

Assessment year: 2023

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Bye Laws							
255	<p>Physical 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>High</p> <p>Medium</p>	6	Carried forward from 2022-23 Update required to include additional land. To be re-issued to Secretary of State following committee approval. Committee review March 2023.	<p><i>Head of Grounds & Environmental Service</i></p> <p>Head of Grounds & Environmental Services</p>	31/12/2023	<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* _____

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 .

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19	<p>Professional Loss of key staff.</p> <p><i>To avoid problems arising from loss of key personnel.</i></p> <p>Ensure procedures for key functions documented to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.</p>	<p>Medium</p> <p>Medium</p>	4	Operational procedures for all service areas to be reviewed and updated to protect business continuity. Outsourcing of functions could be considered if unable to recruit.	<p>Officers</p> <p>Officers</p>	31/12/2023	<input type="checkbox"/>

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1153	Administration/Legal 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	Continue to press the local authority for clarity regarding management of public open spaces on land east of the town.	Council Council	31/12/2023	<input type="checkbox"/>

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1154	<p>Administration/Legal</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	Continue to press the local authority for clarity on how open spaces to the east of the town will be managed, to allow for proper planning of resources	<p>Council</p> <p>Council</p>	31/12/2023	<input type="checkbox"/>

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1157	<p>Administration/Legal 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	4	Council has agreed tenders be sought for or remedial works to extend the life of the skatepark.	Head of Grounds & Environmental Service Head of Grounds & Environmental Services	31/12/2023	<input type="checkbox"/>

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