

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<u>Cemeteries/Churchyards</u>							
291	Environmental Maintenance of Cemetery including grass cutting. <i>To ensure that the assets of the Council are properly maintained.</i> Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance records are kept up to date and ready for inspection.	Medium Medium	4	To be reviewed as part of the Open Spaces Strategy - contracting out vs inhouse.	Cemeteries, Contracts & Compliance Office Operations & Estates Advisor	30/04/2021	<input type="text"/>
292	Environmental Vandalism. <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Part of Open Spaces Strategy review - although not much vandalism reported. Would need to work in partnership with enforcement agencies- mindless acts of vandalism is potentially beyond the control of WTC	Cemeteries, Contracts & Compliance Office Operations & Estates Advisor	30/04/2021	<input type="text"/>
295	Financial Failure to collect charges. <i>To maximise the collection of income.</i> Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the Council and received is properly recorded. Issue receipts for all income received. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders.	Medium Medium	4	Internal Audited February 2021 - all ok - new RFO to establish system for new personnel to ensure all income is invoiced and accounted for. Not been a problem - but given the change in personnel TC flagging this to ensure processes and procedures are handed over to ensure no problems moving forward	Responsible Finance Officer Responsible Finance Officer	13/04/2021	<input type="text"/>
286	Physical Personal injury. <i>To minimise the risk of personal injury to persons using council facilities.</i> Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. If this service is contracted out please ensure that you have evidence. Please obtain a copy of the Public Liability Insurance and keep on file.	Medium High	6	Incident during 2020 at Windrush- new MOs need to be trained and RAMS updated for new working practices to ensure safety of public, contractors and staff Also consider accessibility audit at Tower Hill and the risks currently in place and the changes to be made	Maintenance & Environment Officer Maintenance & Environment Officer	30/06/2021	<input type="text"/>

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.

Cemeteries, Contracts
& Compliance Officer

Submitted to council: _____

No of issues listed: 5

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Joy Aitman* _____

Signed by responsible Finance officer: *Sharon Groth* _____

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.
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Assessment year: 2020

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252	<p>Financial Inadequate budget Provision.</p> <p>To ensure adequate budget provision.</p> <p>Anticipated costs (such as annual maintenance) are adequately provided for in annual budget. Council approval for any for any unexpected expense to be met from reserve.</p>	<p>Medium</p> <p>Medium</p>	4	Review during 21/22 budget cycle - But tercross clock, St Marys church and the Corn Exchange - a while since works h ave been carried out on these.	<p>Responsible Finance Officer</p> <p>Responsible Finance Officer</p>	30/09/2021	<input type="checkbox"/>

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Code of Conduct

30	Administration/Legal Failure to maintain / update Register of Interests/Gifts <i>To maintain records of members Declarations of Interest</i>	Medium High	6	To remind Councillors to report any changes in their register of interest - have 28 days to report these changes.	Democratic & Legal Services Officer Democratic & Legal Services Officer	30/04/2021	<input type="text"/>
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All Council members 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 a six monthly basis of the need to review their Register of Members' Interests to ensure it is accurate and up to date.
Chairman asks for interests to be declared at each meeting. Councillors declaring an interest at

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Computing							
318	Physical Loss/damage arising from unauthorised use. <i>Maintain security of computer.</i> Access restricted through use of controlled passwords. Passwords are changed periodically. Maintain physical security of computer and site.	Medium High	6	Remote Access - and working from home due to COVID - staff to be made aware of security/passwords etc and ensuring computers arent left logged on at home.	Deputy Town Council Deputy Town Council	13/04/2021	<input type="checkbox"/>
325	Physical Loss arising from theft/misappropriation. <i>Maintain adequate security of site and equipment.</i> 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.	Medium High	6	**Only flagged due to new staff due to be employed - to be given information/training on IT safety and security as part of induction**	Deputy Town Council Deputy Town Council	13/04/2021	<input type="checkbox"/>

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Council Property and Documents							
44	Financial Legal Liability as a result of Asset Ownership. <i>Provision of adequate public liability insurance</i> Detailed asset register is maintained and reviewed annually. Adequate public liability insurance is in place. Separate legal liability and asset risk assessments are maintained by the Clerk.	Medium Medium	4	To be handed over to the new RFO and reviewed as part of induction	<i>Democratic & Legal Services Officer</i> Responsible Finance Officer	30/06/2021	<input type="checkbox"/>
43	Physical Loss of assets. <i>To minimise the risk of loss through theft/misappropriation of assets.</i> Effective security of all assets maintained. Asset Register maintained and reviewed annually as a minimum. Ensure that adequate and appropriate insurance cover is held.	Medium Medium	4	To be reviewed during 2021 by new RFO when in post.	<i>Democratic & Legal Services Officer</i> Responsible Finance Officer	30/06/2021	<input type="checkbox"/>

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Data Protection

29	Administration/Legal <i>To ensure that statutory requirements are met.</i> That the Council is registered as a Data Controller with the Information Commissioners Office. That the Council has a Data Protection Policy. All Council Officers undertake training when they commence employment and and periodically afterwards. All Councillors are aware of their obligation under Data Protection and undergo ad hoc training.	Medium High	6	Breach of the code of conduct in 2021- complaint lodged with Monitoring Office r - this was not in control of Officers it w as a Councillor - so possible re-training of Councillors on CODE/Confidentiality Officers all GDPR trained	Democratic & Legal Services Officer Democratic & Legal Services Officer	30/04/2021 <input type="text"/>	
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Employment of Staff							
17	<p>Professional Inability to recruit.</p> <p><i>To improve recruitment.</i></p> <p>Recruitment policy reviewed when the need arises to recruit staff.</p>	<p>High</p> <p>Medium</p>	6	<p>Recruitment policy being reviewed by PSC 18/03/21.</p> <p>Low unemployment/or lack of specialisms in LG may result in vacancies not being filled - beyond control of Council</p>	<p><i>Town Clerk/CEO</i></p> <p>Town Clerk/CEO</p>	31/03/2021	<input type="text"/>
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. 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.</p>	<p>Medium</p> <p>High</p>	6	<p>New structure need to review procedures of key functions are documented and new personnel made aware.</p> <p>Contingency plan for possible retirements in the next 2 years.</p> <p>To keep under review</p>	<p><i>Town Clerk/CEO</i></p> <p>Town Clerk/CEO</p>	31/05/2021	<input type="text"/>
21	<p>Professional Lack of Employee motivation/efficiency.</p> <p><i>To meet commitment of council employment policy.</i></p> <p>Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.</p>	<p>Medium</p> <p>High</p>	6	<p>Restructure completed February 2021.</p> <p>Change in culture- has resulted in increase in motivation so far. Keep under review - due to trial periods in new jobs</p>	<p><i>Town Clerk/CEO</i></p> <p>Town Clerk/CEO</p>	31/05/2021	<input type="text"/>
22	<p>Professional Attacks on Personnel.</p> <p><i>To protect staff.</i></p> <p>Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. 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.</p>	<p>Medium</p> <p>Medium</p>	4	<p>To review during 2021 with new staff in place - ensure training in dealing with difficult people given.</p> <p>Insurance in place.</p> <p>New Offices = new office procedures needed</p>	<p><i>Town Clerk/CEO</i></p> <p>Deputy Town Council</p>	13/04/2021	<input type="text"/>

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Financial Management

326	Financial Failure to maintain an effective payments system. <i>To minimize the risk of loss.</i> 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 by Council and appended to minutes. All cheques signed by at least two authorised members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vou	Medium Medium	4	Flagged because Council needs to move to internet banking when new RFO in place - new payment controls will the refore need to be put in place and review Financial Regulations accordingly.	<i>Responsible Finance Officer</i> Responsible Finance Officer	31/05/2021 <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 10px;"></div>	
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856	<p>Administration/Legal Non compliance of Council members and contractors.</p> <p><i>That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations.</i></p> <p>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.</p>	<p>Medium High</p>	6	Train new members of staff- and refresh Councillors/staff that need it	<p><i>Democratic & Legal Services Officer</i></p> <p>Democratic & Legal Services Officer</p>	31/05/2021	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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314	<p>Administration/Legal Failure to notify/record gifts.</p> <p><i>To protect interest of council and members.</i></p> <p>Ensure that all staff/members are aware of responsibilities. Maintain gift register.</p>	<p>Medium</p> <p>Medium</p>	4	To remind Councillors of their obligations	<p>Democratic & Legal Services Officer</p> <p>Democratic & Legal Services Officer</p>	31/05/2021	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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156	<p>Environmental Maintenance of land including grass cutting</p> <p><i>To ensure that council assets are properly maintained.</i></p> <p>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.</p>	<p>Medium</p> <p>Medium</p>	4	Being reviewed as part of the Open Spaces Strategy	<p><i>Cemeteries, Contracts & Compliance Office</i></p> <p>Communications & Community Engagement Officer</p>	30/04/2021	<input type="text"/>

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Litter							
7	<p>Administration/Legal Inefficient service provision</p> <p><i>To employ trained/experienced personnel.</i></p> <p>Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues All staff have a written contract of employment. Protective clothing and personal safety equipment issued to all operational staff.</p>	Medium Medium	4	To be reviewed as part of the Open Spaces Strategy	Cemeteries, Contract s & Compliance Office Cemeteries, Contracts & Compliance Officer	30/04/2021	<input type="checkbox"/>
3	<p>Environmental Inappropriate location of litter bins</p> <p><i>To determine location for best use.</i></p> <p>Define Council policy and plan for location of bins. Carry out periodical review.</p>	Medium Medium	4	Policy to be determined through the Open Spaces Strategy	Project Officer Project Officer	30/04/2021	<input type="checkbox"/>
5	<p>Environmental Unauthorised Fly posting/nuisance.</p> <p>Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.</p>	Medium Medium	4	WTC not the enforcement agency for fly tipping - work with other agencies	Cemeteries, Contract s & Compliance Office Cemeteries, Contracts & Compliance Officer	13/04/2021	<input type="checkbox"/>

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Open spaces							
126	<p>Administration/Legal Absence of agreements with users, permits etc</p> <p><i>To facilitate control of facilities.</i></p> <p>Ensure that signed contracts/agreements/permits are in place where necessary. Maintain a register of users.</p>	<p>Medium</p> <p>Medium</p>	4	pop up outdoor gyms an issue - generally if officers aware then they are able to contact the users to discuss the legalities around the use and permissions - difficult to police though	<p><i>Cemeteries, Contracts & Compliance Officer</i></p> <p>Cemeteries, Contracts & Compliance Officer</p>	31/05/2021	<input type="text"/>
121	<p>Environmental Fly tipping</p> <p><i>To minimise the impact of fly tipping and associated health/safety risk.</i></p> <p>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.</p>	<p>Medium</p> <p>Medium</p>	4	WODC enforcing agency - WTC can only report and take action where possible - keep under review	<p><i>Maintenance & Environment Officer</i></p> <p>Maintenance & Environment Officer</p>	31/05/2021	<input type="text"/>
122	<p>Environmental Pollution</p> <p><i>To minimize risk/complaint arising from pollution at council owned facilities.</i></p> <p>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.</p>	<p>Medium</p> <p>Medium</p>	4	Lake and also sewerage an issue - to be reviewed	<p><i>Maintenance & Environment Officer</i></p> <p>Maintenance & Environment Officer</p>	30/06/2021	<input type="text"/>
368	<p>Environmental Vandalism</p> <p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i> <i>To minimise risk arising from anti-social behaviour.</i></p> <p>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.</p>	<p>Medium</p> <p>Medium</p>	4	work with enforcement agencies - beyond the direct control of WTC - on going	<p><i>Maintenance & Environment Officer</i></p> <p>Maintenance & Environment Officer</p>	30/04/2021	<input type="text"/>

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.

Cemeteries, Contracts
& Compliance Officer

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Shelters & Seats							
372	Administration/Legal Provision of inadequate standard of seating.	Medium Medium	4	Being reviewed as part of the Open Spaces Strategy	Project Officer Project Officer	13/04/2021	<input type="checkbox"/>
	<p><i>To minimise risk arising from provision.</i></p> <p>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.</p>						
361	Technical Provision of inadequate public seating	Medium Medium	4	Being reviewed as part of the Open Spaces Strategy	Maintenance & Environment Officer Project Officer	13/04/2021	<input type="checkbox"/>
	<p><i>To ensure that standards as determined by council are met.</i></p> <p>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.</p>						

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