



# **SAXMUNDHAM TOWN COUNCIL**

## **RISK MANAGEMENT STRATEGY 2023-2024**

Annual Approval: 9 October 2023  
Minute Item: 88/23TC



## Objectives of the Risk Management Strategy

- To develop risk management and raise its profile within the Council.
- To manage, monitor and control risk where possible.
- To anticipate and respond to changing social, environmental and legislative requirements.

Risk management is the process used by the Council to address the risks associated with an event or action which will adversely affect its ability to achieve its objective to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets. The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing and mitigating risk.

## Implementing the Risk Management Strategy

1. Risk Identification – informed decisions can only be taken by the Council if it has identified and understood the risks facing the policies and decisions it undertakes.
2. Risk Analysis – once risks have been identified, analysis should be undertaken as to the potential frequency of the risk and its consequences. If a risk is seen to be unacceptable then steps should be taken to ensure that the risk is controlled and mitigated.
3. Risk Prioritisation – an assessment should be made of the impact and probability of risks occurring and prioritised as low, medium or high.
4. Risk Control - the process of taking action to minimise the probability of the risk occurring and/or reducing the severity of the consequences should it occur.  
Methods used will include:
  - Elimination – circumstances from which a risk arises are removed so the risk no longer exists.
  - Reduction – control measures are implemented to reduce the impact/probability of the risk.
  - Transfer – the financial impact is passed to others.
  - Sharing – the risk is shared with another party.
  - Insuring – against some or all of the risk to mitigate the financial impact.
  - Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates the risk.
5. Risk Monitoring – the risk management process must be monitored and reviewed regularly to ensure that any changes to the nature of any risk have been considered and the risk schedule adapted accordingly.



## Risk Management Schedule

AREA	RISK	IMPACT 1-5	PROBABILITY 1-5	RATING IMPACT X PROBABILITY	MANAGEMENT/CONTROL OF RISK	IMPROVEMENTS REQUIRED TO MITIGATE RISK
<b>BUSINESS CONTINUITY</b>	IT security is compromised	5	3	<b>15</b>	<p>A Cyber Resilience Review was conducted by the Council's IT support company in November 2022. The audit tested all aspects of the Council's network security.</p> <p>1. Computer security and password management was rated Good however the following was found:</p> <p>a) The Caretaker's laptop is old and not encrypted. Access to the main SharePoint site was subsequently removed to ensure confidential information cannot be accessed.</p> <p>b) All devices require a unique login but it was noted that officers share passwords and store them in notebooks in the office to enable business continuity.</p> <p>c) Password access is not denied immediately when an officer leaves employment which is a requirement of the Council's Fidelity Guarantee insurance cover.</p>	<p>1a) Town Clerk/RFO has ordered a new laptop for the Caretaker with Windows 10 Pro which will encrypt the drive.</p> <p>1b) The Town Clerk/RFO will instruct officers not to share passwords or record them insecurely. Town Clerk/RFO to research the use of a password manager, such as Last Pass.</p> <p>1c) IT company to be instructed to delete passwords immediately when an officer leaves employment.</p> <p>2a) Council to consider upgrading Rialtas to a cloud based system. This would remove the need to access the database from the shared folder on the network.</p> <p>3a) Town Clerk/RFO to create a procedure that officers can follow in the event they encounter an IT security threat.</p>



2. Internal security was rated Critical due to the following:

a) The Rialtas financial software relies on a shared folder on the network to access the database, as a result these computers must be set to discoverable on the network. Having a shared connection with a separate organisation who lease office space from the Council means unauthorised access of the system would enable the Council's data to be accessed. A data breach could result in significant financial and reputational damage.

b) Access to the router was not secure and could be tampered with. The router was subsequently stored in a locked, tamperproof cabinet.

3. Knowledge and Response to Threats was rated Good however:

a) Officers' knowledge is good but may be a little outdated and is not supported.

4. External network security was rated Very Good with the following improvement:

a) The Wi-Fi password is displayed on the wall by the separate organisation. This is

3a) Town Clerk/RFO to ensure officers receive regular and expert training to keep them up-to-date.



					visible through the window and risks an IT security breach. The Town Clerk/RFO has subsequently removed it.	
<b>BUSINESS CONTINUITY</b>	Loss of IT and/or data	5	3	<b>15</b>	<p>The Rialtas financial software is stored on a desk-top computer. The Town Clerk/RFO identified that it was not backed up to SharePoint but only the C drive on the same desk-top computer.</p> <p>Failure of this desk-top computer could result in the loss of five years of Council financial data. As an interim measure, the Town Clerk/RFO copies the backup to a USB stick which is stored off site. However, this is vulnerable to loss or theft.</p> <p>Officers are equipped with laptops and laptop bags and have been instructed to take these home each evening to support homeworking in the event of a loss of IT in the Town House. This increases the risk of loss, damage or theft but this risk is accepted as the practice is considered prudent to mitigate the risk of Council operations being suspended due to loss of IT. However, the Rialtas financial software is only stored on a desk-top computer in the Town House and cannot be accessed remotely.</p>	Council to consider upgrading Rialtas to a cloud based system. This would remove the need to back up the data manually and would support business continuity and flexible homeworking.



<p><b>BUSINESS CONTINUITY</b></p>	<p>IT security is compromised</p>	<p>5</p> <p>3</p>	<p><b>15</b></p>	<p>The Cyber Resilience Review found the risk to internal IT security to be critical principally due to sharing of the router, subnet and Wi-Fi connection with a separate organisation who lease office space from the Council. Vulnerabilities were identified that could be exploited by a hacker to gain access to Council data.</p> <p>Leasing office space introduces several significant threats as the Council cannot vouch for the security practices or systems of other organisations. In event of their network being compromised, the computer and network used by the Council will become visible and targeted easily. During the audit, it was noted that one of the computers used by the other organisation was running an out-of-date operating system which could potentially be used as an entry point on the network.</p>	<p>Leasing office space to separate organisations to be considered by the Council due to the significant threats to network security.</p> <p>An alternative would be for the organisation to set up a subnet and guest network.</p>
<p><b>BUSINESS CONTINUITY</b></p>	<p>Loss of key records</p>	<p>5</p> <p>2</p>	<p><b>10</b></p>	<p>All digital records are stored on a secure, cloud-based IT system.</p> <p>All paper records, current and archived are retained at the Town House. Key deeds are held in a metal filing cabinet.</p>	<p>Officers to review archived paper records to ensure they are logged and stored correctly and to consider secure storage off site at the Suffolk Hold.</p> <p>Officers to create a salvage list which details key files to be retrieved if possible.</p>



<p><b>BUSINESS CONTINUITY</b></p>	<p>Loss or long-term incapacity of Officers</p>	<p>5</p>	<p>2</p>	<p><b>10</b></p>	<p>The Town Clerk/RFO conducted a Staffing and Structure Review in August 2023. The Council adopted the recommendations which will ensure resilience and adequate resource across all Council functions.</p> <p>The Assistant Town Clerk has been appointed to Deputy Town Clerk and authorised to act as the Council's Proper Officer in the event of absence of the Town Clerk/RFO.</p> <p>A new Assistant Town Clerk is to be appointed to provide further clerical support and resilience. The appointment of a third Clerk also supports succession planning.</p> <p>The Town Clerk/RFO is currently the only officer with knowledge of the Rialtas financial software. Training is to be provided to the new Assistant Town Clerk.</p> <p>The Suffolk Association of Local Councils can provide locum cover.</p> <p>Councillors may provide temporary, unpaid cover.</p>	<p>Town Clerk/RFO to ensure all officers are cross-trained and have reasonable day-to-day experience of all procedures and systems to ensure continuity.</p> <p>Town Clerk/RFO to create a procedure manual for Rialtas processes.</p> <p>Town Clerk/RFO to ensure all job descriptions and recruitment procedures are up-to-date to prevent unnecessary delays when recruiting replacement officers.</p>
<p><b>BUSINESS CONTINUITY</b></p>	<p>Inability to retain staff</p>	<p>5</p>	<p>2</p>	<p><b>10</b></p>	<p>By adopting the recommendations in the Staffing and Structure Review, the Council seeks to support staff retention by</p>	<p>Leasing office space to separate organisations to be considered by the Council due to the lack of adequate</p>



ensuring officers are recognised and rewarded with:

- appropriate titles and responsibilities
- permanent employment contracts
- up-to-date job descriptions
- annual leave entitlement
- flexible working arrangements
- commensurate remuneration
- pension contributions.

However, there is shortage of adequate office space to accommodate six officers in the Town House.

Currently, the Town Clerk and Deputy Town Clerk share the larger office which is overcrowded with furniture.

The Community Officer and the Environment Officer share the smaller office.

The Caretaker's desk is currently in the Webster Room but officers have noted isolation from the team is having a demoralising affect.

Recruiting an Assistant Town Clerk will mean three members of staff will need to 'hot-desk' in the smaller office which may

space for their own officers and equipment.

Resource to refurbish the kitchen or another space in the Town House and create a comfortable break-out space for officers to be considered by the Council.

Town Clerk/RFO and Chair to attend the Essentials of Being a Good Employer training.

Town Clerk/RFO to ensure annual appraisals are conducted and personal development plans are created for all officers.





				<p>lead to an unsettling and impersonal working environment.</p> <p>When considering arrangements for office accommodation, the Council must give due regard to any protected characteristics under the Equality Act 2010.</p> <p>In addition, the office accommodation does not provide a comfortable space for staff to take a break from their desk to support their health and well-being.</p>	
<b>BUSINESS CONTINUITY</b>	Loss or long-term incapacity of Councillors	4	1	4	<p>If there are not enough Councillors for a quorum, the District Council may provide temporary replacements.</p> <p>The Chair and Vice-Chair are ex-officio members of all Committees.</p> <p>Councillor vacancies may be filled by co-option.</p> <p>Town Clerk/RFO to commence a recruitment drive to appoint two new Councillors to fill vacancies.</p> <p>Town Clerk/RFO to attend training course on ways to recruit more diverse Councillors.</p> <p>Town Clerk/RFO to consider further Council functions which may be lawfully delegated to officers.</p>
<b>BUSINESS CONTINUITY</b>	Loss of premises	4	3	12	<p>Officers are equipped with laptops and laptop bags and have been instructed to take these home each evening to support homeworking in the event of a loss of the Town House. However, the Rialtas financial software is only stored on a desk-</p> <p>Council to consider upgrading Rialtas to a cloud based system.</p> <p>Council to consider upgrading to BT One Phone which will provide officers with a cloud based landline with the freedom of a smart phone.</p>



					<p>top computer and cannot be accessed remotely.</p> <p>The Webster Room has been set up to provide alternative office accommodation for key staff.</p> <p>The Council's telephone system is a landline based in the Town House. This does not support remote working and telephoning a building hoping to find a person present is outdated.</p>	<p>Council to consider broadband provision in the Gannon Rooms, which would provide office space for all officers in the event of the long-term loss of the Town House.</p> <p>Officers to create a salvage list which details key files and equipment to be retrieved if possible.</p>
<b>BUSINESS CONTINUITY</b>	Pandemic or similar global event	3	4	<b>12</b>	<p>As above for loss of premises as central government may issue a work from home order.</p> <p>Long-term Councillors are equipped and familiar with conducting virtual meetings.</p> <p>Reserves in place to provide contingency to respond to unexpected events.</p> <p>Risk assessments in place to consider health risks to Councillors, officers and members of the public.</p>	<p>As above for loss of premises.</p> <p>Town Clerk/RFO to consider key workers and arrangements for other officers.</p> <p>Town Clerk/RFO to ensure new Councillors are equipped to attend virtual meetings.</p> <p>Council to consider IT provision to enable members of the public to attend public meetings virtually.</p> <p>Town Clerk/RFO to ensure risk assessments are reviewed considering changing government guidance.</p>
<b>BUSINESS CONTINUITY</b>	Inexperienced, untrained and/or continual change	3	2	<b>6</b>	<p>The Town Clerk/RFO is undertaking the CiLCA qualification and has 8 years of experience in the sector.</p>	<p>Town Clerk/RFO to ensure annual appraisals are conducted and personal</p>



of Officers leads to errors

Other officers are educated, skilled and experienced.

development plans are created for all staff.

Officers regularly attend training courses specific to their role and the sector, and have access to books and other printed materials.

Council to consider further ways to support staff retention of experienced officers.

Inexperienced officers are provided with appropriate supervision.

The Council is a member of the Suffolk Association of Local Councils which is a source of information and training.

**FINANCE**

Precept adequacy

4

1

**4**

Sound planning and budgeting process to support the annual precept requirement taking into account officer and committee recommendations.

The Town Clerk/RFO prepares a proposed budget for consideration by the Resources Committee in November with approval by Full Council each January.

The Resources Committee regularly reviews the level of the Council's reserves and annually reviews its Reserves Policy.

If central government or any of its agents were to change the rules under which precepts are set or calculated, this would require an Act of Parliament or local government legislation which would afford



					the Council sufficient time to mitigate any change.
<b>FINANCE</b>	Budgetary control	4	2	<b>8</b>	<p>The Town Clerk/RFO provides the Resources Committee and Full Council with monthly updates regarding receipts and expenditure against each budget category.</p> <p>The Town Clerk/RFO provides the Resources Committee and Full Council with budget versus actual income and expenditure reports each month.</p> <p>Committees and officers are aware, and follow, the budgetary control and authority to spend set out in the Financial Regulations.</p>
					<p>Town Clerk/RFO to devise and implement a Purchase Order Processing system to further control and monitor Committee's and officer's expenditure to ensure budget categories are not overspent.</p> <p>Town Clerk/RFO to organise debit card facility to control officers' expenditure.</p>
<b>FINANCE</b>	Best value accountability	2	2	<b>4</b>	<p>Financial Regulations set out the process to follow to ensure contracts are rewarded correctly and lawfully. Normal procedure is to seek, where possible, three quotes for work to be undertaken.</p> <p>Formal competitive tenders are sought for major contract services in accordance with Financial Regulations.</p>
					<p>Town Clerk/RFO to devise and implement a Purchase Order Processing system to ensure best value has been considered and obtained.</p>
<b>FINANCE</b>	Insurance adequacy	4	1	<b>4</b>	<p>The Council meets the statutory requirement to hold the following insurance:</p> <p>Employers' Liability to £10,000,000</p> <p>Public Liability to £10,000,000</p>
					<p>Town Clerk/RFO to draw up separate Asset Registers for the Charitable Trusts and ensure adequate insurance cover.</p>



Fidelity Guarantee to £250,000

The Council's Asset Register is reviewed at least annually or updated more frequently as required.

A review is undertaken at the time of the annual policy renewal to ensure that the terms of the policy remain acceptable and that all known risks and assets are adequately protected.

The Town Clerk/RFO reports to the Resources Committee on the adequacy of insurance at the time of renewal.

The Council has approved Financial Regulations which determine the procedure.

Invoices are provided to authorised signatories when approving payments.

The Resources Committee scrutinises all payments and bank reconciliations monthly.

An independent audit is conducted annually.

**FINANCE**

Adequacy of online banking authorisation

2

2

4



**FINANCE**

Fraud or theft

5

1

5

Monthly reconciliation of all bank accounts are prepared by the Town Clerk/RFO.

Bank Reconciliations are checked and signed by a designated Councillor who is not an authorised signatory.

An independent audit is conducted annually.

Internet banking payments are initiated by the Town Clerk/RFO and approved by two authorised signatures.

Four authorised signatories have online access to the Council and Charitable Trusts' bank accounts and may review the transactions at any time.

Changes to the banking mandates must be approved by two authorised signatories.

The Town Clerk/RFO ensures all officers observe internal procedures and controls.

Internal controls are under continual review by the Town Clerk/RFO and their adequacy is documented in an Internal Controls Statement which is reviewed annually by Full Council.



					<p>Adequate Fidelity Guarantee insurance is in place.</p> <p>Officer salary calculations are checked by an authorised signatory in advance of payment.</p> <p>The Council does not hold petty cash.</p>	
<b>FINANCE</b>	Adequate approval of expenditure	3	2	<b>6</b>	<p>The Council has approved Financial Regulations which determine the procedure.</p> <p>Financial decisions are resolved by Committees and clearly recorded in the minutes prior to any commitment.</p> <p>All income and expenditure is detailed in the monthly financial reports presented to the Resources Committee and Full Council.</p> <p>Financial Regulations have been reviewed and specific limits specified.</p>	<p>Town Clerk/RFO to devise and implement a Purchase Order Processing system to further control and monitor Committee's and Officer's expenditure to ensure budget categories are not overspent.</p>
<b>FINANCE</b>	VAT and other taxes are not lawfully operated	4	3	<b>12</b>	<p>The Council's Financial Regulations define the requirements for VAT recovery.</p> <p>VAT returns are completed and submitted digitally on a quarterly basis.</p> <p>Payroll is outsourced and PAYE and NI is paid as defined by HMRC regulations.</p>	<p>VAT recovery in relation to the Council's business activities and Charitable Trusts to be reviewed by the Town Clerk/RFO and professional advice sought as necessary.</p>



<b>FINANCE</b>	Adequacy of reserves	5	1	<b>5</b>	<p>The Resources Committee regularly reviews the level of the Council's reserves and annually reviews its Reserves Policy.</p> <p>The Council seeks to protect its reserves through judicious management of expenditure and receipts.</p>	
<b>FINANCE</b>	Investment of reserves	3	2	<b>5</b>	<p>The Resources Committee regularly reviews the investment of reserves to ensure they are distributed among reputable financial institutions to afford protection from the Financial Services Compensation Scheme.</p> <p>The Resources Committee regularly reviews the investment of reserves to ensure they are secure, appropriately liquid, and high yield.</p>	Town Clerk/RFO to create a strategy for investments for review by the Resources Committee and recommendation to Full Council.
<b>FINANCE</b>	The Charitable Trusts are not properly managed				<p>The Charitable Trusts follow the same financial processes and adhere to the same internal controls as the Council.</p> <p>The Charitable Trusts are independently examined annually.</p>	





<b>LAND AND PROPERTY</b>	Missing documents of ownership and possession	2	2	<b>4</b>		<p>Town Clerk/RFO to review all documents and seek information from HM Land Registry where there are gaps.</p> <p>Council to consider whether to pursue registering any unregistered land.</p>
<b>LAND AND PROPERTY</b>	Licenses and Leases	2	3	<b>6</b>		Town Clerk/RFO to review all documents and ensure all licences and leases are adequate and up to date.
<b>LIABILITY</b>	Damage to Council assets	3	3	<b>9</b>	<p>An Asset Register is maintained, and insurance is held at an appropriate level for all items.</p> <p>Regular checks are made on all assets by the Caretaker.</p> <p>Financial Regulations were expanded in September 2023 to enable the Deputy Town Clerk and Assistant Town Clerk to authorise emergency expenditure in the absence of the Town Clerk/RFO.</p> <p>A Capital Replacement Fund in place.</p>	
<b>LIABILITY</b>	Illegal activity or payments	4	1	<b>4</b>	All activity and payments are made within the powers of the Council and are clearly recorded in the minutes.	Town Clerk/RFO to gain the CiLCA qualification and Council to adopt the General Power of Competence.



					Powers for expenditure are allocated and recorded against each budget category during the annual budget process.
<b>LIABILITY</b>	Accuracy and legality of agendas, minutes and other statutory documents	4	1	<b>4</b>	<p>Agendas and minutes are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meeting where possible.</p> <p>Agendas and minutes are displayed according to legal requirements.</p> <p>The Council has a clear governance structure and business conducted at Council and Committee meetings is managed by the Chairs in accordance with Standing Orders.</p> <p>All decisions taken by the Council and Committees are open and transparent with the exception of confidential matters correctly conducted in private session.</p> <p>Statutory documents are reviewed annually by Full Council and published on the website.</p>
<b>LIABILITY</b>	Risk to third party, property or individuals	5	1	<b>5</b>	Adequate insurance is in place.



					<p>Risk assessment of any individual event is undertaken.</p> <p>Separate insurance is taken for one-off events if necessary.</p> <p>Health and safety risk assessments, training and instruction of officers and volunteers is routinely completed.</p>	
<b>FREEDOM OF INFORMATION ACT</b>	Failure to comply with the Act	3	1	<b>3</b>	<p>The Council has an approved model publication scheme.</p> <p>The Town Clerk/RFO is aware that if a substantial request arrives it may necessitate additional hours of work. The Council may request a fee if the work is excessive.</p>	
<b>DATA PROTECTION</b>	Failure to comply with the requirements of the GDPR and associated legislation	4	1	<b>4</b>	<p>The officers follow good administrative practice for securing personal and GDPR related data.</p> <p>The Council is registered as a Data Controller with the Information Commissioner's Office.</p> <p>The Town Clerk/RFO has attended Data Protection Act, Freedom of Information and GDPR training courses delivered by SALC and ESC.</p>	Town Clerk/RFO to review Council's current Data Protection policies and draft new policies for adoption as required.
<b>DATA PROTECTION</b>	Access to confidential information	4	3	<b>12</b>	Access to the SharePoint drive is limited as appropriate to individual officers.	Officers to be instructed not to share passwords or record them insecurely. Town Clerk/RFO to research the use of



				<p>Password security is managed by the IT support company. All devices require a unique login but it was noted that officers share passwords and store them in notebooks in the office to enable business continuity.</p> <p>HR files are stored in a locked cabinet only accessible by the Town Clerk/RFO.</p> <p>Offices and cabinets are locked when officers are not present. However, the cleaners' set of keys, which allow access to offices, are not securely stored.</p>	<p>a password manager, such as Last Pass.</p> <p>Caretaker to arrange a key safe for the cleaners to enable secure and appropriate access to the office keys.</p> <p>Officers to be instructed to operate a clear desk policy.</p>
<b>COUNCIL REPUTATION</b>	Lack of input or support from Councillors	3	1	<b>3</b>	<p>The importance of the members shared role and responsibilities is recognised.</p> <p>Involvement is ensured by regularly attending effective Council meetings.</p> <p>Designated members have responsibility for specific areas and are represented on local groups.</p>
<b>COUNCIL REPUTATION</b>	Register of Members' Interests and Conflicts	3	1	<b>3</b>	<p>Councillors are aware that the Localism Act 2011 creates criminal offences for providing false or misleading information about, or failing to register, disclosable pecuniary interests.</p> <p>Members to take individual responsibility to update their register online.</p>



					<p>Councillors declare any personal or prejudicial interests at the outset of meetings or when an interest becomes apparent during meetings. There is a standing agenda item at all Council and Committee meetings to enable this.</p> <p>Councillors with a pecuniary interest must leave the meeting while that item is discussed.</p> <p>Register of Members' Interests form have been completed, submitted to the District Council, and published on the Council website. Reminders are issued to review annually.</p>	
<p><b>COUNCIL REPUTATION</b></p>	<p>Councillors and Officers bring the Council into disrepute</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>It is the duty of the members and officers to ensure that the highest standards of public service are attained and that everyone adheres to the strict rules and guidelines applicable to local authorities.</p> <p>The Council has adopted the LGA Model Councillor Code of Conduct 2020 which sets out the expected ethical standards.</p> <p>A professional approach is undertaken for all Council matters. Members should be addressed as 'Cllr X' which makes it clear that their role is serious and accountable.</p>	<p>Town Clerk/RFO to issue a reminder covering available Councillor training at the start of each financial year.</p> <p>Council to consider endorsing NALC's Civility and Respect Pledge and engaging with the LGA 'Debate Not Hate' campaign.</p>



				10	<p>Members are provided with a copy of NALC's Good Councillor Guide.</p> <p>The Council has adopted a Social Media and Communications Policy.</p>	
<b>HEALTH &amp; SAFETY</b>	Accident/injury to public and officers	5	2	<b>10</b>	<p>The Council is aware of its statutory obligations for the health and safety of its officers.</p> <p>The Council makes suitable and sufficient assessments of the risks to the health and safety of officers to which they are exposed whilst they are at work and to persons arising out of, or in connection with, its conduct for the purpose of identifying the measures needed to comply with the requirements of the fire precaution regulations.</p> <p>The Council has recorded the findings of its assessment and any officers considered to be especially at risk.</p> <p>Officers are made aware of the requirements of Health and Safety at Work legislation and the Council's fire safety procedures during their induction and they are issued with the Council's Health and Safety Policy.</p>	<p>Officers to meet with WorkNest to ensure all aspects of the Health and Safety contract are being considered and followed appropriately.</p> <p>Town Clerk/RFO to ensure agreed repairs to play equipment are carried out expediently.</p>



It is a requirement of the Council's Fidelity Guarantee insurance to comply with all health and safety legislation and to follow the guidelines of the Health and Safety Executive.

Fire safety information is displayed in a prominent place in all Council buildings used by members, officers and members of the public.

Officers continually assess health and safety and maintenance issues for all Council land and property.

The Council has a three year contract with Worknest to support the Council to ensure health and safety requirements are met.

Monthly inspections of grounds and play equipment are conducted by competent officers. High risk items are highlighted and repaired or removed immediately. Medium and low risk items are monitored.

Annual independent inspections of play equipment are conducted by a qualified inspector. Risks are highlighted and dealt with or monitored in accordance with the recommendations in the safety report.



<b>HEALTH AND SAFETY</b>	Meeting location adequacy	3	1	<b>3</b>	<p>Full Council meetings are normally held in the Market Hall.</p> <p>Committee meetings are normally held in the Town House.</p> <p>Both premises provide good meeting facilities, are fully accessible, and provide opportunities for the community to engage in meetings during each public session held.</p> <p>Both premises are considered satisfactory providing all statutory health and safety obligations are observed.</p>
<b>ENVIRONMENT</b>	Degradation of the local environment and failure to consider the biodiversity duty	4	1	<b>4</b>	<p>The Council has a dedicated Environment Officer who leads a Green Team of volunteers who seek to conserve ecology and consider biodiversity.</p>
<b>COMMUNITY ENGAGEMENT</b>	The website is not fully accessible	3	1	<b>3</b>	<p>The Council has a dedicated Community Officer with responsibility for ensuring the Council's website is compliant with Website Accessibility Guidance.</p> <p>The Council has published a Website Accessibility Statement.</p>
<b>COMMUNITY ENGAGEMENT</b>	The Council fails to engage adequately with	3	2	<b>6</b>	<p>The Council has a dedicated Community Officer with responsibility for engaging with the community through a variety of</p> <p>Town Clerk/RFO to attend a training course on ways to recruit more diverse Councillors.</p>





the diverse  
community

means including newsletters,  
noticeboards, social media, and websites.

Town Clerk/RFO to attend training on  
how to engage with young people.

The Council hosts the Annual Assembly of  
the Parish and encourages electors, local  
groups and organisations to attend.

The Council publishes an Annual Report  
which details its activities over the  
financial year.

The Council holds an Open Forum session  
at the outset of each Full Council and  
Committee meeting where members of  
the public are encouraged to attend and  
address the Council.

The Council consults the community  
through the use of surveys for important  
issues.

The Council financially supports a wide  
variety of local groups and organisations  
with grant aid.

Contact with the Town Clerk can be made  
by email or telephone and the Town House  
is staffed from Monday to Thursday during  
office hours.



### Risk Assessment Matrix

Probability of Occurrence	1 x 5	2 x 5	3 x 5	4 x 5	5 x 5
	1 x 4	2 x 4	3 x 4	4 x 4	5 x 4
	1 x 3	2 x 3	3 x 3	4 x 3	5 x 3
	1 x 2	2 x 2	3 x 2	4 x 2	5 x 2
	1 x 1	2 x 1	3 x 1	4 x 1	5 x 1
	Impact of Occurrence				