

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.**

**PRESENT:**

Councillor Mrs. T. Kerry – Chairman  
 " G. Davidson  
 " J. Eagles  
 " Mrs. S. Hull  
 " J. Stockwood

**1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

Apologies for Absence and Acceptance were received and accepted from Councillor A. Harvey.

**2.00 DECLARATIONS OF INTEREST:**

There were no Declarations of Interest received.

**3.00 MINUTES:**

The Minutes of the meeting held on the 19th August, 2014, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising

Refer to Action Points, Appendix 'A', attached.

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at 7.00 p.m. continued.....

**4.00 BUDGET REPORT 'A':**

The Clerk answered any queries in relation to Budget Report 'A' up to the 30th September, 2014. It was agreed to

**RECOMMEND APPROVAL**, noting the following comments:-

Committee	Detail	Over/Underspend £	Reason
Recreation	Play Area/Open spaces  Tree/shrubbery	£ 862.50 overspend £1,620 overspend £ 380 overspend May be underspend	Cushion fall Goal-end screen Wynhill Manhole Less work identified on annual survey
Cemetery	Maintenance	£518 overspend	Cemetery lodge repairs
Depot	Equipment Services	£ 696 overspend £1,280 overspend £ 401 overspend  £ 600 overspend	Tractor/trimax repairs. Ransome repairs Van M.O.T. and tyres etc. New hedge-cutter and pressure- washer.
O.C.H.	Repairs and maintenance	£7,780 overspend £ 850 overspend	New boiler Front exterior painting

**5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':**

Accounts were presented for payment and it was agreed to

**RECOMMEND** approval.

**6.00 ACCOUNTS PAID - REPORT 'C':**

Accounts paid since the last meeting were presented and it was agreed to

**RECOMMEND** approval.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.** continued.....

**7.00**      **BANKLINE PAYMENTS - REPORT 'D':**

A summary of bankline payments was presented and it was agreed to

**RECOMMEND** approval.

**8.00**      **GRANT AID:**

01      Bingham Town Youth Football Club

A request had been received for a donation regarding fireworks. It was agreed to

**RECOMMEND** approval of a donation of £300.00.

02      Bingham Rugby Union Football Club

A request had been received from B.R.U.F.C. for a donation towards electrical remedial works. It was agreed to request that two more quotations be obtained.

03      Bingham Twinning Association

A request had been made towards the hosting of Wallenfels Youth Band from the 30th October to the 1st November, 2014. It was agreed to

**RECOMMEND** that an amount of £250.00 be awarded.

**9.00**      **THE OLD COURT HOUSE:**

01      Heating System

It was noted that work to upgrade the heating system in The Old Court House has now been completed.

02      Exterior Painting

It was noted that the painting of the rear exterior will not be completed until the Spring of 2015. The contractor will, however, honour the quotation.

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.** continued.....

**10.00 RISK MANAGEMENT POLICY AND RISK REGISTER:**

It was agreed to

**RECOMMEND** approval of the Risk Register (noting the Risk Management Policy was approved November 2013) and subject to adding two additional points covering L2 - Legal costs attributed to removal of trespassers from Bingham Town Council's land and P4 – Risk of financial pressures on Bingham Town Council from failure of partner Organisations (community/volunteer groups). Regarding Item 3 on the attached report (Appendix 'E') from Councillor Harvey, it was agreed to investigate options available for off-site storage and further clarification of the Communications Plan.

The review period to be every four years to coincide with election of a new Council.

**11.00 CHANGE OF SERVICE PROVIDER RE. TELEPHONE AND BROADBAND - UPDATE:**

The Clerk confirmed a new service provider for the telephone and broadband services which should result in savings in the region of £500.00 once everything has been changed over.

**12.00 RECOMMENDATION FROM ENVIRONMENT COMMITTEE RE. GRASS-CUTTING:**

It was agreed that a recommendation from the Environment Committee that Bingham Town Council takes on all Nottinghamshire County Council's grass verges for a trial period of three years at an estimated additional cost of approximately £2,920.55 be referred back to the Environment Committee for further discussions due to the recent launch of Streetwise Environmental Services Limited and the impact on quotations provided.

**13.00 APPLICATION TO REGISTER THE MOOT HOUSE AS AN 'ASSET OF COMMUNITY VALUE' - UPDATE:**

Rushcliffe Borough Council has requested additional information which, unfortunately, the Clerk does not hold. It was

**RECOMMENDED** that there should be no further progress with the application.

**14.00 RECOMMENDATION UPDATING THE CONSTITUTION BY AMMENDING POINT 36.3 RE. RECORDING OF MEETINGS:**

It was agreed to remove the following wording " *There shall be no audio or video recording or photographs of the meeting without the express approval of the Council*" from the constitution by amending Point 36.3 re. Recording of Meetings.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.** continued.....

**15.00      COMMUNITY LED PLANNING - UPDATE:**

Councillor Fox provided a brief update on the meeting held on the 20th October, 2014. Appendix 'F' refers.

**16.00      CHRISTMAS OFFICE CLOSURE:**

It was agreed to

**RECOMMEND** closure of the office from Wednesday, 24th December, 2014, through to Thursday, 1st January, 2015, re-opening on Friday, 2nd January, 2015.

**17.00      APPOINTMENT OF INTERNAL AUDITOR:**

It was

**RECOMMENDED** to appoint Mr. David Slight as Internal Auditor.

**18.00      CORRESPONDENCE:**

01    Cunningham & Lyndsey

A letter which had been received regarding a tree on the cemetery boundary was noted. The Clerk confirmed that the tree in question had since been treated by a tree surgeon to prevent regrowth.

**18.00      CONFIDENTIAL BUSINESS:**

Public Bodies (Admission to Meetings Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters were discussed:-

CIVIC AWARDS  
STAFFING MATTERS

As there was no further business to transact, the meeting finished at 8.10 p.m.

.....  
CHAIRMAN  
Date: .....

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.** continued.....

### ACTION POINTS

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
Folio 6578 9.03	Review of Booking Policy	Agenda item for future meeting.
	Annual Inspection of sports facilities.	2014 Town Pavilion inspections completed. 2014 Butt Field Pavilion now completed.
	Tenants' rent review	Agenda item for future meeting.
	Town Pavilion	Review of lease and rent review.
6774	Risk Management Review	On-going.
	Membership of C.B.W.G.	Outstanding.

## REPORT 'B'

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 21st October, 2014**, at **7.00 p.m.** continued.....

#### Accounts Presented 21 October 2014

Bankline	Wynhill Container p/application fee	RBC	192.50
Bankline	Diesel oil	Chandlers Oil & Gas	770.72
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M7	NCC Pension Fund	1,190.23
Bankline	Superann M7	NCC Pension Fund	78.15
Bankline	PAYE M7	HMRC	877.67
Bankline	PAYE M7	HMRC	935.73
			£ 4,145.00

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Minutes of a meeting of the **Policy & Resources Committee**  
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Accounts Paid 21st October 2014

DD	Copier lease payment	Siemens Financial Services	239.40
DD	Non domestic rates	RBC	565.00
DD	Allotment water bill	Severn Trent Water	178.31
DD	Monthly broadband charge	Talk Talk	15.31
DD	Non domestic rates	RBC	58.00
DD	BANKLINE CHARGES	Nat West	23.82
Bankline	WAGES m5	WAGES m5	367.35
Bankline	WAGES m5	WAGES m5	2,924.40
Bankline	WAGES m5	WAGES m5	3,749.50
DD	Bank charges	Nat West	20.87
DD	OCH Gas/Elec Bill	Utility Warehouse	144.77
DD	Cem Elec bill	Utility Warehouse	6.51
DD	Black sacks	RBC	33.60
	Window cleaning	Petty Cash	15.00
	Twinning refreshments	Petty Cash	5.43
	Consumables	Petty Cash	4.68
	Mobile phone top up	Petty Cash	20.00
	Twinning refreshments	Petty Cash	3.65
Bankline	Replacement tyres	Saxondale Garage	196.00
Bankline	Grant aid	Hill Drive Allotment Association	100.00
Bankline	Memorial bench cleaning	Vale Clean	170.00
Bankline	Crossword prize	R McCormick	20.00
Bankline	Butt Field Fertiliser treatment	Prograss	1,000.00
Bankline	External audit fee	Grant Thornton UK	720.00
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M5	NCC Pension Fund	1,153.35
Bankline	Superann M5	NCC Pension Fund	78.06
Bankline	PAYE M5	HMRC	790.63
Bankline	PAYE M5	HMRC	910.52
Bankline	Equipment repairs	J R Mowers	84.33
Bankline	Fuel Account	Allstar Business Solutions	104.13
9749	Cem depot repairs	Les Scrimshaw	518.00
9749	OCH Repointing	Les Scrimshaw	145.00
9750	OCH boiler repairs	Rowlson Plumbing & Heating Services	9,336.00
9751	Linear walk bank fence repair	P Selby	400.00
9751	Wynhill drain repairs	P Selby	180.00
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Ransomes Mower repairs	B & B Tractors Ltd	977.75
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	33.77
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	58.63
Bankline	Stationery	Viking Payments	193.49
Bankline	Annual membership	RCAN	130.00
Bankline	Copier charge	Reprotec Connect For	57.37
Bankline	Cushion Fall/Install Devil Swing	Jon Walker Timber Ltd	1,035.00
Bankline	PAYE M6	HMRC	864.58
Bankline	PAYE M6	HMRC	899.66
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M6	NCC Pension Fund	1,166.20
Bankline	Superann M6	NCC Pension Fund	78.70
bankline	WAGES m6	WAGES m6	3,620.26

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## REPORT 'C' continued.....

Minutes of a meeting of the **Policy & Resources Committee**  
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Accounts Paid 21st October 2014  
continued.....

bankline	WAGES m6	WAGES m6	395.70
bankline	WAGES m6	WAGES m6	2,907.67
DD	Trade Waste collection	Wastecycle Ltd	107.45
DD	Non domestic rates	RBC	565.00
DD	BANKLINE CHARGES	Nat West	23.39
DD	Monthly broadband charge	Talk Talk	15.31
DD	Non domestic rates	RBC	58.00
DD	Telephone charges	BT	228.13
DD	Alarm charges	BT	74.39
DD	Alarm charges	BT	74.39
DD	Bank charges	Nat West	13.41
DD	OCH Gas/Elec Bill	Utility Warehouse	180.35
	Postage	Petty Cash	1.24
	Postage	Petty Cash	12.72
	Window cleaning	Petty Cash	25.00
	Cem seat plaques	Petty Cash	10.00
DD	Tractor Lease TAX INVOICE	BNP Paribas	278.40
DD	Cem Elec bill	Utility Warehouse	8.40
9752	Bingham Town News	The Print Quarter	204.00
9753	Town Fair entertainment	Dako Flying Angels	120.00
9754	OCH Plumbing repairs	Rowlson Plumbing & Heating Services	123.76
Bankline	Wychwood Road wet pour repairs	Playsafe Surfaces Ltd	3,690.00
Bankline	Copier charge	Reprotec Connect For	29.06
Bankline	Fuel Account	Allstar Business Solutions	253.15
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	82.34
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	64.43
Bankline	Weed killer	Streetwise Environmental Ltd	54.00
Bankline	OCH Lift maintenance	LES Ltd	212.70
Bankline	Stationery	Viking Direct	103.67
Bankline	OCH SDU Contract	OCS Group Ltd	751.25
9755	Civic Service refreshments	The Limehaus	312.00
9757	Play area repairs	P Selby	720.00
9758	Van repairs	Bingham Garage	388.80
			<b>£</b>
			<b>45,727.14</b>

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**BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS:**

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.	
21.10.14	J. R. MOWERS	5.18	13.08.14	221856279	LH
21.10.14	A.BUCKINGHAM	570.00	13.08.14	221857089	LH
21.10.14	ZURICH	2907.00	13.08.14	221857707	LH
21.10.14	SALARIES	7041.25	27.08.14	VARIOUS	LH
21.10.14	GENER8 FINANCE	42.00	20.08.14	222840666	LH
21.10.14	HANDICENTRE	25.16	20.08.14	222840991	LH
21.10.14	HANDICENTRE	232.15	20.08.14	222840991	LH
21.10.14	ALLSTAR BUSINESS	104.13	03.09.14	224924497	LH
21.10.14	HMRC	1701.15	03.09.14	224925132	LH
21.10.14	NCC PENSION FUND	1231.41	03.09.14	224925691	LH
21.10.14	PRUDENTIAL	100.00	03.09.14	224926761	LH
21.10.14	GRANT THORNTON	720.00	03.09.14	224926981	LH
21.10.14	JR MOWERS	7.55	03.09.14	224927399	LH
21.10.14	JR MOWERS	29.50	03.09.14	224927399	LH
21.10.14	JR MOWERS	47.28	03.09.14	224927399	LH
21.10.14	PROGRASS	1000.00	03.09.14	224927991	LH
21.10.14	R MCCORMICK	20.00	03.09.14	224928577	LH
21.10.14	VALE CLEAN	170.00	03.09.14	224932001	LH
21.10.14	HILL DRIVE ALLOT	100.00	03.09.14	224929730	LH
21.10.14	SAXONDALE GARAGE	196.00	03.09.14	224931160	LH
21.10.14	SEPT SALARIES	6923.63	25.09.14	VARIOUS	LH
21.10.14	GENER8 FINANCE	42.00	24.09.14	228020409	LH

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**BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS continued....**

21.10.14	BB TRACTORS	977.75	24.09.14	228020851	LH
21.10.14	HANDICENTRE	58.63	24.09.14	228021849	LH
21.10.14	HANDICENTRE	33.77	24.09.14	228021849	LH
21.10.14	VIKING PAYMENTS	193.49	24.09.14	228024794	LH
21.10.14	RCAN	130.00	24.09.14	228024485	LH
21.10.14	REPROTEC	57.37	24.09.14	228022256	LH
21.10.14	JWTP	1035.00	24.09.14	228023654	LH
21.10.14	NCC PENSION FUND	1244.90	24.09.14	228025458	LH
21.10.14	HMRC	1764.24	24.09.14	228025765	LH
21.10.14	PRUDENTIAL	100.00	24.09.14	228026063	LH
21.10.14	PLAYSAFE SURFACES	3690.00	09.10.14	230683423	LH
21.10.14	REPROTEC	29.06	09.10.14	230383861	LH
21.10.14	ALLSTAR BUSINESS	253.15	09.10.14	230684088	LH
21.10.14	HANDICENTRE	82.34	09.10.14	230684764	LH
21.10.14	HANDICENTRE	64.43	09.10.14	230684764	LH
21.10.14	STREETWISE ENV	54.00	09.10.14	230685388	LH
21.10.14	L.E.S	212.70	09.10.14	230686032	LH
21.10.14	VIKING PAYMENTS	103.67	09.10.14	230686233	LH
21.10.14	FURNITUBES	608.40	09.10.14	230687168	LH
21.10.14	GENER8 FINANCE	84.00	09.10.14	230687671	LH

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REPORT TO THE POLICY AND RESOURCES COMMITTEE, 21 OCTOBER 2014

**RISK REGISTER REVIEW AND UPDATE**

**Purpose of Report**

To provide Committee with an update on the Risk Register and to allow the Committee to review the Register and satisfy itself as to the content and assessment.

**Background**

Last year, following detailed consideration, Full Council agreed a Risk Strategy Framework and agreed that consideration of the Risk Register would be given at this meeting.

The Register has been drawn up considering typical risks as well as those specifically relevant to the Town Council. The basic principal is that the risks are scored prior to any mitigation or application of any key controls and scored again afterward, so providing a more realistic risk exposure. The difficulty for the Town Council is the application of mitigations or key controls as we are limited as to what we can do in terms of resources and do not require the extent of governance policies that may be relevant to a commercial company or a larger public sector organisation. Accordingly the Committee will note a lot of repetition in terms of wording. To calculate the risk exposure we use a 5 x 5 that by gives each of variable a rating from 1 to 5 (low, medium-low, medium, medium-high, high) then by multiplication, it is possible to create a risk score, or risk exposure.

The table also illustrates how each risk score is then translated into a RAG rating (red, amber-red, amber-green and green) to provide the reader with a more general indication of the severity of the risk. For example, a risk with high likelihood and medium impact is scored as 15 (5 x 3), which is described as an amber-red risk.

High Probability (5) x Medium Impact (3) = **Amber-red Severity (15)**

Likelihood Impact	1 = Low	2 = Medium/ Low	3 = Medium	4 = Medium/ High	5 = High
5 = High	5	10	15	20	25
4 = Medium/ High	4	8	12	16	20
3 = Medium	3	6	9	12	15
2 = Medium/ Low	2	4	6	8	10
1 = Low	1	2	3	4	5

## **Risk Register Review**

Myself and Town Clerk have reviewed the Register and come to agreement on areas where there were blank spaces. We have also agreed on some extra risks, namely F6, F7 and P3 and a new section around Operations and Forward Planning. We have removed a couple of minor risks over which the Council has no control (eg Inflation). The Committee is asked to note and agree the following additions:

- F6 is an all embracing risk which recognises that a number of the council's capital and fixed assets are in need of review and replacement. Key examples here include the OCH, play equipment.
- F7 recognises our responsibilities in terms of insurance and recognises the possibility that claims may be brought against us.
- P3 is particularly relevant now that the Youth Club has closed with problems already escalating.
- OP1 and OP2 are self-evident and recognise that issues have already been faced by the Council.
- OP3 recognises where most of us are in trying to drive the Council forward and has a key role in the future development of Bingham.
- OP4 is an all embracing risk recognises an existing risk gap.

A lot of the key controls are somewhat pedestrian and may change over time.

There are also a couple of items which Committee may have spotted where some additional work may aid our controls. These being to formulate and publish a simple Communications Policy and for the Town Clerk to purchase Cloud back up as additional protection for our IT systems. Members are asked to agree to these suggestions.

## **Conclusion**

Overall, our controls seem to be quite good, but there is always room for improvement. In terms of gross risk there are some red and a number of amber areas, but in terms of residual risk we have no red areas although a number of amber ones to keep an eye on. In this respect, I would particularly draw the Committees attention to F6 where members will note that a lot of funds have needed to be centred on the Old Court House, the Chairman of Recreation is consistently reminding us that some of our play equipment is dated and an increasing population will, over time strain our minimal resources.

## **Recommendations**

**It is recommended that:**

- 1. The Committee approves the Risk Register and updates or amends as it deems fit;**
- 2. The Committee recognises the need to keep a close view on those residual risks currently indicated as amber and considers any area where it may consider that an action plan may be necessary;**
- 3. The Committee agrees to the purchase of a suitable level of cloud storage for back-up purposes and to the formation of a simple Communications Plan for future use**
- 4. The committee determines how frequently it wishes to review the Risk Register (annually, half yearly or quarterly)**

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### STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
<b>Financial / Resource Risks</b>									
F1	Major fraud or corruption	3	4	12	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Internal/External audit controls	8 (2x4)	Financial errors identified Police/legal action implemented
F2	Financial errors leading to unexpected losses or inability to achieve planned schemes / improvements	3	5	15	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Member checks P&R Cttee Analysis Internal/External audit controls	8 (2x4)	Financial errors identified Unable to meet bills presented
F3	Inadequate cash resources	3	4	12	TC	Standing float maintained by TC to meet known eventualities	Financial standing orders Internal/External audit controls Security controls	6 (2x3)	Unable to meet cash demands
F4	Lack of clarity of financial information to members / auditors leading to spending / assumption errors	4	4	16	TC	Open questioning of data supplied on regular basis Reputable software package	P&R Cttee analysis	9 (3x3)	Queries from cllrs, auditors
F5	Fuel shortages	2	3	6	TC	Fuel use monitored Oil and diesel fuel stored in advance of need (subject to safety regulations).	Verification of spend process in place	4 (2x2)	Restricted availability Media
F6	Replacement/Repair/ Obsolescence of capital/fixed assets (OCH, Cemetery Bldgs,	5	4	20	TC/ P&R Cttee	Regular monitoring of buildings by use of surveys etc Health and Safety Checks on	Regular monitoring of assets by P&R Cttee Monitoring of equipment and	15 (5x3)	Noticeable decay in building fabric Health and

## STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Play Equip etc)					play and other equipment Survey on use of play equipment agreed at P&R July 2014 Various maintenance works undertaken to OCH over past 18 months	cemeteries by Rec and Cem Cttee Health and Safety checks due to legal and other requirements		safety reports Lack of public use of buildings and play equipment
F7	Insurance Claims	3	4	12		Full insurance plan implemented Aware of where possible claims may arise and works being undertaken	Insurance Policies Health and Safety Policies Audit processes	9 (3x3)	Claims arising
<b>Staffing Risks</b>									
S1	Staff holidays / illness	4	4	16	TC	Agreed holiday rota system in place TC can call in agency staff with agreement of Mayor	Agreed Management processes in place	6 (2x3)	Office closures
S2	Strike or other actions by council staff	2	2	4	TC	No union membership at present Mayoral intervention to resolve crisis	None necessary at present	2 (1x2)	National or local notifications
S3	Failure to retain / recruit key staff	3	5	15	TC/ P&R Cttee	Appropriate notice periods in place for key staff Some members experienced in professional recruitment	PDP Process Mayoral guidance	8 (2x4)	Staffing issues Capacity issues
S4	Failure to communicate effectively with staff	3	4	12	Mayor	Regular consultation with Mayor	PDP Process Mayoral guidance	6 (2x3)	PDP Process TC Feedback
S5	Failure to provide training / career development (Staff &	2	4	8	TC	BTC subscribes to several bodies who supply training Initial training in place for	PDP Process Training and Development plans	6 (2x3)	PDP Process TC Feedback

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### STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Cllrs)					councillors	Constitution Code of Conduct PDP Process	12 (3x4)	Staff absence Staff capacity
S6	Excessive levels of stress or other work related illnesses	4	5	20	TC/ Mayor	Regular consultation with Mayor Full use of leave allocation Flexibility in working practices as far as practicable			
S7	Staffing Capacity	4	5	20	TC/ P&R Cttee	P&R Cttee reviews capacity issues Decisions consider capacity aspects Extra staff taken on for special projects Regular events have defined planning processes	Projects/additional work considered on its merits Event planning	12 (3x4)	Stress levels Staffing absence Incomplete or time delayed work
<b>IT Risks</b>									
I1	Failure of back-up systems	3	4	12	TC	Currently considering additional cloud back up	Back up model	8 (2x4)	No back up data
I2	Server failure	3	4	12	TC	Back ups in place	Back up model	8 (2x4)	System failure
I3	Data corruption	3	4	12	TC	Virus controls in place Back up in place	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I4	Virus or other corruptive elements	3	4	12	TC	Virus controls in force	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I5	Infiltration	3	5	15	TC	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
I6	Failure to comply with Data Protection Act	3	5	15	TC	Staff awareness training and advice	NALC guidance	8 (2x4)	Failure notifications



**STRATEGIC RISK REGISTER**

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
I7	Failure of IT systems, networks or suppliers	3	5	15	TC	Equipment agreements in place Technical assistance readily available	Financial Standing Orders	8 (2x4)	received or third party makes council aware of issue System errors or failure
I8	Failure to comply with software licence agreements	3	4	12	TC	Key consideration in any discussions on IT matters	Compliance with agreements controlled by TC	8 (2x4)	Failure notifications received or third party makes council aware of issue
<b>Partnership Risks</b>									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	TC/ Cttee Chairs	Full consultation with all agencies Partnership approach taken by BTC	Regular Cttee reporting Agency consultation processes	8 (2x4)	Complaints from Stakeholders Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	TC	Regular consultation by BTC ensures awareness	Agency consultation processes	6 (2x3)	As above
P3	Police Liaison - Priorities	3	4	12	Comm Cttee	Priorities regularly reviewed at Priority setting meetings with local police Police report (irregularly) to Cttee Currently additional liaison with Positive Futures Bingham	Regular Cttee reporting	9 (3x3)	Increase in criminal activity Increase in complaints
P4	Risk of financial	3	4	12	TC/	BTC Representatives on	Copies of minutes etc	6	

**STRATEGIC RISK REGISTER**

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	pressures on BTC from failure of partner organisations				P/R Chairs	outside body committee	provided to BTC Structured formal reports back by Council members		
<b>Reputational Risk</b>									
R1	Failure to identify specialist communication	3	5	15	TC	Advice of other agencies sought where required Nature and means of communication is regularly undertaken in respect of various minor projects Major projects would be subject to separate communication strategy dependent upon need	Community Led Plan Communication Strategy	12 (3x4)	Comms gaps Feedback from stakeholders complaints
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Town Council role	3	5	15	TC	Regular communication Fora: Town Guide Website Social Media Newsletter Councilor contact Open Council meetings Town Meeting	Community Led Plan Communication Strategy Communication networks Constitution	8 (2x4)	Complaints Negative feedback Negative media
R3	Failure to effectively manage media relations	3	5	15	TC	Social Media and website sites only accessible by Town Clerk. Website messaging agreed with Mayor Social Media messaging used for events or by request of Cttee for marketing	Communication Strategy IT Policy Constitution SLCC Guidance	8 (2x4)	Negative media Negative feedback
<b>Legal Risks</b>									

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## STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
L1	Failure to comply with key legislative requirements	2	5	10	TC/Cllrs	Access to advice area such as NALC and professional advice from NCC and RBC	Constitution Standing Orders Financial Standing Orders	8 (2x4)	Notification of failure
L2	Legal costs attributed to removal of trespassers from BTC Land	3	4	12	TC/Cllrs/3rd party organisations	Security high priority in both managed and leased land Good Communications Key financial risk passed on by Insurance	Security highlighted during management meetings with third parties and with grounds staff		
<b>Corporate Risks</b>									
C1	Disaster management - loss of building, facility or infrastructure	3	5	15	TC	See Key Controls	NCC Disaster Plan BTC Business Continuity Plan Alarm Systems Health and Safety Compliance Fire Controls Comms Strategy	8 (2x4)	Fire, Flood or other natural disaster Notification of entry failure
C2	Failure to meet changing stakeholder requirements	4	5	20	P&R	Regular feedback forums within comms media Councillor engagement Business connections		12 (3x4)	Feedback Failure to follow constitutional requirements Issues with governance and negative feedback
C3	Changes in political organisation lead to uncertainty of direction	3	3	9	TC/Mayor	Members work in partnership to seek consensus (or majority view) on direction	Constitution	6 (2x3)	Conflict in council meetings

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### STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
C4	Raising expectations and then not delivering	3	4	12	TC/ Council	Regular feedback forums within comms media Councillor engagement Business connections Regular policy reviews	Feedback from Community Led Plan Initiative Comms Strategy	9 (3x3)	Negative media Negative stakeholder feedback
C5	Elected member / staffing relationships deteriorate	3	4	12	TC/ Mayor	Supportive structure Remedial action in place	Constitution Code of Conduct PDP Grievance Policy Appeals Policy Comms Strategy	9 (3x3)	Conflicts of interest Staffing or member criticism
C6	Failure to effectively communicate with stakeholders	3	4	12	TC	Regular feedback forums within comms media Councillor engagement Business connections	Comms Strategy	9 (3x3)	Information gaps Outcome failure Negative feedback
C7	Failure to provide and consult upon inclusive Town plan	4	5	20	Council		Liaison and feedback with Community Led Plan Group Council publicity and awareness campaigns	12 (3x4)	Negative media Increasing complaints
C8	Failure to enable Community Centre provision	3	5	15		Grant approved for one scheme Regular updates on two schemes Possibility of BTC scheme still under consideration	Community Led Plan Initiative Council Policy	12 (3x4)	Negative media Increasing complaints
C9	Failure in social media messaging	3	5	15		Other sources of media/comms to rectify any issues Mayor agreement on key messages	Comms Strategy IT Policy		Negative media

**Operational and Forward Planning**

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**STRATEGIC RISK REGISTER**

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
OP1	Allotments Management	3	3	9	TC/Rec & Cem Cttee	Association formed, but not holders are members	Allotments Management Processes Allotments Rules	4 (2x2)	Complaints from allotment holders Unkempt allotments
OP2	Cemetery – maintenance and public consultation issues	3	4	12	TC/Rec & Cem Cttee	Revised rules recently agreed Maintenance regularly reviewed	Cemetery Rules Cttee monitoring	9 (3x3)	Complaints Unkempt plots Health and Safety Issues
OP3	Forward Planning – Future Bingham	4	5	20	Full Council	Formed and input into Community Led Plan Partnership consultation	Constitution	12 (3x4)	Lack of interest in Council affairs Lack of strategic plan in place
OP4	Regular Event Management	4	4	16	TC/Comm Cttee	Health and Safety Policies Cttee consideration Member input Partnership approach with local schools, County Council, RBC and others	Legal orders Event plan (prepared by TC)	9 (3x3)	Health and Safety incidents Lack of attendance Complaints

Minutes of a meeting of the **Policy & Resources Committee**  
of the Bingham Town Council held in The Old Court House,  
Church Street, Bingham, on **Tuesday, 21st October, 2014,**  
at **7.00 p.m.** continued.....

Brief report from Cllr. T. Fox re Policy & Resources agenda item on the Community Led Plan progress:-

The 5th meeting was held last night and most of the session was devoted to a discussion on the submissions from the 4 questionnaire working groups covering Environment, Transport & Planning, Community Services & lastly Business & Employment. Papers were mainly divided into Key issues, related questions & key stakeholders, the latter recognising that before any final CL plan can be created it is necessary to recognise who is central to any implementation. Generally speaking it seems to me that there is a desire to try and extract the really Big Issues for the Town that need to be picked out in the questionnaire and concentrate on them.

The first public exposure to the process is likely to be at the Christmas Fair where it is hoped that a brief introductory flyer will be available. This will include amongst other things brief details of the SG members together with the dates for an open Town consultation meeting(s) in the Methodist Church prior to its closure ahead of demolition in February 2015. A key objective of this session will be to test the Big Issues for the questionnaire and establish if any have been missed.

A website & printing provider has been notionally sourced recognising the importance of getting a website ready asap. Jo Gretton a Bingham based representative of the company and member of the Bingham Business Club was co-opted onto the SG. The strategy for the website is to get it put together asap but not to launch it until the message & detail that we want 'out there' is in place. This may or may not happen before the Christmas Fair.

Donations of £450 (from Cllr Suthers) & £60 have been received and the bank account is about to be opened. However more funds are required and the Group will need to concentrate on finding these funds asap. A Marketing & Communications plan which is in preparation will help to determine what is required and how it may be obtained.

Finally I believe that we are reaching the stage when some more detailed discussion needs to take place between the BTC & the SG. On the one hand BTC needs to ask itself what it wants from the CLPSG and I believe that there is a need to more formally expose the SG to the extent of the BTC's position on major issues which will be coming up in the questionnaire. We need to consider an appropriate forum, representation & timing for such a discussion. I do not feel that either myself or Tracey on our own can totally shoulder this responsibility as we are individuals within a Council of 14 and do not speak for the Council as a whole.

The next SG meeting is on Monday 17th November 2014.

21.10.14