Ensuring that all requirements are met under Customs & Excise Regulations (especially VAT)	Regular returns to Customs & Excise.	Update on Council's position needed.
High	Low	Ensuring adequacy of annual precept and control.	Approval of budget by full Council. Regular budget monitoring statements.	Timetable for approval of budget/fix precept.
Medium	Low	Ensuring the proper use of funds granted to local community groups under specific powers or Under S.137.	Identification of items paid under Section 137 and reported in the annual accounts.	Quarterly internal audit. Annual external audit.
High	Medium	Baths could close through withdrawal of volunteers/finance.	Annual grant.	Plan for cost of security of buildings if closed.

<u>Status</u>	<u>Likelihood</u>	<u>Risk Description</u>	<u>Measures Taken</u>	<u>Recommendations/ Controls</u>
Low	Low	Proper, timely and accurate reporting of council business in the minutes.	Minutes properly numbered and paginated with a signed master copy kept in safekeeping. Minutes circulated.	Minutes approved at next meeting. Internal audit check. Internal Audit check. Computer back-up. Safe needed.
Low	Low	Failure to respond to electors wishing to exercise their rights of inspection.	Minutes placed on notice boards for public inspection. Advertising of end of year accounts and making them available for inspection to the public as required under the Finance Regulations.	Accounts and signed returns to External Auditor by due date.
Medium	Low	Meeting the laid down timetables when responding to Consultation invitations.	Consultation documents presented to next appropriate Committee/Council meeting. To plan procedure and deal with the response.	All consultation documents to be recorded on agendas. Members report to Committees/Council.
High	Medium	Procedures in place for recording and monitoring members' interests, gifts and hospitality received.	Disclosure of interest register and a register of gifts and hospitality received kept by the Clerk. Disclosures of interests as item on agendas as prompt to report changes.	Internal audit check. Disclosure in minutes, full annual review and separate records kept.

Internal Audit assurance 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
- 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.

<u>Status</u>	<u>Likelihood</u>	<u>Risk Description</u>	<u>Measures Taken</u>	<u>Recommendations/ Controls</u>
Medium	Low	Provision of amenities/ Facilities for use by third parties and community groups.	Leases and agreements in place for use/hire of amenities/of facilities by third parties and community groups.	Annual review of leases and agreements. Annual letter to regular hall users to confirm current Public Liability held. See application form.
High	Medium	Failure of computer system/IT security.	Password procedures in place. Virus protection (automatically updated).	Review needed for if all system is corrupted/items stolen/back-up system. Installation of Office 365 thereby assuring an off-site copy of all files and records is kept.
High	Medium	Security of vulnerable buildings.	Intruders and fire alarms where necessary. Provision of fire extinguishers and staff training. Secure locks and annual review of security. Record of key holders.	Annual servicing of alarms and fire protection equipment. Annual basic fire training. Periodic fire survey
High	Medium	Banking arrangements.	Regular banking reconciliations, independently reviewed. Two signatures for general account, cheques and transfers.	Monthly reports to Finance Committee/member examination of transactions. Internal audit. External audit.
High	High	Changes to legislation and procedures.	Provide effective training for staff and councillors.	Provide adequate budget for staff and councillor training. Need an annual review/list of training needs etc.

Internal Audit assurance testing may include:

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers are available, and the basis of the Powers recorded and correctly applied.
- Review and testing of arrangements to prevent and detect fraud and corruption
- Review of adequacy of insurance cover provided by suppliers
- Testing of specific internal controls and report findings to management.