

ROYSTON TOWN COUNCIL: RISK MANAGEMENT ASSESSMENT: January 2021

Area	Risk	Level	Internal Controls (<i>bold indicates areas where work is needed</i>)	Internal Audit Assurance
Assets	<p>Protection of physical assets owned by the council – buildings, furniture, equipment etc. (loss or damage).</p> <p>Legal liability as a consequence of asset ownership (public liability).</p>	M	<p>Buildings insured. Value increased annually by RPI. Valuation on buildings for insurance purposes. Town Hall valuation done by NHDC March 2012.</p> <p>Asset register kept and, where there is a change, updated for all assets. From 2013 minimum asset value for register £100.</p>	<p>Review of internal controls in place and their documentation.</p> <p>Review of management arrangements regarding insurance cover.</p> <p>Testing of specific internal controls and reporting findings to management.</p>
Assets	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).	M	<p>Annual review of risk and the adequacy of cover. Public liability insurance held (£10m) Ensuring the robustness of insurance providers.</p>	
Assets	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 (consequential loss).	L	<p>Valuation of 30 Kneesworth Street done December 2013.</p> <p>Reserves held in accordance with reserves policy. Loss of rent/income cover included in insurance.</p>	
Assets	Security of buildings, equipment etc.	M	<p>Caretaker or responsible person checks security of Town Hall when hirers leave. CCTV installed at all entrances to the Town Hall. CCTV installed at Market Hill Rooms. CCTV notices displayed and policy held. Museum staff secure building when leaving. Museum has an audible alarm and CCTV.</p>	
Assets	Maintenance of buildings etc.	L	<p>Buildings currently maintained on a Maintenance Plan. Health & safety checks on equipment and buildings done monthly by contractor, any defaults are rectified.</p>	<p>Compliance contract in place for Town Hall, Museum and Market Hill Rooms. The contract runs for a three year period from February 2019.</p>

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Liability	<p>Risk to third party, property or individuals.</p> <p>Ad hoc provision of amenities/facilities for events to local community groups</p> <p>Markets management Car Parks – Market Place & Angel Pavement management</p> <p>Professional services</p> <p>Risk to staff, volunteers, hirers and members of the public – Pandemic (COVID-19)</p>	M	<p>Insurance in place. Cover £10m.</p> <p>Risk assessments on all properties carried out at a minimum yearly and updated as required/when necessary. Risk assessments of individual events such as Christmas lights and May Fayre carried out as necessary.</p> <p>Risk assessments reviewed annually. Car park surfaces checked twice weekly for defects & records kept.</p> <p>Contractors employed to put up Christmas lights and test fixings when installing them. Internal audit carried out by independent chartered accountants</p> <p>COVID risk assessments carried out on all properties and continuously reviewed in line with current Government guidelines. Thorough cleaning schedule carried out by Caretaker/Cleaner and outside cleaning agency. Clear guidance given to hirers. Signage and social distance markers displayed. All properties closed when required by law.</p> <p>Work places assessed and certified as COVID safe.</p>	<p>The Internal Control Review Team reviews all Risk Assessment documents and insurance schedules as part of their check on effectiveness.</p> <p>A report on the Effectiveness of the Internal Controls is then submitted to Full Council for adoption.</p> <p>Checked by internal auditor and confirmed as part of the annual return.</p>
Liability	Plantations management		<p>Contractors maintain Stile and Green Walk plantations. Appropriate liability insurances held. Monthly inspections undertaken and damage reported and safety work carried out as required. Tree maintenance policy in place.</p>	

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Employer Liability	Comply with Employment Law and regulations.	M	<p>Clerk is a member of SLCC.</p> <p>Employer Liability insurance in place (£10m).</p> <p>Pension III health liability insurance in place.</p> <p>Council is a member of NALC.</p> <p>Professional HR advice sought where necessary.</p>	
Employer Liability	Comply with Inland Revenue requirements	M	<p>Advice from IR and Sage when required.</p> <p>Internal auditor checks books 6 monthly and external auditors carry out annual audit.</p> <p>VAT advice received from an independent advisor.</p>	Internal auditor checks compliance.
Employer Liability	Safety of Staff and Visitors	M	<p>General risk assessment checks of all properties and office working conditions as required.</p> <p>COVID-19 risk assessments carried out and reviewed on a continuous basis, in line with Government recommendations.</p> <p>Health and Safety Policy in place – updated as required.</p> <p>Health and Safety posters displayed in all properties</p> <p>Signing in/out book in operation.</p> <p>Regular fire alarm testing and drills. All employees attend fire marshal and first aid training.</p> <p>All appliances PAT tested.</p> <p>Adoption of codes of conduct for members and an employee handbook.</p> <p>CCTV installed at all entrances to the Town Hall and the main entrance at Market Hill Rooms and the Museum.</p> <p>CCTV notices displayed. CCTV policy adopted.</p>	

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Legal Liability	Proper and timely reporting via the Minutes	M	<p>Council receives and approves Minutes of meetings held. Minutes made available to press and public at the Town Hall and on the council web site. Documented procedures to deal with enquiries from the public.</p> <p>Accessible website in place, with clear accessibility statement.</p> <p>Responding to electors wishing to exercise their rights of inspection.</p> <p>Minutes properly numbered and paginated. From April 2010 copy of all minutes kept electronically.</p>	Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.
Legal Liability	Ensuring all business activities are within legal powers applicable to local councils.	M	<p>Meeting the laid down timetables when responding to consultation invitations.</p> <p>Ensure Council has the power to act. General Power of Competence adopted in May 2018.</p> <p>Meeting the requirements for the Local Council Award scheme or other accreditation.</p> <p>Monitoring arrangements by the council regarding the Foundation Level.</p>	
Legal Liability	Proper document control	M	<p>Original leases and Deeds stored in fireproof safe in main office.</p> <p>Documented procedures for document receipt, circulation, response, handling and filing.</p> <p>Disposal of confidential documents – shredded. Shredding facility available to Councillors for confidential information.</p> <p>Document Retention Policy in place (updated 2018).</p>	

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Data Protection	Computer	M	Backups done daily, cloud storage in operation.	
Data Protection	Loss or theft of personal data GDPR	M	The Town Council is registered with the Information Commissioner. A data protection audit has been carried out and all findings were addressed. Policies for data protection, document retention, freedom of information and a privacy notice have been adopted and published. Annual subscription to Compliant Council Hub for advice and latest information on GDPR regulations. Clerk has undertaken GDPR on-line training.	
Area	Risk	Level	Internal Controls (<i>bold indicates areas where work is needed</i>)	Internal Audit Assurance
Finance	Responsible Finance Officer Banking Payroll Ensuring all requirements are met under HM Revenue and Customs Notices and regulations (Income Tax and National Insurance).	L M	RFO appointed and recorded in minutes. Investments with Barclays Bank and the Public Sector Deposit Fund. Bank transfers authorised by Town Clerk between RTC accounts only. Investment policy adopted and published. Salaries calculated by Assistant Town Clerk and checked/signed by Town Clerk. BACS payment monthly limit set with bank. Verification received from bank within 2 days and checked by Town Clerk. RTI for salaries in place from Nov 2012. Regular returns to HM Revenue & Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation.	Banking reviewed annually by Councillors. Bank signatories appointed annually. Salaries approved annually by council.
Finance	Loss of cash through theft or dishonesty (fidelity guarantee)	L	All cash monies received receipted and invoices marked paid. Petty cash balanced monthly. Market takings banked weekly, (during COVID-19 restrictions – takings banked	Review and testing of arrangements by auditor to prevent and detect fraud and corruption.

			monthly or when amount held is above £1,000). Insurance cover review ensures adequacy of Fidelity Guarantee insurance. Cover £500,000.	Checked by internal auditor and reviewed by Councillors annually at the Annual Audit Review.
Finance	Catastrophic Bank failure	L	Banking arrangements reviewed. Reserves invested between two banks. Investment policy adopted and published.	
Finance	Financial controls and records	L	<p>Monthly reconciliation prepared by Assistant Town Clerk and checked by TC and reported to Finance Committee/Full Council.</p> <p>Invoices initialled when cheques are signed by Councillors. Three signatories on cheques required. Authorised cheque signatories confirmed annually and recorded in minutes.</p> <p>Internal Auditor visits and checks 6 monthly. External Audit year-end accounts.</p> <p>Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment. Reviewed annually. Annual review of contracts.</p> <p>Reporting on performance by suppliers/providers/contractors as required.</p> <p>Monthly scrutiny of financial records and proper arrangements for approval of expenditure. Adoption of and adherence to codes of practice for procurement and investment.</p> <p>Clear statements of management responsibility for each service. Developing systems of performance measurement to scrutinise performance against targets.</p> <p>Arrangements to detect and deter fraud and/or corruption. Keeping proper financial records in accordance with statutory requirements.</p>	<p>Review of internal controls in place and their documentation. Review undertaken by councillors and reported to Full Council.</p> <p>Internal Auditor - Testing of specific internal controls and reporting findings to Full Council.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions.</p> <p>Payroll checked</p> <p>Review of adequacy of insurance cover provided by suppliers.</p> <p>Debtor and creditor turn checked.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption.</p>

Finance			<p>Ensuring the proper use of funds granted to local community bodies under specific powers or under The General Power of Competence as adopted by Council on 14th May 2018, minute number 16/19.</p> <p>Instant Accounts & Payroll – password protected.</p> <p>Daily and weekly backups taken. Cloud storage being used.</p>	
Finance	<p>Comply with Customs and Excise</p> <p>Regulations</p>	L	<p>Use help line when necessary. VAT payments and claims calculated by Assistant Town Clerk and checked by Town Clerk. Submitted via accounts package. Processed quarterly.</p> <p>Training for the Responsible Financial Officer and Assistant Town Clerk in matters of VAT and other taxation issues as necessary. VAT advice sought from an independent advisor.</p>	
Finance	<p>Sound budgeting to underlie annual precept</p> <p>Adequacy of Reserves – General & Earmarked</p>	<p>M</p> <p>L</p>	<p>Income and Expenditure against budget reported to Finance Committee monthly. (Reported to Full Council during COVID-19 restrictions)</p> <p>Considered at review of final accounts and budget setting. Budget Working Party review draft Budget for following year.</p> <p>Reserves policy held – due to be revised.</p> <p>Finance Committee receive detailed draft budget in the late autumn. To discuss and amend. (Reported to Full Council during COVID-19 restrictions).</p> <p>Annual Precept derived directly from this. Presented to Full Council Dec/Jan for approval.</p>	Budget reviewed by internal auditor.
Finance	Complying with borrowing restrictions	L	Public Works Loan Board facility agreed for the purchase of the Market Place - £300,000. Repayments included in annual budget.	Loan taken out on the 24.7.14 for a period of 25 years.

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Continuity	Staff- Loss of key personnel (Clerk) Other employed staff Town Councillors	L L L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. Pension Ill Health Liability Insurance in place. Assistant Town Clerk to undertake further training and become CiLCA qualified. Training and supervision monitored. 15 Councillors were elected in May 2018. Councillors attended training course in June 2018.	
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External Areas	Monitoring of performance against agreed standards under partnership agreements	L	Annex (Complex) contract with NHDC.	Changes reported to Finance Committee.
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Councillors propriety	Registers of Interests and gifts and hospitality in place	H	All elected Councillors signed up to New Code of Conduct in May 2018. Subsequent co-opted or elected councillors will also sign the code of conduct. Register of interests complete, accurate and up to-date. Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received.	Testing of disclosures.
		Next Review date: January 2022		
	Adopted by Full Council 6/3/2017 (minute no 366/17) Adopted by Full Council 22/01/2018 (minute no 332/18) Adopted by Full Council 25/03/2019 (minute no 384/19) Adopted by Full Council 23/03/2020 (minute no. 361/20)	Reviewed by Internal Audit team: 28th January 2021 Adopted by Full Council Date: 22nd February 2021 (minute no 161/21) Chairman: Cllr R Inwood		