

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 1 September, 2022, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou  
Town Clerk  
26 August 2022

## Agenda

### 1 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

### 2 Apologies for absence

### 3 Members' declarations of interests

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

### 4 Question time

Members of the public are welcome to attend this meeting of the council. Questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent. A period of 15 minutes is allocated for this purpose. Questions or requests to address the council must be submitted to the Town Clerk by noon the day before the meeting.

### 5 Minutes

To agree the minutes of the council meeting held on 28 July 2022

(Attached on pages 3 to 7)

### 6 Mayor's announcements and urgent items

### 7 Committees, working parties and outside bodies

To receive the minutes from committees, working parties and panels and to consider any recommendations arising. To receive reports from members serving on outside bodies.

7.1 Lewes District Council Planning Service User Group Minutes  
(attached on pages 8 to 10)

## **8 Task and finish group to review policies**

Council to consider appointment of a task and finish group to review both existing policies and new policies that are being developed as outlined in the Council's annual business plan and priorities. The task and finish group will recommend those policies to Council for approval.

## **9 South Downs National Park (SDNPA) Town and Parish workshop**

Council to nominate two representatives to attend the SDNPA Town and Parish workshop on Tuesday 11 October at Iford Village Hall from 6:00pm to 8:30pm.

## **10 Officer's reports**

10.1 Response to Transport for South East (TfSE) strategic Investment Plan survey  
(Report FC012/2022 attached on pages 11 to 15)

10.2 Flag Flying Policy (Report FC013/2022 attached on pages 16 to 24)

10.3 Corporate Risk Register (Report FC014/2022 attached on pages 25 to 139)

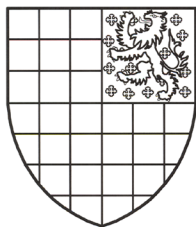
10.4 Annual business plan and priorities update

To note the updates to the annual plan for the period up to September 2022  
(Plan attached on pages 140 to 142)

## **11 Exempt business**

It is recommended that:

The public and accredited representatives of the press be excluded from the meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.



**Minutes** of the meeting of Lewes Town Council held on Thursday 28 July 2022 at 7.30pm in the Council Chamber, Lewes Town Hall.

Present:

Councillor Baah  
Councillor Bird (Deputy Mayor)  
Councillor Burrows (arrived at 8.24)  
Councillor Catlin  
Councillor Clarke  
Councillor Earl  
Councillor Herbert  
Councillor Lamb  
Councillor Makepeace  
Councillor Maples  
Councillor Mayhew  
Councillor O'Keeffe  
Councillor Sains (Mayor)  
Councillor Vernon (arrived at 7.55)  
Councillor Wood

#### **In attendance**

Town Clerk  
Committee Administrator

#### **37. Filming of council meetings and mobile phones**

37.1. The procedures were noted.

#### **38. Apologies for absence**

38.1. There were apologies from Councillors Handy, Milner and Waring who were all on holiday.

#### **39. Members' declarations of interests**

39.1. There were none

#### **40. Question time**

40.1. There were four members of the public present. A question was asked regarding the Council's continued commitment, including financial, to support civic twinning activities between the three towns of Lewes, Blois and Waldshut-Tiengen.

40.2. The Mayor responded:

Lewes Town Council remains committed to encouraging and supporting activities which strengthen the relationships between the twin towns.

The Council must be mindful of its need to manage public resources prudently, particularly given the current economic climate and the financial status of the Council and the context in which its budget was set, as well as its commitment in its policy statement on climate emergency.

Examples of its continued commitment include the Mayor's ceremonial role with the Association and attendance at major twinning events as well as offering the twinning association free hire of rooms for their meetings and free use of the venue for major events which costs in excess of £1,500 for each use.

40.3. A supplementary question was asked whether as part of that commitment, would Councillors of Lewes Town Council try to take an active part in the three twin town anniversary celebrations to be held in Blois in 2023.

40.4 The Mayor responded that the answer to the supplementary question was set out in paragraph one in the response given to the first question.

#### **41. Minutes**

41.1. Minutes of the meeting held on 23 June 2022 were received and agreed as a true record and signed by the Mayor.

#### **42. Mayor's announcements and urgent items**

42.1. The Mayor reminded Councillors of the planning training session arranged on Thursday 11 August 2022 from 6 to 8pm and the strategic business planning workshop arranged on 18 August 2022 at 7pm. Both sessions to be held at the Town Hall.

42.2. The Mayor informed Councillors of the success of the Platinum Jubilee celebrations in the town. £3,500 was raised which will be divided between the seven bonfire societies to donate to a charity of their choice.

42.3. The Mayor recounted her recent visit to Schwyzertag, Germany where she met the Oberbürgermeister, Dr Philipp Frank. Dr Frank was eager to keep up the association of the twin towns and sent his best wishes to Lewes.

#### **43. Committees, Working parties and outside bodies**

43.1. Allotments Working Party

Council received the minutes of this meeting, **and it was resolved that:**  
The minutes of the Allotments Working Party are noted.

43.2. **Malling Community Centre Steering Group**

Council received the minutes of this meeting, **and it was resolved that:**  
The minutes of the Malling Community Centre Steering Group are noted.

43.3. **Planning Committee**

43.4 Council received the minutes of this meeting and the Committees appointment of a task and finish group to examine elements of the North Street Quarter development and to consider appointing further councillors to the group.

43.5 As this was a large and multifaceted development, the task and finish group would examine all aspects of the development of this strategic site, giving an opportunity for all town councillors to feed into the planning committee.

43.6 The task and finish group would determine its terms of reference at a meeting to be held on 1 August 2022 in the Council Chamber. Any decisions would be made through the Planning Committee.

43.4. Councillors Catlin, Clarke, Lamb and Makepeace had been appointed to the task and finish group by the Planning Committee at their meeting on 19 July 2022.

43.5. The Town Clerk reminded Councillors that any Councillors due to attend Human Nature workshops should do so in a private capacity and any views or opinions expressed shall be personal and not those of Lewes Town Council. **It was resolved that:**

- 1 The minutes of the Planning Committee and the Committees appointment of a task and finish group to examine elements of the North Street Quarter development are noted.
- 2 Councillors Vernon and Wood be appointed to the task and finish group.

#### **44. Animal welfare, safety and responsibility**

44.1. Council considered a notice of motion NOM001 that Lewes Town Council adopts an overarching policy on Animal Welfare, Safety and Responsibility.

44.2. The purpose of the proposal was to make clear to the Town Council, residents and visitors, what is expected of people and their animals and the Council's commitment to improving animal welfare, safety and responsibility, including enhancing habitat particularly for endangered species. The policy defines the Council's view on these key areas, acknowledging that the Council is not always in a position itself to take action or enforcement, but will work in collaboration with other agencies where possible to uphold the highest standards of animal welfare, safety and responsibility.

44.3. The policy should be read in conjunction with other council policies, statements and guides which can be found on the Town Council website.

44.4. An amendment was proposed to paragraph 6.3.5 of the policy to reflect the importance of habitats when considering planning applications. **It was resolved that:**

- 1 Lewes Town Council agrees to adopt an overarching policy on Animal Welfare Safety and Responsibility, subject to an amendment in paragraph 6.3.5 as set out in 2 below.
- 2 When Lewes Town Council's Planning Committee considers planning applications it will consider the implications any potential development will have on habitats.

#### **45. Exempt business**

The Mayor proposed, and **it was resolved that:**

45.1. The Public and accredited representatives of the Press be excluded from the meeting under section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

These items are confidential for members of the Council only in accordance with Paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, being information relating to individuals and the financial and business affairs of any particular person and Paragraph 4 of Part 1 of schedule 12a of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, of office holders under, the authority.

#### **46. Officers' reports**

##### **46.1. Christmas lights major funding report**

46.2. The Town Clerk gave an oral report reminding councillors of funding that had been provided to the Lewes High Street Traders Association (LHSTA) for festive lights in the town for three years from 2019 to 2021.

46.3. Lewes Town Council and Lewes District Council had jointly contributed to the festive lights project by way of a grant to LHSTA.

46.4. A three-year contract had been agreed between Gala Lighting and LHSTA in 2019 for Gala to supply festive lights in the town for the three-year period on a lease arrangement.

46.5. It has been intimated that a new three-year contract had been initiated by Gala Lights in 2020 because of changes to the lights.

46.6. LHSTA recently agreed to dissolve and have confirmed that their involvement with the festive lights has ceased having delivered the infrastructure for the festive lights on the light columns in the town and three years of festive lighting up to and including 2021. LHSTA confirmed that £6,392 remained in the LHSTA Festive Lights account.

46.7. Council was asked to consider what provision, if any, should be given towards the festive lights in the town for 2022.

Councillor Catlin proposed a motion **and it was resolved that:**

1. The oral report by the town clerk is noted.
2. Delegated authority be given to the town clerk to meet with Gala Lighting to clarify when the three-year contract with them for festive lights ends and whether the festive lighting used in previous years or a reduced lighting scheme could be used for the 2022 festive period.
3. Lewes Town Council pay up to £12,682 from the General Fund for the provision of festive lights.

4. The Town Clerk to liaise with LHSTA for the reimbursement of £6,392 grant funding remaining.
5. The Town Clerk to continue to liaise with Lewes District Council as to whether they will contribute 50% towards the provision of festive lights for this year.
6. Council to consider the provision of festive lights for 2023 when considering the Council's business plan and budget in Autumn 2022.
7. Council will promote the fundraising activities by schools for their festive lights initiative.

#### 46.8. **Lewes Bus Station**

46.9. The Town Clerk apprised Councillors of a recent meeting with the Generator Group to consider potential ideas for the future of the bus station.

46.10. The Town Clerk had requested a meeting with South Downs National Park Authority (SDNPA) Officers to consider options for a transport hub in the town.

46.11. The SDNPA were waiting for East Sussex County Council to respond to the Generator Group before such a meeting could take place. **It was resolved that:**

- 1 The oral report by the Town Clerk on the Bus Station is noted.

#### 46.12. **Malling Community Centre Café**

46.13. One proposal had been received in relation to the provision of a café at Malling Community Centre. The steering group had felt the proposal was positive and ambitious and should progress to a business interview with the proposer.

46.14. The Town Clerk, Councillor Lamb and a representative from Oakley's had met with two representatives from the company at Malling Community Centre to discuss their proposal.

46.15. The proposal would provide a café during the day and bar in the evening providing food, alcoholic and non-alcoholic beverages using local suppliers.

46.16. The meeting had discussed sustainability and affordability and that first and foremost the community centre was for the local community.

46.17. Outside areas were discussed including lighting, canopies and fencing which would be addressed as part of the final phases of the development. **It was resolved that:**

- 1 The oral report by the Town Clerk on Malling Community Centre Café procurement is noted.

#### 47. **Staffing Update**

47.1. The Town Clerk gave an oral report on upcoming temporary changes in staffing that would have no budgetary change. **It was resolved that:**

- 1 The oral report by the Town Clerk on staff matters is noted.

The meeting finished at 10.09pm

\_\_\_\_\_ Town Mayor

**Lewes District Council**  
**Planning Services User Group**

**Date:** 16.00 Monday 4<sup>th</sup> July 2022

**Venue:** Virtual

**Invitees** Jim Hatfield (Chair), David Collins, Lap Chan, Mark Best, Nat Belderson, Wendy Thomas, Zena Gibbs, Andrew Simpson, Sarah Sutcliffe, Connor Catlin

**Officers:** Leigh Palmer Andrew Hill

**Members:** Cllr Gauntlet, Cllr Makepeace Cllr Turner

**Apologies:** As per agenda

Issues	Respondent	Answer & Minutes
Minutes		Minutes were agreed with no actions arising
1. Staffing and departmental update	Leigh Palmer	<ul style="list-style-type: none"> <li>• LP advised that 4 Case Workers had been recruited since the last meeting, the group welcomed this but recognised that training would delay their effectiveness</li> <li>• LP outlined that across the whole of the service there are several vacancies - 8 in total in key areas and continued efforts to fill.</li> <li>• They recognised the difficulties that this may have in meeting current pressures</li> </ul>
2. Local Plan Update	Leigh Palmer	<ul style="list-style-type: none"> <li>• LP outlined that due to Govt potential changes to the Local Plan making in the 'levelling up bill' and pending Census data, that the Local Plan is on hold in terms of engagement on the next iteration of the Local Plan.</li> <li>• LP advised the group that the Reg 18 consultation would probably be Autumn 2023</li> </ul>
3. DM update	Leigh Palmer	<ul style="list-style-type: none"> <li>• AH advised the group of his pending retirement. The group thanked him for all of his hard work over the years</li> <li>• The group were advised that across Lewes and the Park there were approximately 500 live applications and as a result pre apps were not being dealt with as promptly as they</li> </ul>



		<p>should. LP apologised for this delay.</p>
<p>4. AOB</p>		<ul style="list-style-type: none"> <li>• MB asked about the 5-year housing land supply. In response LP recognised that this was a year old and was in the process of being updated.</li> <li>• MB outlined recent experiences with the planning committee. Panel invited for additional training for Planning Committee Members to ensure that the decisions are informed by the Local Plan and material considerations. LP agreed to write to all members of planning committee in this regard.</li> <li>• Cllr Makepeace invited the developers within their schemes to elevate their consideration of sustainable and regenerative power within their schemes to help combat climate issues. Panel discussed these issues, with the conclusion that best endeavours would be used to promote sustainable developments.</li> <li>• In response Lap Chan reminded the group that Building Regulations define thermal efficiency and insulation standards, not Planning. He commented that if there are discrepancies compared with Planning then Building Regulations prevail. He was concerned that involving Planning in energy efficiency design issues would be a wasteful use of staff time unless they were given comprehensive training.</li> <li>• LP outlined to the group the main headlines from the Levelling Up White Paper. Panel agreed to watch this space to see what initiatives are taken forward.</li> <li>• LP outlined to the group that there would be LDC fee charges to be invoked post cabinet. These related to changes relating to the monitoring of S106 clauses and pre app fees. LP outlined that the pre app process would be on a basic, better and best approach, with</li> </ul>

		<p>sliding fee scale. There was no comment from the group in response.</p> <ul style="list-style-type: none"> <li>• ZG raised the access issue of Seaford Constitutional Club. LP in response advised that amended plans had been sought from the developer (not yet received) on this issue</li> </ul>
5. Date and time of next meeting	All	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> October on Teams</li> </ul>

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 1 September 2022**

**Report Number: FC012**

**Report by: Town Clerk**

**Subject: Request for a response to Transport for South-East (TfSE's) draft Strategic Investment Plan (SIP) Survey**

### **1. Summary**

- 1.1 Council are being asked to respond to TfSE's consultation on its draft Strategic Investment Plan (SIP) survey, Section 2, which highlights 'Resilient Radial Corridors' as an investment priority.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. Consider and comment on the draft response by the Chair of the Planning Committee on the draft Strategic Investment Plan (SIP) Section 2 which highlights 'Resilient Radial Corridors' as an investment priority and agree the Town Council's response. (The response can be seen at appendix 1).

### **3. Background**

- 3.1 At their meeting on 9 August 2022, the Planning Committee received a presentation regarding the possible re-opening of the Lewes-Uckfield rail-link from the Vice-Chair and National Chair of the London and South-East Regional Branch of Railfuture.
- 3.2 Railfuture is the UK's leading independent organisation campaigning for better rail services for passengers and freight. They are a voluntary group representing rail users, with 20,000 affiliated and individual members
- 3.3 The Transport for the Southeast (TfSE's) first report, the Economic Connectivity Review published in 2018 did not recognise the Brighton-Lewes-Uckfield-Tunbridge Wells corridor. As a result of Railfuture's influence, TfSE's draft Strategic Investment Plan does now recognise it as a resilient radial corridor.
- 3.4 The draft SIP aims to gather feedback and ideas from the community and key stakeholders. It is a multi-modal investment plan that aims to boost the economy.

- 3.5 If approved, the SIP will be the blueprint for future investment in strategic transport infrastructure in the southeast for the next thirty years.
- 3.6 All councillors were asked to contribute to a draft response for Council to approve. This draft response can be found at appendix 1. Council is therefore asked to consider and comment on this draft and agree its response to the consultation. The link to the SIP is:

<https://transportforsoutheast.uk/engagementhq.com/transport-for-the-south-east-strategic-investment-plan-consultation>

Laura Chrysostomou

**Town Clerk**

# Lewes Town Council response to TfSE draft SIP

## SECTION 1: Background information

1

In what capacity are you completing this survey?

On behalf of a group, organisation or government body **Lewes Town Council**

2

How much do you know about TfSE:

My knowledge of Transport for the South East is: **a limited amount, mainly concerned with its effects on Lewes Town**

3

Have you reviewed the relevant SIP documentation?

Yes - I've read the SIP **YES**

## SECTION 2: Investment Priorities

4

Which of the above investment priorities do you feel are important for the SIP to deliver? (Tick all that apply)

Decarbonisation & Environment	✓	
Adapting to a New Normal	✓	
Levelling Up Left Behind Communities	✓	<b>This is important as due to bus reorganisation rural communities may be left without any public transport</b>
Regeneration and Growth	✓	
World Class Urban Transit Systems		
East - West Connectivity		
Resilient Radial Corridors	✓	
Global Gateways and Freight	✓	

5

Do you have any further comments on the SIP's investment priorities?

Please add your comment here – 250 words max

## SECTION 3: Packages of Interventions

### Place Based Packages of Interventions

6

For the purposes of data gathering and analysis, the TfSE region has been split into four geographies. Which of the following geographic areas are you most interested in? Please be aware that some local authority areas appear in more than one of the geographies and you may need to select more than one of the geographies if this is the case for your specific area of interest.

Solent and Sussex Coast (Hampshire, Southampton, Portsmouth, Littlehampton, Worthing, Brighton, Isle of Wight)

London - Sussex Coast (Chichester to Eastbourne, Surrey, West Sussex and East Sussex excluding the Hastings Area) ✓

Wessex Thames (Berkshire, Hampshire and Surrey)

Kent, Medway and East Sussex (Kent, Medway, Hastings and Rother areas of East Sussex)

### Global Policy Package of Interventions

7

Which of the above Global Policy Interventions do you feel are important for the SIP to support? (Tick all that apply)

Decarbonisation ✓

Public Transport Fares ✓

New Mobility ✓

Road User Charging

Virtual Access

Integration

8

Do you have any further comments on the SIP's Global Policy Interventions?

Please add your comment here – 250 words max

**NO**

## SECTION 4: Benefits and Costs & Funding and Financing

9

Do you think that the SIP captures the benefits and costs of the proposed packages of interventions adequately?

Yes

10

Please explain your answer to the above question here.

Please add your comment here – 250 words max **The SIP captures the benefits and costs of the proposed package adequately**

11

Do you have any further comments on the funding and finance approach of the SIP?

Please add your comment here – 250 words max **NO**

## SECTION 5: Delivery of the SIP

12

To what extent do you agree that, as a whole, the packages of interventions will deliver on the priorities of the SIP? **DEFINITELY AGREE**

To what extent do you agree that the approach towards delivering the SIP will achieve collective benefit for the South East? **SOMEWHAT AGREE**

Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	I'm not sure
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## SECTION 6: Integrated Sustainability Appraisal and Conclusion

13

Do you have any comments on the Integrated Sustainability Appraisal?

Please add your comment here **NO**

14

Overall, to what extent do you agree that the SIP makes the best case possible for investing in transport infrastructure in the South East?

Overall, to what extent do you agree that the SIP makes the best case possible for investing in transport infrastructure in the South East? **DEFINITELY AGREE**

Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	I'm not sure
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**Lewes Town Council**

**Non-Confidential**

**Committee: Full Council**

**Date: 1 September 2022**

**Report Number: FC013**

**Report by: Town Clerk**

**Subject: Lewes Town Council Flag Flying Policy**

**1. Summary**

1.1 A Lewes Town Council Flag Flying Policy is required for the flying of various flags on the flagpole located on the roof of the Town Hall accessed through the Town Hall flat. A draft policy has been developed incorporating Government flag flying guidance for Council's consideration and approval.

**2. Recommendation**

2.1 Council is recommended to:

- 1) Consider whether it wants to fly the Union Flag all year round (paragraph 3.1 refers).
- 2) Consider whether it wants to fly flags at night. If Council doesn't want to do so, consider whether flags that can be flown for a whole month should be flown every day for the month or at the start and end of the month (see appendix 1 of the draft policy for those flags requiring a decision). (paragraph 3.2 and 3.3 refers).
- 3) Consider the flag flying calendar set out in appendix 1 of the draft policy and where a flag is optional or previously agreed by the Town Council confirm whether it wishes to fly a flag on those occasions (paragraph 3.4 refers).
- 4) Consider whether it wishes to fly a flag to demonstrate solidarity with other nations recognising that across the world there are many countries in crisis (paragraph 3.5 refers).
- 5) Consider whether it wishes to fly dual flags on the one flagpole (paragraph 3.6 refers).

**3. Background**

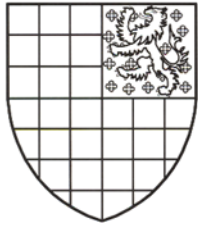
3.1 UK government buildings are now encouraged to fly the Union Flag all year round. Wear and tear of the flag should be considered when deciding to do this. A replacement flag of the quality required to be flown daily could cost approximately £500.

3.2 Flags are normally flown from sunrise to sunset but they may be flown at night as well as by day as long as they are properly illuminated at all times, preferably by spotlight. Council is asked to consider flying flags all night as an



option if it chooses to fly some flags for long periods of time, given the access to the flagpole is through a residential flat and raising or lowering the flag is normally undertaken by the resident of the flat.

- 3.3 If a flag is flown at night this would mean installing lighting to the flagpole which would incur a cost. Light pollution should also be considered. A solar powered light could be installed but would need a backup source of power.
- 3.4 A calendar of flag flying days is included in appendix 1 of the flag flying policy for Council's consideration. The Union Flag should be flown in accordance with the Central Government flag flying day. Other flag flying days are either marked as 'optional' for Council to consider or 'agreed by LTC' where they have been previously agreed by Council.
- 3.5 A comment has been received from a resident asking whether Council will consider flying flags of other nations to demonstrate solidarity following the decision by Council to fly the Ukrainian flag. Council is asked to consider this request and whether it would like officers to explore options of a single flag that could represent a solidarity statement of peace, recognising that across the world there are many countries in crisis. Council could consider flying a flag for United Nations Day in October.
- 3.6 Changes introduced in March 2021 now allow dual flagging where two flags can be flown on one pole. The Union Flag will always be flown at the top. When considering this option there would be a cost implication as another flag attachment would need to be purchased.



Lewes  
Town  
Council

### Draft Flag Flying Policy

<b>Date</b>	TBC
<b>Document Number</b>	2
<b>Edition Number</b>	1
<b>Replaces</b>	N/a
<b>Policy Maker</b>	Name, Job Title
<b>Responsibility</b>	Council
<b>Resolution Number</b>	Full Council Date Month Year - Minute Ref
<b>Review Cycle</b>	Every 4 years

#### This information pack contains:

<b>Flag Flying Policy</b>
Policy Number 2
Procedure 2

## **1. Introduction**

Flags are a very traditional way of expressing joy and pride and at times sadness or support. They are emotive symbols which can boost local and national identities and strengthen community cohesion.

Flying of flags supporting significant causes and marking events demonstrates the unity and diversity of the town and symbolises the values associated with the Council.

## **2. Policy statement**

Lewes Town Council recognises the role that flag flying can play and undertakes to fly flags in accordance with this policy.

## **3. Policy aim**

This policy sets out an agreed flag flying protocol and lists the flags that will be flown on the Town Hall flagpole.

## **4. Procedures and guidance**

In 2012 the Government made changes to regulations which widen the types of flags you may fly in England.

The Government has produced a plain English guide to flag flying:

<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide/flying-flags-a-plain-english-guide>

The Government has also produced guidance on flying the Union Flag for UK government buildings: <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

### **4.1 The Union Flag**

4.1.1 The national flag of the United Kingdom is the Union Flag. UK government buildings are now encouraged to fly the Union Flag all year round.

4.1.2 The Union Flag will be flown at full mast on the Town Hall on the days approved by Council except for dates when it is flown at half-mast or when the mast may be used for other days agreed by Council.

4.1.3 The Union Flag will be flown at half-mast on the death and funeral of the Sovereign, a senior member of the Royal Family, the Prime Minister or any other dignitary as advised by the UK Government.

4.1.4 The Union Flag flying days will take precedence over any other flag.

4.1.5 The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left hand side of the Flag nearest the flag pole.

### **4.2 Local Arrangements**

4.2.1 The Town Council has agreed a calendar of flag flying days which can be found at appendix 1.

4.2.2 In addition to the calendar the following local arrangements apply:

- The Lewes Flag will be flown on the days of Full Council Meetings including the Annual Meeting of the Council and Ceremony of Mayor Making.
- The Lewes Flag will be flown at half-mast on the day of death until after the day of the funeral of a Mayor of the Council and a Member of the Council.
- The Lewes Flag will be flown at half-mast on the day of death and on the day of the funeral of a Member of Parliament, a Past Mayor and a former Member of the Council.

4.2.3 The Town Clerk may issue advice on occasions when additional unexpected flag flying is required.

### **4.3 Protocol**

4.3.1 Flags are normally flown from sunrise to sunset. This can be adjusted in the summer so that they are flown from 8.00am to 9.00pm.

4.3.2 Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.

4.3.3 When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise before it is lowered at sunset it should first be hoisted right up and then lowered back down.

### **4.4 Publicity**

The flying of certain flags, or occasions where flags are flown at half-mast, will always be accompanied by an appropriate statement on the Council's website and social media and where required a press release.

### **4.5 Condition of Flags**

All flags will be of a standard size, in good condition, unsoiled and stored folded and separately in plastic bags, and treated with the dignity they deserve. To fly a flag which is in poor repair or dirty is to show disrespect for the nations or organisations that it represents. Any unusable flags will be cut up and disposed of respectfully.

### **4.6 Flags possessed by Lewes Town Council:**

- Union Flag
- Lewes Town
- St George's
- Commonwealth
- Royal Sussex Regiment
- Pride
- Black History Month
- Armed Forces Day

- Ukranian
- NHS
- Sussex

#### **4.7 Further Information**

Further information on flag flying can be found at:

<https://www.naco.uk.com/assets/Uploads/flagprotocol.pdf>

<https://www.flaginstitute.org/wp/>

## Lewes town council flag flying days

Date	Celebration	Flag to be flown	Further Information
<b>January</b>			
9	Birthday of the Duchess of Cambridge		Optional
20	Birthday of the Countess of Wessex		Optional
27	Holocaust Memorial Day		Half mast Suggested by Lewes Town Council
<b>February</b>			
full month	Pride History Month		Agreed by Council Council to confirm whether to fly for the full month or for the first and last day of the month?
6	Accession of HM The Queen		Central Government flag flying day
19	Birthday of the Duke of York		Optional
<b>March</b>			
10	Birthday of the Earl of Wessex		Optional
2 <sup>nd</sup> Monday	Commonwealth Day		Central Government flag flying day
<b>April</b>			
21	Birthday of HM The Queen		Central Government flag flying day
23	St George's Day		Central Government flag flying day

<b>May</b>			
14	Battle of Lewes		Optional
Second or third Thursday	Mayor Making		Agreed by LTC
<b>June</b>			
full month	Pride Month		Agreed by LTC Council to confirm whether to fly for the full month or for the first and last day of the month?
2	Anniversary of Coronation Day		Central Government flag flying day
2 <sup>nd</sup> Saturday	Official celebration of Her Majesty's Birthday		Central Government flag flying day
16	Sussex Day		Agreed by LTC
21	Birthday of the Duke of Cambridge		Optional
last Saturday	Armed Forces Day		Agreed by LTC
<b>July</b>			
5	NHS Thank You Day		Optional
17	Birthday of the Duchess of Cornwall		Optional
<b>August</b>			
1 <sup>st</sup> Friday Saturday Sunday	Pride in Brighton & Hove		Agreed by LTC
15	Birthday of the Princess Royal		Optional

<b>September</b>			
2 <sup>nd</sup> Saturday	Royal Sussex Regiment Association Dinner in Town Hall		Optional – requested by RSRA
<b>October</b>			
1 <sup>st</sup> and last day	Black History Month		Agreed by LTC
21	Trafalgar Day		Optional
24	UN Day		Optional
<b>November</b>			
11	Armistice Day		Half mast
2 <sup>nd</sup> Sunday	Official Remembrance Sunday		Half mast Central Government flag flying day
14	Birthday of the Prince of Wales		Central Government flag flying day
20	Anniversary of Her Majesty's Wedding		Optional



**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 1 September 2022**

**Report Number: FC014**

**Report by: Town Clerk**

**Subject: Annual review of corporate risk register**

### **1. Summary**

- 1.1 Council are being asked to consider, comment on and approve the Council's Corporate Risk Register.

### **2. Recommendations**

- 2.1 Council is recommended to:
1. Consider and comment upon the updated Risk Register, and, if satisfied, approve the corporate risk register which is attached at appendix 1.

### **3. Background**

- 3.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Corporate Risk Assessment.
- 3.2 Risk management is the process whereby Councils methodically address the risks associated with what they do and the services which they provide. Identifying things that could go wrong and taking proportionate steps to avoid this or manage the consequences.
- 3.3 Members are ultimately responsible for risk management because the risk threatens the achievement of policy objectives. The Governance and Accountability in Local Councils therefore recommends that once per year Member should:
- Take steps to identify and update their record of key risks facing the Council
  - Evaluate the potential consequences for the Council if an event is identified as a risk, takes place
  - Decide upon appropriate measures to avoid, reduce or control the risk or its consequences, and
  - Record any conclusion or decisions reached
- 3.4 The Council's Risk Register is attached as Appendix 1. The risks have been reviewed and updated by the Clerk and relevant officers. Some amendments

have been made, including adjustments to the risk ratings having identified a lack of control measures. These are summarised in the table below.

Area	Comments
Allotments	Incorrect controls such as reference to Allotment Society managing allotments removed.
Bonfire celebrations	Removed as Town Council is not responsible for these
Bus Services	Removed as Town Council is not responsible for these (note it included risks and controls around setting fares, administering passes etc)
Cemeteries/Churchyards	Town Council is not responsible for these (note it included risks and controls around burials etc)
Community centres, land, open spaces, play areas, provision of office accommodation, shelters and seats, war memorial	Controls need to be improved around budget provision, maintenance and inspection regimes, risk assessments, policies and procedures, staff training
Computing	Controls to be improved for budget provision and asset management to enable a rolling replacement programme. Improve IT support
Council meetings	Record management and filing to be improved. Ineffective administration to be addressed by implementing committee structure.
Crime prevention CCTV	This has been updated to reflect the fact we do not control the CCTV in the town but make a financial contribution to the Police.
Employment of staff	Controls to be improved for policies and procedures, documenting key functions, training and development, supervision and performance management
Financial management	Controls to be improved for policies (financial regulations, standing orders, internal controls, internal audit) and adherence. Implement use of industry specific software which links venue hire, allotments and accounts to eliminate double handling of data and improve accuracy. Controls to be improved in file management. Informed medium term financial planning.
GDPR (General Data Protection Regulations)	The controls stated in the risk register have not been found to be in place and so the risk rating for this area has been increased to high and an action plan formulated. This action plan has begun.
Gifts	Policy and register to be implemented.
Swimming pool	Revised to reflect the Town Council leases the operation of the pool and doesn't set fees and charges etc
Website	Improvements to website accessibility ongoing.

- 3.5 Council are asked to consider and comment upon the Risk Register and, if satisfied, approve it.
- 3.6 Councils are expected to make several representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The following statements appertain to this report. Council's review of the Risk Register gives Council the assurance required to approve the Annual Governance Statement in June.

<b>Statement</b>	<b>Explanatory Note</b>
<p>5 "We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of Internal Controls and/or external insurance cover where required."</p> <p>6 "We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems."</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including internal audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• Documentation and application of control procedures.</li> </ul>

Laura Chrysostomou  
**Town Clerk**

**Your Duty =**

**Act =** Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Absence of a completed agreement with every allotment holder.					
310	To have a completed agreement on file for every allotment holder.	Tenancy agreement is completed and signed by all parties prior to occupation. Allotment register maintained. Tenancy Agreements and the rules are reviewed annually to ensure adequacy of conditions.	Annually	Low	Low 1
Responsibility: Administrator					

<b>Administration/Legal</b>					
Inaccurate/out of date Allotment Register.					
309	To maintain an up to date register of allotment holders.	Maintain a proper register ensuring all amendments are promptly recorded Ensure agreement completed prior to occupation.	Annually	Medium	Low 2
Responsibility: Administrator					

**Administration/Legal**

Poor Grass Cutting.

Annually

Low

Low

1

Responsibility: Town Ranger

50

To maintain required standards at allotment sites.

Regular review/control of staff & equipment including training where necessary.

Regular review of grass cutting contract and liaison with contractor.

Arrange periodical site inspection.

Enforce conditions of contract.

**Administration/Legal**

Provision of adequate insurance cover.

Annually

Low

Medium

2

Responsibility: Responsible Finance Officer

312

To ensure that the council is fully protected against mandatory and other risks.

Carry out an annual review of insurance cover to ensure that all appropriate risks are fully protected.

Carry out annual inspection of insurance held by third parties.

## Environmental

Accumulation of rubbish.

Annually

Medium

Low

2

Responsibility: Town Ranger

301 To maintain acceptable standards for site.

Responsibility for site maintenance is clearly defined.  
All allotment sites are regularly inspected by the Town Ranger.  
Tenants are encouraged to report any issues as they arise.  
The terms and conditions of tenancy agreements are enforced.  
Council should act quickly to resolve any issues that may arise.

## Environmental

Build up of non-compostable rubbish

Quarterly

Medium

Low

2

Responsibility: Town Ranger

53 To maintain high standard of cleanliness and minimize risk.

The terms and conditions of the tenancy agreements are enforced.  
There is good liaison with Tenants and the Council in order to address any issues as they arise.  
Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement.  
Make arrangements for removal if the enforcement process proves to be unsuccessful.

## Environmental

Dumping/Hazardous substances

Quarterly

Low

Low

1

Responsibility: Town Ranger

- 302 To maintain acceptable standards and minimise danger arising from hazard
- Site responsibilities are clearly defined.  
The terms and conditions of allotment tenancy agreements are enforced.  
All allotment sites are inspected on a regular basis by the Town Ranger (minimum quarterly).  
The Council should address any issues as they arise.  
The Council will liaise with police and/or other authorities where necessary.

## Environmental

Loss / Damage to water supply.

As and when

Low

Low

1

Responsibility: Town Ranger

- 49 To maintain adequate water supply
- Define responsibility for maintenance of water supply.  
Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage.  
Ensure that system is in place to report and rectify all faults.  
Maintain such arrangements as necessary with local contractor.

## Environmental

Untidy Plots.

Quarterly

Medium

Low

2

Responsibility: Town Ranger

- 52 To ensure that site is maintained to the required/acceptable standard.
- Define responsibility.  
Ensure site visits are carried out the by the Town Ranger.  
Ensure that the rules, terms and conditions of tenancy agreements are enforced.  
Allotment tenants are notified of any identified issues on their plots as they arise and given appropriate time to rectify issues.  
Notices are served as and when required.

## Environmental

Vandalism of sites.

Quarterly

Low

Low

1

Responsibility: Town Ranger

- 48 To minimise the risk of loss/damage/injury arising from vandalism.
- Regular monitoring of sites.  
Tenants report to Council.  
Consider physical improvements to sites.  
Liaison with local policing teams in the areas affected when necessary.  
Tenants report all incidents.  
Record incidents by site and plot to identify issues.



**Environmental**

Vandalism.

As and when

Low

Low

1

*Responsibility: Town Ranger*

303 To minimise the risk of loss/damage/injury arising from vandalism.

Carry out periodical site inspection.  
 Security is reviewed regularly and local police are consulted as and when required.  
 Maintain liaison with law enforcement agencies.  
 The Council should instigate legal action against perpetrators where appropriate.  
 Liaison should take place with tenants.  
 Report all incidents to police.

**Environmental**

Vermin.

Annually

Medium

Low

2

*Responsibility: Town Ranger*

304 To control and minimise impact.

Define responsibility for standards of hygiene/cleanliness etc. of site.  
 Rules, terms and conditions of tenancy agreements are enforced.  
 All allotment sites are inspected on a regular basis.  
 Appropriate action to deal with any identified problems is taken.  
 There is liaison between the Council and tenants to identify and address issues early.  
 Instigate appropriate action to deal with any identified problems.

**Financial**

Failure to collect rents &amp; charges.

As and when

Low

Low

1

*Responsibility: Administrator*

308	To ensure that all income due to the council is properly collected and banked.	<p>Define responsibility for collection of income due.</p> <p>Proper records of income received and banked are maintained.</p> <p>Annual reconciliation to allotment register should be carried out and a financial report presented to council.</p> <p>Terms and conditions of allotment tenancy agreements are enforced.</p> <p>Allotment Register is accurately maintained.</p> <p>That the RFO follows procedures for outstanding debts.</p>
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**Financial**

Failure to review rents &amp; charges.

Annually

Low

Low

1

*Responsibility: Administrator*

306	To ensure that rent income is subject to regular review.	Review allotment rents and charges annually as an integral part of the annual budget process.
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**Physical**

Maintenance of Council owned equipment.

Annually

Low

N/A

0

Responsibility: Town Ranger

298 To ensure that all Council owned equipment is properly maintained.

Ensure that equipment is properly maintained through regular inspection/servicing.  
Ensure that proper maintenance records are complete and up to date.  
Ensure that responsibility is defined and any training requirement is complete.

**Physical**

Personal injury.

Annually

Low

Low

1

Responsibility: Town Ranger

300 To minimise risk.

Ensure that any conditions that might lead to personal injury are minimised and properly controlled.  
Ensure that all parties are aware of the relevant Health and Safety legislation.  
  
Town Ranger to carry out periodical examination of allotment environment.

**Physical**

Public Injury as a result of contractor.

As and when      **Low**      **Low**      **1**

*Responsibility: Town Ranger*

51

To minimise risk to allotment holders and others when contractor on site.

Ensure that contract requires provision of appropriate insurance cover.  
Inspect contractors insurance documentation to confirm compliance.  
Any Contractors instructed by the Council must have completed a risk assessment and work method statement as a minimum requirement.

**Physical**

Security.

Annually      **Low**      **Low**      **1**

*Responsibility: Administrator*

299

To ensure security of site and equipment.

Ensure that responsibility of allotment holders is clearly defined in tenancy agreement.  
Ensure that proper facilities are in place to safeguard council assets.  
Padlocks at all sites except Highdown Road and Paddock Road.  
Tenants reminded to keep locked.

**Physical**

Tenants equipment uncontrolled and misused.

Quarterly

Low

Low

1

Responsibility: Town Ranger

297 To ensure that all equipment is properly secured and controlled and that safety of users is not compromised.

Terms and conditions of tenancy agreement are enforced.  
All allotment sites are inspected regularly.  
Allotment tenants are encouraged to report any issues.  
Council maintains liaison with tenants.

**Physical**

Unoccupied Plots.

Monthly

Low

Low

1

Responsibility: Administrator

47 To control and minimise empty allotments.

An allotment waiting list is maintained.  
The Council to ensure any empty sites are adequately maintained.  
Council to monitor unused plots and enforce agreement.

**Completed by:**

**Date:**

**Position:**

No of Risks 20

No of risks scored: 20

No of Action Plans: 0

Assessment year: 2022

**Your Duty = Powers to provide**

**Act =**

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Absence of Licences.					
211	To meet all statutory requirements and maintain effective administration.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low 1
Responsibility: Centre Manager					

<b>Financial</b>					
Failure to collect income.					
207	To maintain effective financial administration/control.	Define responsibility for collection of income. Ensure that all income due to the Council and received is properly recorded. Make provision for prompt banking.	Annually	Low	Low 1
Responsibility: Centre Manager					

**Physical**

Fire

As and when

Low

Medium

2

Responsibility: Centre Manager

209 To minimise risk of fire.

- Ensure Health/Safety testing complete.
- Ensure appropriate staff training
- Provide for strict security/control of combustible materials.
- Provide appropriate extinguishers etc.
- Ensure appropriate signage in place.
- Ensure appropriate regulations/controls
- Ensure hirers fully briefed

**Physical**

Poor security

As and when

Low

Low

1

Responsibility: Centre Manager

210 To ensure that effective security arrangements are in place.

- Define policy for security of staff, premises and equipment.
- Allocate responsibility for security/control.

**Professional**

untrained staff without knowledge of procedures and policies

Annually

Low

Low

1

Responsibility: Centre Manager

212 To provide adequate staff training.

Arrange training programme for all casual/bar staff.  
Issue detailed instructions.  
Maintain training records.

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**Completed by:**

**Date:**

**Position:**

No of Risks 5

No of risks scored: 5

No of Action Plans: 0



**Your Duty =** Power to provide and maintain shelters

Assessment year: 2022

**Act =** Local Government (Miscellaneous Provisions) Act 1953 s.4

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Absence of Highway Authority Licence.					
268	To ensure that the responsible authority has all necessary licences.	Maintain register of licence requirements. Carry out periodical review.	Annually	Low	Low 1
Responsibility: Town Ranger					
<b>Administration/Legal</b>					
Inadequate insurance cover.					
267	To ensure that the Council has adequate insurance cover.	Ensure that all insurance cover is reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year. Maintain asset register to inform insurance cover.	Annually	Low	Low 1
Responsibility: Responsible Finance Officer					

**Environmental**

Inappropriate design and position

As and when

Low

Low

1

Responsibility: Town Ranger

- 263 To maintain high standards and reputation of the Council. Ensure that design of all shelters is in keeping with architectural values of the Council.  
Ensure that shelters are properly sited liaising with County Council.

**Environmental**

Vandalism.

Weekly

Medium

Low

2

Responsibility: Town Ranger

- 265 To minimise the risk of loss/damage/injury arising from vandalism. Arrange regular monitoring.  
Liaise with local enforcement agencies. Report all incidents.  
Instigate appropriate action against offenders.

**Financial**

Failure to collect all Advertising Income.

Annually

N/A

N/A

0

Responsibility:

266 To maximise income to the council.

Ensure that proper financial controls are in place to provide for prompt billing and collection of all income due.  
Follow defined procedure for outstanding debt.

**Physical**

Poor maintenance of bus shelters

Weekly

Low

Low

1

Responsibility: Town Ranger

264 To maintain high standards of health, safety and cleanliness.

Define responsibility and standards for regular cleaning and maintenance.  
Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.  
Graffiti removed by professional cleaning company as and when required.

**Completed by:**

**Date:**

**Position:**

No of Risks 6

No of risks scored: 6

No of Action Plans: 0

Your Duty = **Power to provide public clocks**

Assessment year: 2022

Act = Parish Councils Act 1957, s.2

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Inadequate insurance cover.					
254	To ensure that all risks are adequately covered.	Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Annually	Low	Low 1
Responsibility: Responsible Finance Officer					
<b>Administration/Legal</b>					
Loss of facility due to clock failure					
253	To ensure efficient service provision.	Ensure adequate training provision. Arrange for relief provision where appropriate.	As and when	Low	Low 1
Responsibility: Town Ranger					

**Financial**

Inadequate budget Provision.

Annually

Low

Low

1

Responsibility: Clerk

252 To ensure adequate budget provision.

Anticipated costs (such as annual maintenance) are adequately provided for in annual budget.

**Physical**

Failure to maintain clock

Annually

Low

Low

1

Responsibility: Town Ranger

251 To ensure efficient and accurate timekeeping.

Clock serviced on an annual basis by an appointed reputable company, with any defects identified being rectified.  
Ensure that contractor insurance is checked before being instructed.  
Ensure maintenance records are maintained.

**Physical**

Poor security of clock

Annually

Low

Low

1

Responsibility: Town Ranger

250 To ensure security of council assets.

Define responsibility for security.  
Ensure sound arrangements in place.

**Completed by:**

**Date:**

**Position:**

No of Risks 5

No of risks scored: 5

No of Action Plans: 0

**Your Duty =** Duty to adopt a code of conduct

Assessment year: 2022

**Act =** p 3 Local Government Act 2000

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i>	<i>/ Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Administration/Legal</b>							
	Failure to maintain / update Register of Interests/Gifts			Annually	Low	Medium	2
<i>Responsibility: Clerk</i>							
30	To maintain records of members	Declarations of Interest	All Councillors are aware of their statutory responsibilities. Every Councillor is issued with information for new Councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office. Register of Members' Interests maintained. Councillors are reminded on an annual basis of the need to review their Register of Members' Interests to ensure it is accurate and up to date. Chair asks for interests to be declared at each meeting. Councillors declaring an interest at a meeting are required to complete a 'Members Declaration of Interest' form, which is kept by the Clerk.  Register of gifts and hospitality book maintained.				

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

**Your Duty =** Power to provide and equip buildings for use of clubs having athletic, social or educational objectives.  
 Power to acquire, provide and furnish community buildings for public meetings and assemblies

Assessment year: 2022

**Act =** Local Government (Miscellaneous Provisions) Act 1976 s 19,  
 Localism Act 2011, s 27

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
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**Administration/Legal**

Failure to maintain diary of events/usage.

Annually	Medium	Low	2
Responsibility:			

232	To provide effective control of facility bookings etc.	Define responsibility for maintenance of diary. Completed booking/application a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed. All staff trained
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**Administration/Legal**

Failure to obtain all necessary licences, ie bar, music, weddings, etc.

Annually	Low	Low	1
Responsibility:			

231	To meet all statutory requirements for service provision.	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.
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**Environmental**

Failure to maintain cleanliness to appropriate standard

Monthly

Low

Low

1

Responsibility:

225 To provide clean premises for hire

Define responsibility for cleanliness/hygiene of premises  
Maintain a maintenance log/cleaning regime.  
Arrange for periodical checks.

**Environmental**

Pollution, ie. noise, litter etc.

Annually

Low

Low

1

Responsibility:

227 To maintain desired standards for use of facilities and limit impact of pollution.

Ensure that adequate controls/conditions are included in booking application form.  
Ensure that all users are aware of conditions attached to use of premises.  
Define policy for dealing with offenders.

## Environmental

Vandalism.

Annually

Low

Low

1

Responsibility:

- 226 To minimise the risk of loss/damage/injury arising from vandalism.
- Review security and monitor all areas on a regular basis.  
Maintain liaison with local enforcement agencies.  
Define a policy for dealing with antisocial behaviour.  
Report all incidents.  
Instigate legal action against perpetrators where appropriate.

## Financial

Failure to collect income.

Quarterly

Low

Low

1

Responsibility:

- 230 To ensure that all income is received and properly banked.
- Define responsibility for collection of income.  
Maintain an effective receipting system.  
Provide for prompt banking.  
Maintain proper records of income received and banked.  
Enforce provisions of user agreements.  
Provide for periodical reconciliation and financial report to Council.

**Financial**

Failure to review charges.

Annually

Low

Low

1

Responsibility:

229 To ensure that all charges are subject to regular review. Review all charges annually as an integral part of the budget process.

**Financial**

Inadequate budget provision.

Annually

Medium

High

6

Yes

Responsibility:

228 To ensure that service provision is included in budgetary process. Ensure that anticipated costs are adequately provided for in Budgetary process.

## Financial

Poor stock control, loss of stock

Monthly

Low

Low

1

Responsibility:

224 To minimize the risk of loss.

Define responsibility for stock control.  
Arrange for regular stock checks.  
Maintain proper records.

## Physical

Failure to ensure security of buildings

Annually

Low

Medium

2

Responsibility:

214 To maintain a high standard of security.

Allocate responsibility for security/control of premises.  
Define policy and provide for security.  
Maintain security equipment such as alarms, CCTV.  
Staff employed or contract with service provider in place.  
Appropriate staff training complete.  
Detailed schedules/records maintained.  
Liaison with local enforcement agencies maintained.

**Physical**

Failure to maintain equipment.

Annually

Low

Medium

2

Responsibility:

- 221 To ensure that all equipment is properly maintained. Ensure that equipment is properly maintained through regular inspection/servicing.  
Ensure that proper maintenance records are complete and up to date.  
Ensure that responsibility is defined and any training requirement is complete.

**Physical**

Failure to store equipment securely resulting in loss, damage etc

Annually

Low

Medium

2

Responsibility:

- 222 To ensure that all property is secure and minimise losses by theft or otherwise. Define policy for security of equipment.  
Ensure that responsibility of users is clearly defined in hire/user agreement.  
Allocate responsibility for security/control.  
Maintain asset register.  
Maintain records of loss or damaged equipment.  
Maintain asset register.

**Physical**

Fire

Quarterly

Medium

High

6

Yes

Responsibility: Centre Manager

349 To safeguard against fire risk.

- Ensure Health/Safety testing complete.
- Annual Fire Risk Assessment by competent officer and by professional every 5 years.
- Ensure appropriate staff training.
- Provide for strict security/control of combustible materials held on site.
- Provide appropriate fire detection, extinguishers etc.
- Ensure appropriate signage in place.
- Ensure appropriate regulations/controls in hire documentation.

**Physical**

lack of maintenance of buildings.

Annually

High

High

9

Yes

Responsibility:

220 To ensure that council property is properly maintained and minimise loss/damage/injury.

- Define responsibility for maintenance.
- Ensure adequate budget provision.
- Maintain detailed records of work scheduled and completed.
- Carry out regular inspections of all buildings.
- Ensure that proper contractual arrangements are in place for specialist/other services.
- Arrange adequate insurance cover.

**Physical**

Personal injury.

Annually

Low

Medium

2

Responsibility:

213 To ensure that any conditions that might lead to personal injury are minimised and properly controlled.

Ensure that all staff have appropriate training and adhere to approved working practices.

Ensure that the correct, properly maintained equipment is available as appropriate.

Ensure that any risks to the public are minimised and eliminated wherever possible.

Maintain records of staff training.

Maintain records of any injuries.

Define responsibility in job descriptions etc.

**Physical**

Security of Hazardous Substances + D73.

Annually

Low

Medium

2

Responsibility:

223 To minimise the risk of damage/injury arising from the use of hazardous substances.

Define responsibility for use and control.

Provide for any necessary training.

Provide for appropriate clothing.

Ensure that any necessary licences, certificates for use have been obtained.

Ensure that storage and security is sound.

Ensure that any disposals are properly dealt with.

Maintain proper records.

**Completed by:**

**Date:**

**Position:**

No of Risks 16

No of risks scored: 16

No of Action Plans: 3

**Your Duty =** Power to facilitate discharge of any function

Assessment year: 2022

**Act =** s 111 Local Government Act 1972

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Physical</b>					
Loss arising from theft/misappropriation.					
325	Maintain adequate security of site and equipment.	Access to Council offices only available when Council staff are present. The building is alarmed and all equipment is security tagged. All computers are password protected. High security of site and equipment is maintained at all times. Asset register.	Annually	Low	Medium 2
Responsibility:					
<hr/>					
<b>Physical</b>					
Loss/damage arising from unauthorised use.					
318	Maintain security of computer.	Access restricted through use of controlled passwords following guidance on secure passwords. Passwords are changed periodically. Maintain physical security of computer and site. Connection from abroad to MO365 restricted. Authenticator app to be used.	Annually	Low	Medium 2
Responsibility:					



**Technical**

Crash of IT System.

Monthly

Low

Medium

2

Responsibility:

27 To minimise risk arising from breakdown of equipment. Council computer systems are backed up daily, and off site. Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software is used. Council operate up to date anti-virus software. Council has a backup laptop it could independently use in the event of a total crash.

**Technical**

loss of data/ability to work due to equipment failure

Annually

Responsibility: Clerk

1132 To maintain ICT equipment to an appropriate standard. Rolling replacement programme budgeted for.

**Completed by:**

**Date:**

**Position:**

No of Risks 4

No of risks scored: 3

No of Action Plans: 0

**Your Duty = Power to meet**

Assessment year: 2022

**Act =** Local Government Act 1972

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required	
<b>Administration/Legal</b>						
Access.						
218	To meet all statutory requirements and maintain effective administration.	Ensure public access is available to all meetings of the Council, except for executive business. Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors. Disability access should be provided. Specific area should be set aside for press & public. Time should be allocated for public questions and comments.	Annually	Low	Medium	2
Responsibility:						
<hr/>						
<b>Administration/Legal</b>						
Failure to meet statutory duty.						
217	To meet all statutory requirements and maintain effective administration.	All meetings comply with LGA 1972. Clerk CiLCA qualified, if required. Council randomly checks its own internal controls as well as Internal Auditor checks. All members are notified of meeting by way of summons and agenda in accordance with LGA 1972. All public notices are posted as prescribed in LGA 1972. Ensure meetings are quorate and attendance records are maintained. Minutes are taken of all Council and Committee meetings and signed at the next meeting by the Chair. All minutes are produced in accordance with legislation and kept in files in the Council office.		Low	Medium	2
Responsibility:						

**Physical**

Personal Injury.

Annually

Low

Medium

2

Responsibility: Administrator

- 319 Ensure that effective arrangements are in place to minimise risk. Appropriate regulations/controls are in place to minimise the risk of injury to officers, members and public.  
 Defined standards are maintained.  
 Where necessary, appropriate notices are in place.  
 Council has appropriate insurance cover which is reviewed on an annual basis as a minimum.

**Physical**

Security.

Annually

Low

Medium

2

Responsibility:

- 219 To ensure that effective security arrangements are in place. Define policy for security of staff, members, premises and equipment.  
 Allocate responsibility for security/control and implementation.  
 Maintain liaison with local enforcement agencies.  
 Council officers are aware of responsibility for security/control and implementation in order to protect themselves and others.

**Completed by:****Date:****Position:**

No of Risks 4

No of risks scored: 4

No of Action Plans: 0

**Your Duty =** Duty to disclose documents and to adopt publication scheme

Assessment year: 2022

**Act =** Freedom of Information Act 2000

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Financial</b>					
Legal Liability as a result of Asset Ownership.					
44	Provision of adequate public liability insurance	Detailed asset register is maintained and reviewed annually. Adequate public liability insurance is in place. Separate legal liability and asset risk assessments are maintained.	Annually	Low	Medium 2
			Responsibility:		
<b>Physical</b>					
Loss / Damage to Civic Regalia.					
45	To safeguard council assets.	Register of Assets maintained and updated annually and as and when required . Council has adequate insurance against damage and theft. Proper security/storage is in place. Users are aware of their responsibility when regalia is in their care. Civic Regalia is suitably maintained and cleaned. Civic Regalia is collected and returned under secure conditions.	Monthly	Medium	Low 2
			Responsibility:		

## Physical

Loss of assets.

Annually

Medium

Low

2

Responsibility:

- 43 To minimise the risk of loss through theft/misappropriation of assets. Effective security of all assets maintained. Asset Register maintained and reviewed annually as a minimum. Ensure that adequate and appropriate insurance cover is held.

## Professional

Failure to effectively process documents.

Daily

Medium

Low

2

Responsibility: Clerk

- 46 To ensure effective processing and safe keeping of all documentation received by the Council Clerk is responsible for maintenance of effective control of documentation. Define procedure for recording documents receipt, circulation, response, handling, filing and disposal. Deeds and leases stored in fire proof box in Council office, and then within security locked cupboard. Security waste is disposed of securely. All documents kept on computer are backed up daily, including offsite backup. Restricted access to Council Offices unless with a Council Officer. Financial information held electronically.

Completed by:

Date:

Position:

No of Risks 4

No of risks scored: 4

No of Action Plans: 0

**Your Duty =** Powers to spend money on crime detection and prevention measures.

Assessment year: 2022

**Act =** Local Government and Rating Act 1997 s 31; Crime & Disorder Act 1998

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i> <b>/ Requirement</b>	<b>Control</b>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Financial</b>						
	Inadequate budget provision.		Annually	Low	Low	1
<i>Responsibility: Clerk</i>						
329	Ensure annual service review.	Ensure that service/facility requirements are detailed in budget process. Ensure that any costs have also been identified and agreements drawn up with property owners.				

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

Your Duty = Duty to Appoint

Assessment year: 2022

Act = s 112 Local Government Act 1972

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>						
	Failure to comply with Employment Law.		Annually	High	Medium	6 Yes
23	To ensure that the council fulfils its responsibilities.	Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention to all relevant parties. Subscribe to appropriate organisations to receive updates and training  Training arranged as and when required including Clerks CPD.				
			Responsibility: Action by: Clerk Action by date: 31/03/2023 Action plan: Suite of policies to be implemented.			
<b>Financial</b>						
	Overpayment or underpayment of salaries and expenses.		Monthly	High	Low	3
785	Ensure that all payments to staff are in accordance with employment contracts approved by the council.	Monthly payroll schedule to be verified by the relevant number of parties/staff. Monthly employers payments to be verified by the relevant third party/ies as laid out in policy. Electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.				
			Responsibility:			

**Professional**

Attacks on Personnel.

Monthly

Low

Medium

2

Responsibility: Clerk

22 To protect staff.

- Ensure that an effective security system is in operation.
- Ensure appropriate insurance cover held.
- Ensure lone working policy in place and adhered to.
- Ensure staff have telephone access at all times during their work.
- Advise staff to take all relevant safe guides and precautions.
- Appropriate insurance is maintained.
- Deliver training.
- Risk assess activities.

**Professional**

Inability to recruit.

As and when

Low

High

3

Responsibility:

17 To improve recruitment.

Recruitment policy reviewed when the need arises to recruit staff.



**Professional**

Inability to retain staff.

Annually

Medium

High

6

Yes

18

To minimise risk arising from high turnover of staff.

Recruitment, induction process in place.  
 Job descriptions and person specifications in place.  
 Staff Appraisals conducted on an annual basis, informed by annual business plan and strategy.  
 1:1's undertaken regularly.  
 Training plan implemented.  
 Absence monitored and managed.  
 Review staff structure and salaries regularly.  
 Complete exit questionnaire.

*Responsibility:*

Action by: Clerk

Action by date: 31/03/2023

Action plan: Suite of personnel policies and procedures to be implemented.  
 JDs and PS to be revised.

**Professional**

Lack of Employee motivation/efficiency.

Annually

High

High

9

Yes

21

To meet commitment of council employment policy.

Each employee has job description.  
 Staff appraisals carried out annually supported by regular one to ones.  
 Appropriate staff records maintained.  
 Training provided as and when requested or identified.

*Responsibility:*

Action by: Clerk

Action by date: 31/03/2023

Action plan: Implement appraisals, 1:1s, effective empowerment and engagement practices.  
 Implement training.

**Professional**

Lack of Training.

Annually

High

High

9

Yes

20 To meet Council commitment to staff training.

Training provided as and when identified/requested, including CPD.  
 Training requirements reviewed as part of the annual appraisal system.  
 Advantage taken of any localised training through local associations, SLCC, E  
 SALC etc.  
 Staff encouraged to network with other Town/Parish Officers in the area.  
 Appropriate training records maintained.

*Responsibility:*

Action by: Clerk

Action by date: 31/03/2023

Action plan: Identify training needs and develop training plan. Ensure resources to deliver.

**Professional**

Loss of key staff.

Annually

High

High

9

Yes

19 To avoid problems arising from loss of key personnel.

Ensure procedures for key functions documented.  
 Procedural manuals and necessary training are provided to ensure that all key  
 tasks can be carried out in the event of a sudden loss of a key member of staff.  
 Ensure files, software and databases can be accessed by key staff.  
 Consider and check contingency arrangements, such as contracting personnel  
 to cover key functions/tasks.

*Responsibility:*

Action by: Clerk

Action by date: 31/03/2023

Action plan: Implement documentation of key procedures  
 .  
 Produce manuals.**Completed by:****Date:****Position:**

No of Risks 8

No of risks scored: 8

No of Action Plans: 5

**Your Duty =** Provision of entertainment and support of the arts

Assessment year: 2022

**Act =** Local Government Act 1972, s 145

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Absence of key staff.					
198	To ensure that minimum staffing arrangements are in place to meet service need.	Event Management Plan to be devised for all events clearly defining responsibilities, key personnel and their deputies as well as overall management of the event.	Annually	Low	Medium 2
Responsibility:					
<b>Administration/Legal</b>					
Inadequate insurance cover.					
197	To ensure that appropriate insurance cover in place.	Insurance requirements reviewed annually to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.	Annually	Low	Medium 2
Responsibility:					

## Administration/Legal

Staff training.

Annually

Low

Low

1

Responsibility:

199 To ensure that all staff have appropriate training.

Determine Council policy for training for the event and ensure all staff and volunteers receive appropriate training where necessary.  
Maintain records of training provided.

## Environmental

Noise pollution.

As and when

Low

Low

1

Responsibility:

192 To minimise risk/complaint arising from noise pollution at council owned facilities.

Where appropriate set conditions in hire documentation.  
Carry out regular site inspections.  
Maintain record of any complaints received and instigate prompt action where appropriate.  
Liaise with local enforcement agencies.

## Environmental

Vandalism.

Annually

Low

Low

1

Responsibility:

191 To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.  
Maintain liaison with local enforcement agencies.  
Take action as appropriate against offenders.

## Financial

Box Office controls.

Annually

Low

Low

1

Responsibility:

195 To minimize the risk of loss by theft/misappropriation.

Determine policy and responsibility for box office security.  
Define responsibility cash handling procedures  
Ensure appropriate staff training.  
Maintain comprehensive records, ticket returns/reconciliation etc.  
Arrange periodical checks/internal audit.

**Financial**

Contractual arrangements with service providers- films, artistes etc.

As and when

Low

Low

1

Responsibility:

196

To ensure that proper contractual arrangements are in place.

Ensure that a signed contract is in place as pre requisite of service provision.  
Check/enforce contract conditions in interest of Council.

**Financial**

Failure to collect rents & charges.

Annually

Low

Low

1

Responsibility:

194

To maximise income due to the council.

Define responsibility for collection of income.  
Ensure that all income due to the Council and received is properly recorded.  
Make provision for prompt banking.  
Issue tickets/receipts for all income received.  
Follow defined procedure for reminders in respect of unpaid accounts.  
Take appropriate recovery action where necessary.  
Arrange appropriate internal audit testing.  
Council approval required for write-off on any irrecoverable debts.

## Financial

Failure to review rents and charges.

Annually

Low

Low

1

Responsibility:

193 To ensure that all charges are subject to annual review. Review all charges annually as an integral part of the budgetary process.

## Physical

Fire.

Annually

Low

High

3

Responsibility: *Mayors Secretary*

348 To safeguard against fire risk.

- Health & Safety testing to be completed and full risk assessment.
- Ensure appropriate staff training
- Provide for strict security/control of combustible materials held by Council.
- Provide appropriate extinguishers etc.
- Ensure appropriate signage in place.
- Ensure appropriate regulations are followed.
- Ensure appropriate regulations/controls in hire documentation.
- Where appropriate ask Fire Service to attend event.
- All electrical equipment to be checked by a qualified electrician.

**Physical**

Maintenance of buildings.

Annually

Low

High

3

Responsibility:

185 To ensure proper maintenance of premises and minimize risk of loss/damage/injury.

Define responsibility for maintenance.  
Carry out regular inspections of all premises.  
Maintain detailed records of all work scheduled/completed.

**Physical**

Maintenance of equipment

Annually

Low

Medium

2

Responsibility:

187 To ensure proper maintenance of equipment and minimize loss/damage/injury.

Determine responsibility for use and control.  
Arrange contract maintenance for specialist equipment.  
Provide for any necessary staff training.  
Provide for appropriate protective clothing.  
Ensure that any necessary licences, certificates for use have been obtained.  
Ensure that security is sound.  
Ensure that any disposals are properly dealt with.  
Maintain proper records.



**Physical**

Security of buildings.

Annually

Low

High

3

Responsibility:

186 To maintain security of Council premises.

Responsibility for security defined.  
Staff employed or contract with service provider in place.  
Appropriate staff training complete.  
Detailed schedules/records maintained.  
Liaison with local enforcement agencies maintained.

**Physical**

Security of equipment.

Annually

Low

Medium

2

Responsibility:

188 To minimise loss through theft/misappropriation.

Define policy for security of premises and equipment.  
Determine responsibility for security/control of equipment.  
Ensure effective security arrangements in place.  
Maintain asset register.

**Physical**

Security of exhibits.

Annually

Low

Low

1

Responsibility:

189 To minimise the risk of loss or damage to exhibits.

Determine policy/ responsibility for security of exhibits.  
Ensure effective security arrangements in place.  
Ensure adequate insurance cover in place.

**Completed by:**

**Date:**

**Position:**

No of Risks 15

No of risks scored: 15

No of Action Plans: 0

**Your Duty =** Duty to ensure responsibility for financial affairs

Assessment year: 2022

**Act =** s 151 LGA 1972

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i> <b>/ Requirement</b>	<b>Control</b>	<i>Review</i> <b>timing &amp;</b> <i>Responsibility</i>	<i>Likelihood</i> <b>of</b> <i>occurrence</i>	<i>Impact</i> <b>on</b> <i>Council</i>	<i>Your</i> <b>action</b> <i>Score required</i>
<b>Administration/Legal</b>						
	Failure to comply with Customs & Excise regulations.		Annually	Low	Medium	2
			<i>Responsibility:</i>			
40	Efficient financial administration.	VAT properly administered, with returns being made on an annual basis. Refer to guidance from HMRC where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly and on time. All claims reconciled to cashbook.				
<hr/>						
<b>Administration/Legal</b>						
	Failure to comply with Inland Revenue regulations.		Quarterly	Low	Medium	2
			<i>Responsibility:</i>			
39	Efficient financial administration.	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay. Ensure regular returns to Inland Revenue. Arrange prompt payment of all sums due.				

**Administration/Legal**

Failure to maintain record of council assets.

Annually

Medium

Low

2

Responsibility:

327 To minimize the risk of loss associated with failure to maintain adequate records.

Asset policy in place.  
Define responsibility for maintenance of asset register.  
All acquisitions/disposals are accurately and promptly recorded.  
Periodical inventory checks carried out.  
Asset register reviewed annually as a minimum.

**Administration/Legal**

Incurring expenditure without proper legal authority.

Annually

High

Medium

6

Yes

Responsibility:

Action by: Clerk

Action by date: 31/03/2023

Action plan: Implement scheme of delegation

338 To ensure all expenditure is intra vires, ie. "within the powers".

That the Clerk checks to ensure all expenditure is within legal authority.  
That the Council has attained General Power of Competence.  
Scheme of delegation in place.

**Financial**

Quarterly

Low

Medium

2

Failure to ensure proper use of funds under specific powers / S137.

Responsibility:

41

To ensure that expenditure is properly authorised and controlled.

Council has attained General Power of Competence.  
Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/Council.  
All approvals for expenditure are properly recorded in Council minutes and on the accounting package.  
The Clerk ensures that no alternative statutory authority is available.

**Financial**

Monthly

High

Medium

6

Yes

Failure to keep proper financial records.

Responsibility:

Action by: Clerk

Action by date: 31/03/2023

Action plan: Industry specific accounting package needed.

Internal Audit policy needed.

35

Clerk is appointed Responsible Financial Officer and Proper Officer.  
Standing Orders and Financial Regulations are in place and reviewed as a minimum annually.  
The Council has appointed Councillors as random audit checkers to randomly inspect the Council's procedures and the work of the office staff.  
Independent internal auditor appointed.  
Annual Return completed for submission to the External Auditor.  
All reports relating to expenditure and receipts together with the bank reconciliation and outstanding debts are approved by Clerk and Audit Panel.  
Year To Date budget sheets are also presented and approved by Audit Panel which tallies with the bank reconciliation

**Financial**

Failure to maintain an effective payments system.

Monthly

Medium

Medium

4

Responsibility: Responsible Finance Officer

326 To minimize the risk of loss.

Determine responsibility for control of expenditure.  
All payments supported by an invoice/voucher.  
All details are checked and payment entered into a cash book or equivalent.  
All payments are approved in accordance with financial regs.  
All cheques signed by at least two authorised members.  
Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.  
All expenditure is subject to sound budgetary control.

**Financial**

Failure to set a precept within sound budgeting arrangements.

Monthly

High

Medium

6

Yes

Responsibility:

Action by: Clerk

Action by date: 31/01/2023

Action plan: Overhaul budget creating transparent budget.  
Implement medium term financial plan.

37 To ensure that the budget procedure is both efficient and effective.

Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe. These are reviewed annually.  
Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year.  
All charges made by the Council are reviewed.  
Adequacy of all balances and reserves are reviewed as a minimum annually.  
Effective budget monitoring is in place throughout the year, with year to date budget sheets presented to Audit on a quarterly basis.

**Financial**

Loss of money through theft/misappropriation.

Quarterly

High

Medium

6

Yes

38

To ensure that effective financial controls are in place.

Determine responsibility for cash at all sources.  
Receipts are issued for all income.  
Secure arrangements are in place for all monies held prior to banking.  
Proper arrangements are in place for prompt recording and banking of all cash received.  
Bank reconciliation carried out by Clerk/Assistant Clerk on a weekly basis, with Council receiving a monthly reconciliation.  
Council presented with financial reports on a monthly basis.  
Council holds adequate fidelity guarantee insurance.

<i>Responsibility:</i>
Action by: Responsible Finance Officer
Action by date: 31/03/2023
Action plan: Implement internal controls and month procedures.
Ensure all expenditure is approved in accordance with fin

**Financial**

Poor Financial Management

Annually

High

Medium

6

Yes

36

To ensure effective management of financial affairs of council.

Responsibility for the management of the financial affairs of the Council has been established and is contained within Financial Regulations.  
Standing Orders and Financial Regulations reviewed as a minimum on an annual basis.  
Clerk maintains an effective budgetary control/financial reporting system.  
Council maintains an effective internal control system and internal audit.

<i>Responsibility:</i>
Action by: Clerk
Action by date: 31/01/2023
Action plan: Review Financial regs, Standing Orders, internal controls, asset policy. Overhaul budget.

**Financial**

Risk to third party as a consequence of providing a service

Annually

Low

Low

1

Responsibility:

42 To protect interest of council.

Appropriate insurance cover/policy is in force.

**Completed by:**

**Date:**

**Position:**

No of Risks 11

No of risks scored: 11

No of Action Plans: 5



**Your Duty =** Duty to comply with the regulations.

Assessment year: 2022

**Act =** Data Protection Act 2018

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>						
	Failure to be registered with the ICO.		Annually	Low	Low	1
850	To be registered with the ICO.	The Data Protection Act 1998 requires every data controller, eg organisation, who is processing personal information to register with the ICO, unless they are exempt.	Responsibility:			

<b>Administration/Legal</b>						
	Failure to display of a Privacy notice.		Annually	High	Medium	6 Yes
838	To have a fully drafted privacy notice. This to be available for all relevant parties.	Privacy notice to inform individuals about what a Council does with their personal information. To contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. All privacy notices must be verifiable.	Responsibility:			
Action by: Clerk						
Action by date: 31/10/2022						
Action plan: Contract expert to undertake audit and impact assessment working with the Town Clerk. Implement suite of GDPR policies and procedures.						

**Administration/Legal**

Failure to have a GDPR document.

Annually

High

Medium

6

Yes

Responsibility:

855 To have a GDPR document.

The Council is required to produce a GDPR policy document. This should be reviewed at least annually or when further advice is issued by the ICO.

**Administration/Legal**

Failure to have a Privacy notice on-line.

Annually

High

Medium

6

Yes

Responsibility:

839 To have a privacy notice available on line.

Privacy notice to inform individuals about what a Council does with their personal information. To contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. All privacy notices must be verifiable.

**Administration/Legal**

Failure to have a privacy notice review process.

Annually

High

Medium

6

Yes

Responsibility:

840 To have privacy notice review policy in place and agreed by the Council.

Privacy notice to inform individuals about what a Council does with their personal information. To contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. All privacy notices must be verifiable.

**Administration/Legal**

Failure to have consent form available.

Annually

High

Medium

6

Yes

Responsibility:

842 To have a consent form available on-line and in paper form for access by all relevant parties.

You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.

**Administration/Legal**

Failure to have consent of data owners.

Annually

High

Medium

6

Yes

Responsibility:

841 To have all relevant consent in place.

You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.

**Administration/Legal**

Failure to have data protection included in the Council's Risk Management Policy.

Annually

High

Medium

6

Yes

Responsibility:

853 To ensure that the council's risk management policy reflects the requirements of the data protection (GDPR) legislation.

To ensure that the Council's risk management policy reflects the requirements of the data protection (GDPR) legislation.

**Administration/Legal**

Annually

High

Medium

6

Yes

Failure to have up to date data procedures.

Responsibility:

843 To have up to date data procedures and processes in place for full GDPR compliance.

Information held and legal requirements could change so the Council should have up to date data procedures and processes in place. These should be reviewed and updated regularly which will ensure full GDPR compliance.

**Administration/Legal**

Annually

High

Medium

6

Yes

Failure to identify what data is held and processed by the council.

Responsibility:

831 To have a fully completed audit showing checks taken place and listing all data held electronically and non electronically.

The Council is the data controller. undertake an information audit and manage the information collected by the Council. information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed. All reviews should be recorded.

**Administration/Legal**

Annually

High

Medium

6

Yes

Failure to put procedures in place to fix any data breach.

Responsibility:

847 To have procedures and processes in place defining what to do in case of a data breach, including how to fix this.

investigation of any breaches. Personal data breaches should be reported to the clerk for investigation. The clerk will conduct this with the support of the Council. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals - if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the clerk will also have to notify those concerned directly.

**Administration/Legal**

Annually

High

Medium

6

Yes

Inability to correct data errors.

Responsibility:

845 The ability to correct any data errors and record/log these amendments. Also, to have a process in place to inform the user that data has been amended.

GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

**Administration/Legal**

Inability to delete data.

Annually

High

Medium

6

Yes

Responsibility:

846 The ability to delete a user's data and record/log this action. Also have a process in place to inform the user that data has been removed/deleted.

If a request is received to delete information, then the council must respond to this request within a month.

**Administration/Legal**

Non availability for owner to view their data.

Annually

High

Medium

6

Yes

Responsibility:

844 The ability to allow the data owner to view their own data held by the Council.

GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

**Administration/Legal**

Non compliance of Council members and contractors.

Annually

High

Medium

6

Yes

Responsibility: Clerk

856 That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations.

GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

**Administration/Legal**

Non compliance of Council to manage the process.

Annually

High

Medium

6

Yes

Responsibility:

854 That the Council manage the GDPR process.

The Council is the data controller.



**Administration/Legal**

Non display of the data protection policy on the Councils web site.

Annually

High

Medium

6

Yes

Responsibility:

851 To have our Privacy notice available on-line for general access/viewing.

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information. A privacy notice will contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved

**Administration/Legal**

Non identification of how long the data held.

Annually

High

Medium

6

Yes

Responsibility:

835 The ability to identify how long the data has been held by the Council and review if holding this data is still required and if not can be deleted.

The Council is the data controller.

**Administration/Legal**

Non identification of security and controls of data held.

Annually

High

Medium

6

Yes

Responsibility:

837 To record and identify what security and controls are in place to secure the data. The Council is the data controller

**Administration/Legal**

Non identification of who holds and can access the data

Annually

High

Medium

6

Yes

Responsibility:

836 To record and identify all data held and who can access it. The Council is the data controller

**Completed by:**

**Date:**

**Position:**

No of Risks 20

No of risks scored: 20

No of Action Plans: 19

**Your Duty =** Power to accept gifts

Assessment year: 2022

**Act =** Local Government Act 1972, s 139

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i> <b>/ Requirement</b>	<b>Control</b>	<i>Review</i> <b>timing &amp;</b> <i>Responsibility</i>	<i>Likelihood</i> <b>of</b> <i>occurrence</i>	<i>Impact</i> <b>on</b> <i>Council</i>	<i>Your</i> <b>action</b> <i>Score required</i>
<b>Administration/Legal</b>						
	Failure to notify/record gifts.		Annually	High	Medium	6 Yes
<i>Responsibility: Clerk</i>						
<i>Action by: Clerk</i>						
<i>Action by date: 31/03/2023</i>						
<i>Action plan: Implement policy and register</i>						
314	To protect interest of council and members.	Ensure that all staff/members are aware of responsibilities. Maintain gift register.				

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks 1  
scored:

No of Action 1  
Plans:

**Your Duty =** Power to participate in schemes of collective investment

Assessment year: 2022

**Act =** Trustee Investments Act 1961, s 11

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i> <b>/ Requirement</b>	<b>Control</b>	<i>Review</i> <b>timing &amp;</b> <i>Responsibility</i>	<i>Likelihood</i> <b>of</b> <i>occurrence</i>	<i>Impact</i> <b>on</b> <i>Council</i>	<i>Your</i> <b>action</b> <i>Score required</i>
<b>Administration/Legal</b>						
	Maintenance of Investment Register		Annually	Low	Low	1
167	To maintain proper records.	Determine responsibility for maintenance of investment register. Maintain effective internal audit.	<i>Responsibility:</i>			
<hr/>						
<b>Financial</b>						
	Failure to review interest rates etc.		Annually	N/A		0
166	To maximize return on investments.	Determine policy and responsibility for investment of Council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	<i>Responsibility: Responsible Finance Officer</i>			
<hr/>						

**Financial**

Financial Loss i.e. theft

Annually

Low

Low

1

Responsibility:

164 To minimize risk arising from theft/misappropriation.

Determine policy/responsibility for investment.  
 Ensure that investment / transfer / withdrawal of funds are subject to Council approval.  
 Ensure that all transactions are subject to counter signatures of clerk/authorised Council members.  
 Arrange regular reporting to the Council or relevant committee.

**Financial**

Inappropriate investment

Annually

Low

Low

1

Responsibility:

165 To ensure integrity of investment.

Define policy and responsibility for investment of Council funds.  
 Record details/approval of all investments in Council minutes.  
 Ensure regular report to Council.

**Completed by:****Date:****Position:**

No of Risks 4

No of risks scored: 4

No of Action Plans: 0

**Your Duty =** Power to acquire by agreement, to appropriate, to dispose of land  
Power to accept gifts of land

Assessment year: 2022

**Act =** Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

<i>Risk /</i> <b>ID    Hazard    / Requirement</b>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
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### Administration/Legal

Maintenance and Security of Deeds of ownership etc.

Annually      **Low**      **Medium**      **2**

*Responsibility: Administrator*

162	To ensure security of records.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fireproof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes. Where possible paper and electronic copies are also held.
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### Administration/Legal

Maintenance of Asset Register

Annually      **Low**      **Medium**      **2**

*Responsibility: Town Ranger*

163	To ensure that all assets of the council are properly recorded.	Asset policy. Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. All assets of the Council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule.
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## Environmental

### Fly tipping

Annually

Medium

Low

2

Responsibility: Town Ranger

158 To minimize risks associated with fly tipping.

Define policy/responsibility for site control/security.  
Enforce conditions of tenancy agreement/lease.  
All Council owned land is inspected on a regular basis.  
Members of the public are encouraged to report any issues they identify.  
The Council will address any issues as they arise.  
The Council will liaise with the police and/or other authorities where necessary.

## Environmental

### Maintenance of land including grass cutting

Annually

Low

Low

1

Responsibility: Town Ranger

156 To ensure that council assets are properly maintained.

Define responsibility for maintenance and ensure that a planned programme is in place.  
Ensure that any service contracts are properly signed and sealed.  
Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.  
Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified.

## Environmental

### Vandalism

Annually

Low

Low

1

Responsibility: Town Ranger

- 157 To minimise the risk of loss/damage/injury arising from vandalism.
- Land is inspected on a regular basis.  
Security is reviewed regularly and local police are consulted as and when required.  
The Council will instigate legal action against perpetrators where appropriate.

## Financial

### Failure to collect income

Annually

Low

Low

1

Responsibility: Responsible Finance Officer

- 161 To minimize risk of loss.
- Maintain records of all rents, tithes etc. due from land holdings.  
Ensure that conditions of contracts are adhered to.  
All income due to the Council is received and is properly recorded.  
Issue receipts for all income received.  
Follow defined procedure for reminders in respect of unpaid accounts  
Take appropriate recovery action where necessary.  
Write off irrecoverable sums to be subject to Council approval.  
Arrange appropriate internal/external audit testing.



**Financial**

Failure to review rents and other charges

Annually

N/A

N/A

0

Responsibility: Clerk

160 To ensure that all rents and charges are subject to review.

All rents and charges are subject to review as part of the budgetary process. Contractual conditions for review of land rents etc. are strictly adhered to.

**Financial**

Inadequate budget provision

Annually

Medium

Medium

4

Responsibility: Clerk

159 To ensure proper budget provision.

Ensure that all anticipated income/costs are provided for in Budgetary process.

**Physical**

Maintenance of fences, hedges, gates, footpaths etc.

Annually

Low

Medium

2

Responsibility: Town Ranger

152 To ensure proper maintenance of council owned assets.

Define responsibility for maintenance and ensure that a planned programme is in place.  
Ensure that any service contracts are properly signed and sealed.  
Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.  
All works undertaken by contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-compliant issues identified.

**Physical**

Maintenance of furniture

Monthly

Low

Medium

2

Responsibility: Town Ranger

154 To ensure proper maintenance of council assets.

Determine responsibility for maintenance and ensure that a planned programme is in place.  
Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage.  
Ensure that any service contracts are place.  
All public furniture owned by the Council are listed on the Assets Register.

**Physical**

Public/Personal Injury

Annually

Low

Low

1

Responsibility: Town Ranger

151 To minimize risk of injury.

- Ensure that all staff have appropriate training and adhere to approved working practices.
- Ensure that the correct, properly maintained tools/equipment are available as appropriate.
- Ensure that all appropriate disclaimer notices, warning signs etc. are in place.
- Ensure that any risks to the public are minimised and eliminated wherever possible.
- Maintain records of training.
- Maintain records of any injuries.
- Define responsibility in job descriptions etc.
- Ensure that the Council holds adequate insurance cover.

**Physical**

Security of equipment

Annually

Low

Low

1

Responsibility: Town Ranger

153 To ensure that proper security arrangements are in place.

- Define policy for security of premises and equipment.
- Determine responsibility for security/control of equipment.
- Ensure effective security arrangements in place.
- Maintain asset register.

**Physical**

Unauthorised access/trespass

Annually

Medium

Low

2

Responsibility: Town Ranger

155 To maintain security of council assets.

Council has policies in place for access to land.  
Appropriate signage is in place.  
Council liaises with local police as and when required.  
The Council will instigate appropriate action against offenders.

**Completed by:**

**Date:**

**Position:**

No of Risks 13

No of risks scored: 13

No of Action Plans: 0

**Your Duty =** Power to provide receptacles. Power to take enforcement action against those that litter.

Assessment year: 2022

**Act =** Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk / ID Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Environmental</b>					
Inappropriate location of litter bins					
3	To determine location for best use.	Define Council policy and plan for location of bins. Carry out periodical review.	Annually	Low	Low 1
<i>Responsibility:</i>					
<b>Environmental</b>					
Vandalism/theft/damage					
4	To minimise the risk of loss/damage/injury arising from vandalism.	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Medium	Low 2
<i>Responsibility:</i>					

**Financial**

Inadequate budget provision

Annually

Low

Low

1

Responsibility:

339 To ensure adequate funding.

Ensure that service requirements are included in budgetary process.

**Financial**

Inadequate insurance cover

Annually

Low

Low

1

Responsibility:

6 To ensure that the council has proper insurance protection.

Ensure that Council has determined policy for insurance cover and that appropriate cover is in place.  
Arrange periodical review.

**Physical**

Failure to empty

Monthly

Low

Low

1

Responsibility: Town Ranger

2 To maintain high standard of service provision.

Define responsibility for clearing bins.  
Implement effective programme.  
Ensure appropriate plans in place for emergency/overflow situation.

---

**Completed by:**

**Date:**

**Position:**

No of Risks 5

No of risks scored: 5

No of Action Plans: 0

**Your Duty =** Duty to meet

Assessment year: 2022

**Act =** s 12 Local Government Act 1972

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Risk / ID Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Administration/Legal</b>					
Disability & Discrimination Act					
360	Ensure that provisions of the act are met.	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met.  Carry out periodical review of service.	Annually	Low	Low 1
Responsibility: Administrator					
<b>Administration/Legal</b>					
Failure to comply with new Regulations /Legislation					
33	All Meetings open to everyone.	Clerk to keep up to date with changing regulations/legislation and undertake training as required. Council to ensure membership of appropriate local/national associations is maintained. Council to continue to subscribe to appropriate publications. Encourage staff networking. Staff to undertake CPD and training as and when required/appropriate.	Monthly	Low	Low 1
Responsibility:					



**Administration/Legal**

Failure to meet statutory duty on meetings

Monthly

Low

Low

1

Responsibility:

31 All Meetings open to everyone.

All notices are posted in the prescribed places 3 clear days prior to any meeting.  
All Councillors are notified of Meetings by way of a summons and agenda.  
Minutes of all meetings are taken and kept.  
Attendance records are maintained.  
All meetings comply with LGA 1972.  
Arrange signing by Chair and file.  
Meeting paperwork should meet website accessibility regulations.

**Administration/Legal**

Failure to report Council business in Minutes

Quarterly

Low

Low

1

Responsibility:

32 Proper recording of council minutes.

Ensure proper, timely and accurate recording of Council business in the minutes.  
All minutes comply with the requirements of LGA 1972.  
Resolutions clearly identifiable. Accurate minute numbering, signed and paginated.  
Maintain security of master copy.

**Administration/Legal**

Failure to respond to the elector's wish to exercise its rights

Annually

Low

Low

1

Responsibility:

34

All Meetings open to everyone.

- Ensure members and staff are aware of Electors' Rights.
- Ensure that time is set aside prior to the start of each meeting for members questions and comments.
- Follow procedures for dealing with enquiries.
- Increase awareness of accessibility of the Council to the public.
- Ensure responses made within agreed deadlines.

**Completed by:**

**Date:**

**Position:**

No of Risks 5

No of risks scored: 5

No of Action Plans: 0

**Your Duty =** Power to acquire land and maintain

Assessment year: 2022

**Act =** Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <i>ID</i>	<i>Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Administration/Legal</b>						
	Absence of agreements with users, permits etc		Annually	Low	Low	1
<i>Responsibility: Administrator</i>						
126	To facilitate control of facilities.	Ensure that signed contracts/agreements/permits are in place where necessary. Maintain register of active fishing permits. Undertake adhoc inspections to ensure permitted fishing				

<b>Environmental</b>						
	Fly tipping		Weekly	Low	Low	1
<i>Responsibility: Town Ranger</i>						
121	To minimise the impact of fly tipping and associated health/safety risk.	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate.				

## Environmental

### Pollution

As and when

Low

Low

1

Responsibility: Town Ranger

- 122 To minimize risk/complaint arising from pollution at council owned facilities.
- Carry out regular site inspections.  
Record all complaints received and ensure that they are investigated and prompt action taken where appropriate.  
Liaise with local enforcement agencies.

## Environmental

### Vandalism

Monthly

Low

Low

1

Responsibility: Town Ranger

- 368 To minimise the risk of loss/damage/injury arising from vandalism.  
To minimise risk arising from anti-social behaviour.
- Take reasonable action to maintain security of sites.  
Arrange for regular site visits.  
Maintain liaison with local enforcement agencies.  
Define policy for dealing with offenders.

**Financial**

Failure to collect all income due to the council

Monthly

Low

Low

1

Responsibility: Administrator

124 To maximise income and minimize risk of loss.

Ensure that all income due to the Council is received and properly recorded.  
Issue receipts for all income received.  
Arrange prompt banking of all income.  
Follow defined procedure for reminders in respect of unpaid accounts.  
Take appropriate recovery action where necessary.  
Maintain appropriate internal control and internal audit testing.

**Financial**

Failure to review charges

Annually

Low

Low

1

Responsibility: Clerk

123 To ensure that all charges are reviewed annually.

Ensure that all charges are reviewed as an integral part of the budgetary processes.

**Financial**

Inadequate budget provision

Annually

Medium

Medium

4

Responsibility: Clerk

125 To ensure proper financial provision.

Ensure that service income/expenditure is detailed in budgetary process.

**Physical**

Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances.

Quarterly

Low

Low

1

Responsibility: Clerk

779 To ensure that all staff have appropriate training.

Determine Council policy for training.  
Ensure that all staff receive appropriate training where necessary.  
Ensure that any necessary licences, certificates for use have been obtained.  
Maintain records of training provided.

**Physical**

Injury to public or employees as a result of defective vehicles or machinery.

Quarterly

Low

Medium

2

*Responsibility: Town Ranger*

780

To ensure that any conditions that might lead to personal injury are minimised and properly controlled.

Ensure that all staff have appropriate training and adhere to approved working practices.

Ensure that the correct, properly maintained equipment is available as appropriate.

Ensure that any risks to the public are minimised and eliminated wherever possible.

**Physical**

Personal injury.

Annually

Medium

Low

2

*Responsibility: Town Ranger*

117

To minimize the risk of personal injury to persons using council facilities.

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.

Arrange regular site inspection to ensure that defined standards are being maintained.

Ensure that, where necessary, appropriate signage is in place and detailed records maintained.

Ensure that appropriate insurance cover is in place.

**Physical**

Property Maintenance

Annually

Low

Medium

2

Responsibility: Town Ranger

- 118 To ensure that all council assets are properly maintained.
- Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.  
 Manage contractors ensuring safe and high standards of work.  
 Arrange regular site inspection to ensure that defined standards are being maintained.  
 Ensure that, where necessary, appropriate signage is in place.  
 Maintain detailed records.  
 Ensure appropriate insurance cover is in place.

**Physical**

Protection of manual workers from health risks associated with the land.

Quarterly

Low

Medium

2

Responsibility: Town Ranger

- 781 To minimise health and safety risks .
- Define standards required.  
 Provide for any necessary training.  
 Provide for appropriate protective clothing.  
 Ensure any hazardous material is properly dealt with.  
 Ensure that all workers have any necessary licences, certificates for use have been obtained.  
 Ensure that all relevant regulations are adhered to and understood by all relevant parties.

**Completed by:****Date:****Position:**

No of Risks 12

No of risks scored: 12

No of Action Plans: 0



**Your Duty =** Rights of consultation

Assessment year: 2022

**Act =** Localism Act 2011, s9. Town and Country Planning Act 1990, ss 61E-61Q, s 4B, Planning and Compulsory Purchase Act 2004, s 38A

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

<i>Risk /</i> <b>ID Hazard / Requirement</b>	<b>Control</b>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
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**Environmental**

Failure to comply within consultation deadline

Annually	Low	Low	1
<i>Responsibility: Administrator</i>			

54	To meet consultation timetable.	Planning applications are considered at Planning Committee meetings. Responses to planning applications are uploaded on to planning authority portal within a week of the meeting. Where necessary liaison with the Planning Authority for an extension is made.
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<b>Completed by:</b>	<b>Date:</b>	<b>Position:</b>	<i>No of Risks</i> 1	<i>No of risks scored:</i> 1	<i>No of Action Plans:</i> 0
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**Your Duty = Power to provide**

Assessment year: 2022

**Act =** s 19 Local Government(Misc Provisions) Act 1976

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard</i> <b>/ Requirement</b>	<b>Control</b>	<i>Review</i> <b>timing &amp;</b> <i>Responsibility</i>	<i>Likelihood</i> <b>of</b> <i>occurrence</i>	<i>Impact</i> <b>on</b> <i>Council</i>	<i>Your</i> <b>action</b> <i>Score required</i>
<b>Administration/Legal</b>						
	Inadequate maintenance of records		Annually	Low	Low	1
<i>Responsibility: Town Ranger</i>						

324 To maintain a register of complaints/injuries and action taken. To ensure that proper records of all complaints/injuries are maintained.

<b>Financial</b>						
	Inadequate budget provision		Annually	Medium	Low	2
<i>Responsibility: Responsible Finance Officer</i>						

344 To ensure proper financial provision. Ensure that service requirements are detailed in annual budget process.

**Financial**

Inadequate insurance cover

Annually

Low

Medium

2

Responsibility: Responsible Finance Officer

323 To ensure that council has adequate insurance. To include all relevant risks on the Council's insurance policy.

**Physical**

Personal Injury

Daily

Low

Medium

2

Responsibility: Town Ranger

322 To ensure play surfaces & equipment are in a safe condition. Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified RoSPA inspector.

All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified. Inspection timetable is adhered to for all levels of inspection. Records kept of all inspections/maintenance.

**Completed by:****Date:****Position:**

No of Risks 4

No of risks scored: 4

No of Action Plans: 0

Your Duty = Power to provide

Assessment year: 2022

Act = s 133 Local Government Act 1972

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Financial</b>						
	Inadequate budget provision		Annually	Medium	Low	2
345	To ensure proper financial provision.	Ensure requirements included in annual budget process.	Responsibility:			

<b>Physical</b>						
	Fire		Annually	Low	Medium	2
353	To safeguard against fire risk.	Staff receive health and safety training. Strict security/control of combustible materials held by Council. Fire extinguishers are tested/checked on a regular basis. Fire alarm tested weekly. Fire drills held on a regular basis Separate Risk Assessment for office work and visitors to the office completed. Ensure appropriate regulations/controls in hire documentation.	Responsibility:			

**Physical**

Legionella bacteria in water supply

As and when

Low

Medium

2

Responsibility:

399 Risk Assessment required every two years, if applicable

Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Council. Greater risk from Legionella bacteria could occur in showering facilities.

**Physical**

Poor Office Conditions

Quarterly

Low

Medium

2

Responsibility:

24 All office accommodation to be of a good standard

Periodical inspection of office conducted.  
Report any adverse conditions to Council/committee/landlord as appropriate  
Arrange repair/maintenance etc.

**Physical**

Poor/Faulty Office Furniture

Monthly

Low

Medium

2

Responsibility:

25 To maintain approved standards for office furniture and fittings. Arrange periodical inspection of office furniture and fittings. Where appropriate repair/replace.

**Technical**

Defective Electrical Equipment/Machinery

Monthly

Low

Low

1

Responsibility: Clerk

26 Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to competent personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.

**Completed by:**

**Date:**

**Position:**

No of Risks 6

No of risks scored: 6

No of Action Plans: 0

**Your Duty =** Power to provide

Assessment year: 2022

**Act =** s 4 Local Government (Miscellaneous Provisions) Act 1953

Scoring note:

Low = 1  
Medium = 2  
and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
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### Administration/Legal

Provision of inadequate standard of seating.

Annually

Low

Low

1

Responsibility: Town Ranger

372 To minimise risk arising from provision.

Determine Council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers.  
All prospective donors are provided with a copy of the policy.  
Carry out inspection of all seating prior to acceptance.  
Arrange secure installation.

### Environmental

Vandalism

Annually

Medium

Low

2

Responsibility: Town Ranger

370 To minimise the risk of loss/damage/injury arising from vandalism.  
To minimise risk arising from anti-social behaviour.

Maintain liaison with enforcement agencies.  
The Council should instigate legal action against perpetrators where appropriate.  
Adequate insurance in place.

**Financial**

Inadequate budget provision

Annually

Responsibility: Clerk

1136 To provide adequate budget

Ensure anticipated costs are provided for in budget setting process

**Physical**

Fire

Annually

Low

Low

1

Responsibility: Town Ranger

351 To safeguard against fire risk.

Ensure Health/Safety testing complete.  
Regular inspection.  
Public encouraged to report incidents.  
Council report all incidents to police.  
Adequate insurance.  
Ensure appropriate regulations/controls adhered to.



**Physical**

Injury or damage arising from use.

Annually

Medium

Low

2

Responsibility: Town Ranger

362 To minimise risk arising from use.

Carry out regular inspection of public seating & maintain records.  
Have necessary arrangements in place for repair/renewal.  
Ensure that appropriate insurance cover is held.

**Technical**

Inadequate maintenance of shelters & seats

Annually

Low

Low

1

Responsibility: Town Ranger

371 To minimise risk arising.

Arrange regular inspection and cleaning.  
Arrange repairs and maintenance as per programme or as required.  
Have arrangement in place to remove/replace dangerous equipment.  
Maintain records of repair and maintenance.  
Maintain and update the Assets Register.

**Technical**

Provision of inadequate public seating

Annually

Low

Low

1

Responsibility: Town Ranger

361 To ensure that standards as determined by council are met. Ensure that all applicants wishing to provide public seating are provided with a copy of the Council policy. Inspect all seats prior to acceptance to ensure required standards are met.

**Completed by:****Date:****Position:**

No of Risks 7

No of risks scored: 6

No of Action Plans: 0

**Your Duty =** Power to provide

**Act =** Public Health Act 1936

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Administration/Legal</b>						
	Failure of service provider to provide satisfactory service		Annually	Low	Medium	2
<i>Responsibility:</i>						
1137	Council to implement agreement with service provider to provide satisfactory pool provision	Suitable agreement in place and monitored. Ongoing liaison meetings with service provider. Grant provision from Council allocated as appropriate.				

<b>Administration/Legal</b>						
	Failure to have appropriate agreement in place		Annually	Low	Medium	2
<i>Responsibility:</i>						
79	To ensure proper contractual arrangements in place.	Ensure that a signed hire agreement is in place as pre requisite of service provision. Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically. Check/enforce contract conditions in interest of Council. Cross reference agreements to account/receipt and file.				

**Financial**

Budget provision

Annually

Low

Low

1

Responsibility: Clerk

77

To ensure annual service review.

Ensure that service/facility requirements are detailed in budget process.

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**Completed by:**

**Date:**

**Position:**

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **0**

**Your Duty =** Power to encourage tourism to the councils area

Assessment year: 2022

**Act =** Local Government Act 1972, s 144

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk / ID</i>	<i>Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Financial</b>						
	Inappropriate funding applications		Annually	Low	Low	1
			<i>Responsibility:</i>			
355	To ensure integrity of funding.	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.				
<hr/>						
<b>Physical</b>						
	Inadequate budget provision		Annually	Low	Low	1
			<i>Responsibility: Clerk</i>			
59	To ensure proper financial provision.	Ensure that service requirement is included in annual budget process.				

**Completed by:**

**Date:**

**Position:**

No of Risks 2

No of risks scored: 2

No of Action Plans: 0  
125 of 142

**Your Duty =** Power to erect (with Highway Authority approval)

Assessment year: 2022

**Act =** s 3 Parish Council Act 1970

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Administration/Legal</b>						
	Failure to obtain necessary approval.		As and when	Low	Low	1
			<i>Responsibility:</i>			
356		Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.				
<b>Financial</b>						
	Inadequate budget provision		Annually	Low	Low	1
			<i>Responsibility:</i>			
358	To ensure proper financial provision.	Ensure service requirement included in annual budget.				

**Physical**

Inadequate maintenance.

Quarterly

Low

Low

1

Responsibility: Town Ranger

357

Determine responsibility for maintenance.  
Arrange periodic inspection.  
Arrange for repairs/maintenance as required.

**Physical**

Vandalism

Monthly

Medium

Low

2

Responsibility:

58

To minimise the risk of loss/damage/injury arising from vandalism.

Carry out regular inspection of signs.  
Maintain liaison with local enforcement agencies.  
Take action as appropriate against offenders.

**Completed by:**

**Date:**

**Position:**

No of Risks 4

No of risks scored: 4

No of Action Plans: 0

**Your Duty = Power to maintain, repair, protect and alter war memorials**

Assessment year: 2022

**Act =** War Memorials (Local Authorities' Powers) Act 1923,s 1, 133  
as extended by Local Government Act 1948, s 133

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Risk / ID	Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Your action Score required
<b>Physical</b>						
	Inadequate budget provision		Annually	Medium	Medium	4
313	To ensure annual service review.	Review service provision within annual budget process. Earmarked reserve fund is held for any unscheduled works that are required.	Responsibility:			

<b>Physical</b>						
	Inadequate maintenance.		Annually	Low	Medium	2
359	To maintain war memorial and the surrounding area to an acceptable standard	Define responsibility for maintenance. War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor. Maintain detailed records of all work scheduled/completed. Annual maintenance carried out prior to Remembrance Sunday.	Responsibility: Town Ranger			



**Physical**

Vandalism

As and when

Low

Low

1

Responsibility:

57

To minimise the risk of loss/damage/injury arising from vandalism.

Members of the public are encouraged to report any issues.  
Maintain liaison with local police.  
The Council will instigate legal action against perpetrators where appropriate.  
Ensure that the relevant insurance is held.

**Completed by:**

**Date:**

**Position:**

No of Risks 3

No of risks scored: 3

No of Action Plans: 0

**Your Duty =** Power for councils to have their own websites

Assessment year: 2022

**Act =** Local Government Act 1972, s 142

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

<i>Risk /</i> <b>ID</b>	<i>Hazard / Requirement</i>	<i>Control</i>	<i>Review timing &amp; Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action Score required</i>
<b>Administration/Legal</b>						
	Availability of Software tools to build and manage site		As and when	Low	Medium	2
<i>Responsibility: Communication Officer</i>						
374	To ensure that the council has full control of website.	Ensure that the Council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.				
<hr/>						
<b>Administration/Legal</b>						
	Compromise of copyright by inclusion of website links or frames.		Annually	Low	Low	1
<i>Responsibility: Communication Officer</i>						
386	To minimise risk.	If website contains links to other sites ensure permission of destination website is prerequisite.				

**Administration/Legal**

Confusion arising from links to external websites

Annually

Low

Low

1

Responsibility: Communication Officer

387 To minimise risk.

Ensure that adequate control is in place and that website makes clear Council privacy policy that it is not responsible for the privacy practices or the content of external websites.

**Administration/Legal**

Content

Low

N/A

0

Responsibility: Communication Officer

321 To maintain effective administration.

Ensure that all content is appropriately approved.  
Communications officer appointed to lead on website.  
Staff allocated responsibility for maintaining relevant content.  
Staff and Councillors asked for feedback on website.

**Administration/Legal**

Dependence upon an individual

Annually

Medium

Low

2

Responsibility: Communication Officer

376 To ensure that the site activity is not restricted to one person.

Ensure that a minimum of two people have the necessary ability to undertake a ll website activity and are up to date with current site status.  
Provide training where necessary to minimise risk.

**Administration/Legal**

Failure to meet Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

Annually

Medium

Low

2

Responsibility: Communication Officer

1138 To meet the Regulations

Website company performs accessibility checks.  
Communications officer reviews site.  
Templates in place to meet accessibility requirements and staff trained in use.

Responsibility: Responsible Finance Officer

373 To protect council.

Ensure that appropriate insurance cover is held by Council.

Administration/Legal

Lack of motivation for continued management of website.

Responsibility: Communication Officer

383 To minimise risk.

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.  
Ensure that proper recognition is given to site manager.  
Arrange for regular review of site content and development.  
Communications officer appointed to oversee the Council's communication policy.  
Staff and Councillors asked for feedback on the Council website.

**Administration/Legal**

Lack of visibility of visitor numbers.

Annually

Low

Low

1

Responsibility: Communication Officer

385 To maintain adequate statistics.

Ensure that a website statistics package is available on site.  
Ensure that website statistics are available to Council and are regularly reported to the appropriate Council/committee meeting.  
Ensure that examination of detail is an integral part of the process.

**Administration/Legal**

Loss of Data/ Inability to access backup

Monthly

Low

Medium

2

Responsibility: Clerk

377 To avoid risk arising from loss of data.

Ensure that a back-up copy of web content is held by website management company.  
Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.

**Administration/Legal**

Non compliance with Freedom of Information Act

Annually

Low

Low

1

Responsibility: Communication Officer

381 To minimise risk.

Ensure that legal requirements are met in full.  
Ensure that ALL information, as declared in the Council Model publication, is available via the Clerk to the Council and alternatively via the website.

**Administration/Legal**

Non conformance with the Data Protection Act

As and when

Low

Low

1

Responsibility: Communication Officer

382 To minimise risk.

Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.

## Administration/Legal

Ownership and Control of Universal Resource Locator (URL)

Annually

Low

Medium

2

Responsibility: Communication Officer

316 To ensure that council has full control of website.

Ensure that Clerk to the Council is listed as registrant of website when web address is purchased and registered.

Ensure that hosting charges and domain renewal charges are met by Council.

Ensure that Council has full details of web address, account name, username and password to manage the web address.

## Administration/Legal

Risk arising from paid advertising

Annually

N/A

0

Responsibility:

389 To minimise risk.

Determine Council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards.

Formulate Terms & Conditions for advertisers, including refund policy should a advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.



**Administration/Legal**

Risk arising from use of unlicensed software

Annually

Low

Low

1

*Responsibility: Communication Officer*

375 To ensure that the council is protected from charges of condoning use of unlicensed software.

The Council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the Council.

**Administration/Legal**

The placing of information on site that may put people at risk.

Annually

Low

Medium

2

*Responsibility: Communication Officer*

388 To minimise risk.

Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.

**Technical**

Failure to meet needs/expectations of visitors to site.

Annually

Medium

Low

2

Responsibility: Communication Officer

380 To minimise risk.

Employ only suitably skilled persons to design develop site.  
Maintain a record of all views, comments, complaints received.  
Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.  
Maintain dialogue with site visitors where appropriate.

**Technical**

Inadequate control of website

Annually

Low

Medium

2

Responsibility: Communication Officer

378 To minimise risk arising from third party input.

Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the Council and third party(s).  
Issue a set of written guidelines controlling site content.  
Ensure that a Service Level Agreement with the website provider is in place.

**Technical**

Lack of visibility of website to search engines

Quarterly

Low

Low

1

Responsibility: Communication Officer

384 To minimise risk and maximise visitor numbers.

Ensure that the site is registered with leading search engines (Rapid registration is available at a cost).  
Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider/Google regularly visits the site and is updated as required.

**Technical**

Risk arising from poor design / appearance of website

As and when

Low

Low

1

Responsibility: Communication Officer

379 To minimise risk arising from poor design.

Ensure that design is undertaken by suitably qualified and experienced operators.  
Get details of and view previously developed sites.  
Set standards for site design and ensure that Council is provided with full details prior to implementation.

**Completed by:**

**Date:**

**Position:**

No of Risks 20

No of risks scored: 20

No of Action Plans: 0

Council Priorities 2022 to 2023

	Project Description	Timeline	Committee Responsible	Budget, cost	Progress and next steps June 2022 Onwards
<b>Review and develop a suite of Policies and Procedures to ensure legislative requirements are met, good governance, transparency and efficient, effective, ethical services are delivered</b>	The Town Council has typically reviewed existing policies in the 4th and final year of the administration, such as Standing Orders and Financial Regulations. In addition to that, as reported to Council in February 2022, the Town Clerk has identified a suite of policies and procedures that need to be developed and implemented, broadly covering the following areas: Personnel (Employee Handbook to cover recruitment through to exit); Finance (Internal Controls, procurement policy and framework); Governance (Scheme of delegation to officers and committees, urgent action procedure; data protection); Communication (review existing policy but there is a need to implement a strategy); Building management (fire risk assessments, fire log books) Civic (Flag flying, Mayoralty, Death of a Senior Figure)	May 2022 to April 2023	Council	Locum RFO with Town Clerk.	Locum RFO has worked on draft finance policies. Employee handbook started. Council to appoint task and finish group in September 2022 to review first drafts for recommendation to Council. Civic procedures started.
<b>Review set up of Town Council's Trust</b>	Following the Internal Audit the set up of the Town Council's Trust needs to be explored to ensure it operates in line with recent guidance.	July 2022.	Council	Locum RFO with Town Clerk.	Customer services officer locating documentation relating to trust.
<b>Review data published under the Transparency Code</b>	Some data is missing, other data needs to be presented in a more accessible user friendly format. Asset register update and consolidation.	July 2022 to August 2022	Council, Audit and Governance Working Party	Locum RFO	New accounting software now live so expenditure over £500 can easily be produced. Initial examination of asset register has revealed incorrect adjustment to valuation. Asset policy needed and fixed assets on annual return to be restated at year end.
<b>Review GDPR</b>	The Council's approach to the General Data Protection Act needs to be strengthened with the implementation of policies, information asset registers, data retention schedules and privacy notices across services.	July 2022 to September 2022	Council, Audit and Governance Working Party	Consultant to work with Town Clerk	Breakthrough Comms appointed and project begun 24/6/22. Audit undertaken 30 June, 1 July & 1 Aug. Impact assessment underway. First draft policies reviewed 1 Aug. Significant concerns over lack of compliance.
<b>Communications review</b>	With the new Communications Officer in place there is a need to review all areas of communication for the Council, including: Website restructure, implement policies, procedures and templates, newsletter, social media, publicity, press, branding, engagement, training.	Ongoing	Council, Open Council working party	Communications Officer Town Clerk Consultant trainer	Initial review undertaken. Action plan being developed. Initial training delivered in house to staff. Templates developed for reports, agendas and minutes to meet accessibility requirements.
<b>Implement medium term financial planning</b>	Undertake a detailed review of the budget, using both zero based and incremental methods, to build a medium term budget (three year budget plan) to allow strategic financial planning. This will give greater transparency on the Council's expenditure and enables effective budget monitoring for Council and officers.	August 2022 to December 2022	Council, Finance Working Party	Locum RFO with Town Clerk.	Workshops being planned for September and October to undertake detailed review with councillors. Strategic business planning workshop held to inform medium term budget. Further session required.
<b>Review major funding request process</b>	Following an application Council requested the process be reviewed by the Audit Panel. The audit panel made suggestions for the Grants Panel to consider	Jul-22			
<b>Deliver participatory budget programme</b>	Engage community in spending the CIL funding through Top Trumps exercise	July 2022 to October 2022	Open Council working party	CIL funding currently £80,232	Finalise locations for engagement and assign officer to program activities

	<b>Project Description</b>	<b>Timeline</b>	<b>Committee Responsible</b>	<b>Budget, cost</b>	<b>Progress and next steps June 2022 Onwards</b>
<b>Review staff structure and development</b>	Continue the work Council started on workforce planning in light of planned retirement of key posts and to ensure the right structure is in place going forward. Implement a training plan and develop key skills such as ICT.	July 2022 to December 2022	Council, Personnel Panel, Finance Working Party	£8,000 Training budget for Staff and councillors	Initial ICT training delivered to groups of staff. Communication training delivered. Recruitment to venue asst Aug 22. Planning for retirement of ATC Sept 22 Training in accounting/bookings/allotment software complete.
<b>Review governance structure</b>	Review meeting structure and implement committee structure that is fit for purpose. Ensure structure and procedures that support effective working relationship between Members and officers, including Chairs briefings. Deliver training programme for councillors, new and long standing, including work to identify priorities to inform Annual Business Plan for 2022 to 2023.	March 2022 to September 2022		Town Clerk and Council	Training and workshops delivered with councillors February to March 2022. Business plan and priorities approved June 2022. Research for committee structure undertaken. Task and finish group to consider committee structure, scheme of delegation in September.
<b>Major planning developments</b>	The Town has some major planning developments that the Town Council will need to respond to as a statutory consultee actively pursuing its representative role.	Ongoing	Planning Committee		ACV and Listing for Bus Station complete. ACV successful. Listing unsuccessful. Response to planning application submitted.  NSQ Task and finish Group ToR agreed and second meeting held August 22.  Planning Training Sept 22
<b>Neighbourhood Plan Review</b>	Following notification from the SDNPA that they intend to review their Local Plan consider whether Town Council wishes to review its own NDP and how it will engage in the SDNPA review	July 2022 and beyond EOI to SDNPA by 30 Sept 2022, confirm by Jan 2023	Council and Planning Committee	Budget of £2,200 in EMR	Planning Training Sept 22
<b>Verges options review</b>	Review options available to Town Council with regards to verge cutting including the possibility of taking over the contract for some verges	July 2022 to October 2022	Council	TC & Town Ranger	ESCC to send information Sept 22
<b>Landport Bottom</b>	Procure Ranger Services for the site and introduce volunteer site representatives. Investigate bench options. Introduce clear and consistent signage. Complete work to Jill's Dew Pond. Liaise with relevant organisations as manager of the land.	April 2022 onwards	Landport Bottom Management Committee	c.£25,000 in budget for Open Spaces. HLS funding. Grants and partnership working	Ranger services agreed by Committee and sent out to providers.  Successful liasion meeting held.  Quote received for new livestock signs for gates after delay obtaining.
<b>Priory</b>	Support Priory Trust with UNESCO initiative and stone storage. Review grant uplift formula in lease.	May 2022 onwards	Council	EMR £1,360	Meeting held with LDC re possible heritage/visitor centre. Federation membership agreed June 22.
<b>Pells</b>	Pells Pool kiosk replacement. Pells lake maintenance and clearing work. Pells playground equipment will need replacing in the near future.	June 2022 onwards	Council	EMR Pells Lake £53,729 EMR The Pells £150,239	
<b>Environmental audits /enhancements</b>	Identified through Vision work in 2019. To be defined and implemented.	September 2022 onwards	Council	EMR £15,000 - split between Landport Bottom, community, in house	
<b>Recycle collector</b>	Commission an artwork to collect recycling (plastic bottle tops) in the form of an Iguanodon	September 2022 onwards			

	<b>Project Description</b>	<b>Timeline</b>	<b>Committee Responsible</b>	<b>Budget, cost</b>	<b>Progress and next steps June 2022 Onwards</b>
<b>Review ICT provision</b>	ICT infrastructure and support needs to be reviewed. Explore software to make processes more efficient (e.g. allotments, venue hire)	April 2022 onwards	Council		Microsoft office licences reviewed and savings made as a result. Accounting, Booking and Allotment software purchased and transition underway July-Sept 22. Accounting software now live. Bookings go live 1st September. Allotments go live 1st October.
<b>Town Hall</b>	New heating system required. Internal redecorations outstanding from 2021 to 2022 annual plan: Chamber redecorate and new carpet, Corn Exchange and Lecture Room lighting, Yarrow Room redecorate and carpet. Energy audit to be completed. Fire Risk Assessment to be completed. Building condition survey to be completed and inform budget planning.	April 2022 onwards	Buildings working party	EMR £232,000	Fire Risk Assessment complete, awaiting report. Fire Brigade also visited, awaiting report. Load monitoring for heating completed, awaiting report. Tender update underway July 22 and due end of August. Quotes obtained for condition survey, to go to BWP. Quotes obtained for decoration Aug 22, to go to BWP
<b>All Saints Centre</b>	Condition survey completed in 2021 with list of actions. Urgent works to structural columns has begun.	April 2022 onwards	Buildings working party	Condition survey identified c.£500,000 of work required. EMR £60,820	Consent agreed. Meeting held on site with surveyor August 2022. Surveyor to outline costs for investigation stage which will then inform method statement and specification for tender process.
<b>Malling Community Centre</b>	Snagging and remedial work following redevelopment to be completed. Café procurement to be completed. Landscaping to be undertaken once other work complete.	April 2022 onwards	Malling Steering Group	EMR £86,200	Café procurement underway, with one proposal received. Lease with proposer for consideration. Snagging meeting held June 2022 to plan works. Snagging almost complete. Officers working on wish list of items such as signage, landscaping, partition, and items to facilitate café. Roof works to be considered as leaking again
<b>Queen's Platinum Jubilee</b>	Contribution to fireworks for closing finale of event at Malling in partnership with the bonfire societies.	Jun-22	Council and Commemorations Committee	£15,000	Completed
<b>Allotment Show</b>	Deliver revised allotment show to include 'Ask an Expert' element	Sep-22	Allotment Working Party	£650	AWP agreed new format, new show categories. To be held 4 Sept.
<b>Black History Month Event</b>	Mayor to host closing event. Event to include community information/engagement element	Oct-22	Commemorations and Events Committee	Mayoral Events (major) budget £9,000	ATC working on program.
<b>Roll of Honour Book</b>	Roll of Honour Book to commemorate all those who lost their lives, to be published in time to coincide with the centenary of the Town's Grade 2 heritage listed war memorial in 2022 along with a rededication ceremony as agreed by Council	Sep-22	Commemorations and Events Committee	£12,000	ATC working on rededication ceremony in November 2022
<b>Business Continuity Plan</b>	Business continuity arrangements need to be formally recorded.	Jan-23			