

Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
255	<p><b>Physical</b> Failure to maintain register.</p> <p><i>Need to maintain a comprehensive register of all bye-laws.</i></p> <p>Ensure that the register is up to date and properly maintained. Consider any new areas of land not covered by existing Bye Laws.</p>	<p><b>High</b></p> <p><b>Medium</b></p>	6	Update required to include additional land To be re-issued to Secretary of State following committee approval	<p><i>Head of Grounds &amp; Environmental Service</i></p> <p>Head of Grounds &amp; Environmental Services</p>	31/12/2021	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr Mark Saccoccio* \_\_\_\_\_

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**Cemeteries/Churchyards**

287	<b>Physical</b> Headstones/kerbstones safety survey.  To minimise risk of injury.  Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place.	<b>High</b> <b>Medium</b>	6	Safety survey to be completed by end of 2021 and actions identified.	Head of Grounds & Environmental Service  Head of Grounds & Environmental Services	31/12/2021	<input type="text"/>
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<b>Computing</b>							
1140	Physical Use of social media - reputational damage, libel  To minimise risk arising from use of social media  Ensure the council has a social media policy which employees are aware of Ensure social media communications are checked for accuracy and content Ensure social media communications are monitored regularly and responses made where appropriate to do so Consider provision of training to councillors and if applicable, contractors Limit password access to social media accounts to only where essential	Medium  Medium	4	Social media policy in place; awaiting recommendations from external social media security audit.	Head of Democratic & Central Services  Head of Democratic & Central Services	01/09/2021	<input type="checkbox"/>

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**Council Meetings**

1165	Administration/Legal Pandemic	High Medium	6	Awaiting Government ruling on meetings after 7 May 2021. Remote meetings may continue or hybrid meetings may be needed.	Head of Democratic & Central Services Head of Democratic & Central Services	07/05/2021	<input type="checkbox"/>
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*Need to ensure Council business can be transacted.*

- temporary authority granted by Council on 20 March 2020 for decision making whilst meetings could not take place
- legislation now allows remote meetings until 7 May 2021
- remote meeting protocol in place
- temporary amendments to standing orders agreed
- meetings resumed July 2020, being held remotely

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1151	<b>Administration/Legal</b> Pandemic	<b>High</b>	<b>9</b>	Any amendments must be endorsed by Council through the agreed authorisation process.	<b>Head of Grounds &amp; Environmental Service</b> Head of Grounds & Environmental Services	31/12/2021	<input type="checkbox"/>

Ensure Council approved risk assessments for Covid-19 are in place.

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<b>Employment Of Staff</b>							
1152	Physical Pandemic  To ensure duty of care towards staff is met  Council approved risk assessment for Covid-19 in place. All home working employees requested to complete DSE assessments and equipment provided where possible. Higher risk employees identified and appropriate preventative measures taken to safeguard them.	High  High	9	All heads of service and line managers to regularly review working arrangements for their staff.	Officers	31/12/2021	<input type="checkbox"/>
19	Professional Loss of key staff.  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.	Medium  Medium	4	Operational procedures for all services to be reviewed and updated by end of August 2021 to ensure business continuity.	Officers  Officers	31/12/2021	<input type="checkbox"/>

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1166	<p><b>Administration/Legal</b>      Pandemic</p> <p><i>To ensure health and safety requirements arising from the Covid-19 pandemic are met.</i></p> <p>Risks are: legal, financial, physical, environmental.                      Council endorsed risk assessment in place relating to Covid-19.                      All scheduled events to have specific risk assessments.                      Alternative plans agreed by committee for first half of 2021.                      Events proposed for second half of 2021 to be reviewed depending on Government guidance later in the year.</p>	High	9	Alternative plans agreed by committee for first half of 2021. Even for second half of 2021 to be confirmed.	<p><i>Head of Cultural &amp; Economic Services</i></p> <p>Head of Cultural &amp; Economic Services</p>	01/03/2021	<input type="checkbox"/>

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1169	Financial  Pandemic  <i>To mitigate risks arising from the pandemic.</i>  Council procedures undertaken electronically not paper. Electronic/email sign off of all expenditure. Credit card limit increased due to higher likelihood of transactions. All payments made by bank transfer, not cheque. Incoming payments to be made electronically. Market move to cashless pitch fee payments.	High  Medium	6	Budgetary impact reported to Council. 2021-22 budget takes income loss into account. Ongoing monitoring of any financial risk and report to committee.	Responsible Finance Officer  Responsible Finance Officer	31/12/2021	<input type="checkbox"/>

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<b>GDPR</b>							
831	<p><b>Administration/Legal</b></p> <p>Failure to identify what data is held and processed by the council.</p> <p><i>To have a fully completed audit showing checks taken place and listing all data held electronically and non electronically.</i></p> <p>It is the Council's duty to undertake an information audit and to manage the information collected by the Council. Information held could change from year to year with different activities.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Information audit due before start of 2020-21 delayed due to Covid-19. External data protection audit also delayed due to Covid-19. All service areas to be responsible for reviewing their own areas.</p>	<p>Officers</p> <p>Officers</p>	01/09/2021	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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166	<p><b>Financial</b> Failure to review interest rates etc.</p> <p><i>To maximize return on investments.</i></p> <p>Determine policy and responsibility for investment of Council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.</p>	<p>Medium</p> <p>Medium</p>	4	Investment policy due to committee for review in February 2021.	<p>Responsible Finance Officer</p> <p>Responsible Finance Officer</p>	22/02/2021	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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1153	<b>Administration/Legal</b> Lack of clarity on management of land east of the town  Clarity and forward planning required to ensure resources in place for management of additional land	Medium  Medium	4	To be progressed by Council through ongoing discussion with the local authority	Councillors  Councillors	31/12/2021	<input type="checkbox"/>

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1133	<b>Administration/Legal</b> Community Grants  <i>To ensure risks are minimised.</i>  Ensure approved procedures are in place for community grant applications Ensure applicants submit financial information and a copy of constitution/rules alongside their application. Ensure applicants report back to the Council on expenditure of any grant funding. Ensure grant funding does not exceed S.137 limits unless another Power is being exercised in awarding grant funding.	Medium  Medium	4	Protocol to be devised to cover Council funding/donations which fall outside of approved general/guaranteed grant procedures or use of Town Council assets.	<i>Head of Democratic &amp; Central Services</i>  Head of Democratic & Central Services	22/02/2021	<input type="checkbox"/>

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<b>Markets</b>							
1159	<b>Environmental</b> Pandemic  To ensure compliance with health and safety requirements related to Covid-19  Council approved risk assessment in place. Revised layout and number of stalls to allow for social distancing. Use of staff/volunteer stewards to assist with distancing.	High  Medium	6	To monitor ongoing compliance with risk assessment and keep under review as Government guidance changes.	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/12/2021	<input type="checkbox"/>
1160	<b>Financial</b> Pandemic  To plan for possible income loss resulting from Covid-19 pandemic  Impact on income factored in to emerging 2021-22 budget and will be kept under regular review, reported to quarterly Market Sub Committee	High  Medium	6	Emerging 2021-22 adjusted to reflect anticipated income loss To be reported to committee quarterly	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/12/2021	<input type="checkbox"/>

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1154	<p><b>Administration/Legal</b></p> <p>Lack of clarity regarding management of open spaces on land east of the town.</p> <p><i>Forward planning required to ensure adequate resources to manage additional land.</i></p>	<p>Medium</p> <p>Medium</p>	4	To be progressed by Council through ongoing discussion with the local authority.	Councillors	31/12/2021	<input type="checkbox"/>

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1156	<p><b>Environmental</b>      Pandemic</p> <p><i>Need to ensure compliance with Covid-19 safety guidelines.</i></p> <p>Council approved risk assessment in place with reduced play area capacities to encourage social distancing. Regular spraying of play equipment to clean it.</p>	<p><b>High</b></p> <p><b>Medium</b></p>	6	Ongoing review of risk assessment to ensure in line with Government guidance relating to Covid-19.	<p><i>Head of Grounds &amp; Environmental Service</i></p> <p>Head of Grounds &amp; Environmental Services</p>	31/12/2021	<input type="checkbox"/>

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<b>Public buildings and Village hall</b>							
1163	<b>Environmental</b>  Pandemic  <i>To ensure all Government guidelines relating to Covid-19 are being met.</i>  Council approved risk assessment in place. Reduced capacities to allow for social distancing. Only permitted activities to take place. Specific Covid-19 guidance provided to hirers. Reviewed whenever new Government guidance is published.	<b>High</b>  <b>Medium</b>	6	Council approved risk assessment in place. Revised terms and conditions for venue hirers. To be monitored regularly.	<i>Head of Grounds &amp; Environmental Service</i>  Head of Grounds & Environmental Services	31/12/2021	<input type="text"/>
1164	<b>Financial</b>  Pandemic  <i>To forward plan for potential income loss through being unable to hire facilities due to Covid-19 restrictions</i>  Emerging 2021-22 budget includes anticipated loss of income through reduced venue hire	<b>High</b>  <b>Medium</b>	6	Anticipated loss of income included in emerging 2021-22 budget.	<i>Head of Grounds &amp; Environmental Service</i>  Head of Grounds & Environmental Services	31/12/2021	<input type="text"/>
102	<b>Physical</b>  Maintenance of buildings  <i>To ensure proper maintenance of premises and minimize risk of loss/damage/injury.</i>  Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed.	<b>Medium</b>  <b>Medium</b>	4	10 year maintenance plan under development. Information to be brought to Grounds Committee	<i>Head of Grounds &amp; Environmental Service</i>  Head of Grounds & Environmental Services	30/09/2021	<input type="text"/>

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1158	Administration/Legal Pandemic	High Medium	6	To be kept under regular review.	Head of Cultural & Economic Services Head of Cultural & Economic Services	31/12/2021	<input type="checkbox"/>
<p><u>Public Conveniences</u></p> <p>Ensure health and safety legislation and guidance is complied with.</p> <p>Capacity reduced to allow social distancing. Council approved risk assessment in place and under regular review.</p>							

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<b>Skatepark</b>							
1157	<p><b>Administration/Legal</b>      Equipment nearing end of life expectancy.</p> <p><i>Health and safety legislation must be complied with.</i></p> <p>Equipment inspected regularly. Repairs undertaken where practicable. Current condition medium with limited life expectancy remaining. Skate park located on flood plain.</p>	Medium	6	Keep Committee informed regarding status of equipment and possible options	Head of Grounds & Environmental Service	31/12/2021	<input type="checkbox"/>

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<b>Teenage Advice &amp; Information Centre</b>							
1136	<b>Administration/Legal</b> Data protection of sensitive information regarding minors  Ensure legislative requirements are met including Data Protection Act 2018  Staff to be fully aware of data protection requirements and council policies. Paper documentation to be securely locked away. Electronic documentation only accessible to authorised personnel. Data Protection Impact Assessment to be reviewed annually. Passwords to be changed periodically.	Medium  Medium	4	All data protection matters relating to Tactic to be reviewed by end of July 2021 (delayed due to Covid-19).	Head of Cultural & Economic Services  Officers	01/09/2021	<input type="checkbox"/>
1168	<b>Environmental</b> Pandemic  Need to ensure Government guidance is adhered to.  Council approved risk assessment in place. Limited delivery of services to mitigate risks.	High  High	9	Ongoing review.	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/12/2021	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: **2**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr Mark Saccoccio* \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .