

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

E-mail:- office@portlandtowncouncil.gov.uk
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8th March 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE** on **WEDNESDAY, 15TH MARCH 2017**, commencing at **7.00 pm** when the business set out below will be transacted.

It should be noted that it is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

AGENDA

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence** – to receive
- 4. Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 5. Open Forum**
 - a) Police** – to receive a report
 - b) Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) Reports from Borough and County Councillors** – to receive
- 6. Minutes of the Town Council Meeting, 15th February 2017** (attached) – to agree and sign
- 7. Minute Update and Matters Arising from the Minutes** (attached) – to receive
- 8. Written Questions for the Chairman** – to receive replies
- 9. Town Mayor's Announcements**
- 10. Financial Matters**
 - a) Payments for Authorisation** (to follow) – to approve
 - b) 2016/17 Financial Report to 28th February 2017** (attached) – to accept
 - c) Payroll Services** – to consider renewal of the contract (see attached)
- 11. Questionnaire on Mental Health Acute Care in Dorset** – to agree answers
- 12. Council Offices** – to receive update reports (see attached)

13. **Royal Manor Playing Field** – to receive an update report from the Chairman
14. **Council Chairman** – to decide on the future of the role (see attached)
15. **Council Chairman, Mayor and Deputy Mayor 2017/18** – subject to the decision on Agenda Item 14, to receive nominations and vote upon them (see attached)
16. **Events & Tourism Working Group** – to receive a report from Cllr. Symes (see attached)
17. **Mayors' Plaque** – to receive an update report from the Chairman
18. **Calendar of Meetings / Finance & Staffing Working Group** – to reconsider meeting dates as well as the status and remit of the Group in respect of:
 - a) Finance} (see attached papers)
 - b) Staffing}
19. **Risk Assessment, 2016/17** – to consider the draft report by the Finance & Staffing Working Group (attached)
20. **Council Website Community Forms Service** – to consider whether to enrol (see attached)
21. **Portland Community Partnership** – to appoint a Council representative
22. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
23. **Exclusion of Press & Public** (discretionary)

“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
24. **Staffing Matters** – to consider a report from the Panel and agree any actions consequent (see confidential attachment)

25. Staff Pension – to consider the pension arrangements of a member of staff and consequent proposals (see confidential attachment)

26. Date of Next Meeting

The next scheduled meeting of the Town Council is due to take place at the Peter Trim Hall, St. George's Centre, Reforne on Wednesday, 19th April 2017, starting at 7.00 pm.

MINUTE UPDATE

a) Minute 3352(b), para 7 – Public Half-Hour: Mental Health Consultation

See Agenda Item 11.

b) Minute 3352(c), para 2 – Community Bus

The Finance & Staffing Working Group discussed options around financial support for the bus. The Group will report back on this to the April Council meeting.

c) Minute 3358 – Questionnaire on Healthcare in Dorset

The Council's reply has been submitted.

d) Minute 3359 – Co-option of Councillor for Underhill Ward

The vacancy will be readvertised in the April Free Portland News.

e) Minute 3361 – Council Offices

The person concerned has found alternative accommodation on the Island and therefore will not require the use of the flat.

f) Minute 3362 – Finance & Staffing Working Group

See Agenda Item 18.

g) Grass-Cutting Contract

A public notice inviting expressions of interest has been placed in the Free Portland News and Dorset Echo.

2016/17 FINANCIAL REPORT TO 28TH FEBRUARY 2017

Changes to Projections

Target for expenditure and income this month is 92% of budget figure.

Expenditure

Salaries	Increase £300	Pay adjustment
Advertising	Increase £30	Additional advert requested
Audit	Decrease £410	Adjustment to current spending level
Civic Expenditure	Decrease £300	Adjustment to current spending level
Computer Software	Decrease £80	Adjustment to current spending level
Hire of Halls	Decrease £130	Adjustment to current spending level
Stationery	Increase £50	Adjustment to current spending level
Subscriptions	Increase £40	Adjustment to current spending level
Training / Conferences	Decrease £300	Adjustment to current spending level
Gifts and Donations	Increase £30	Adjustment to current spending level
Neighbourhood Plan	Increase £1,700	Additional invoice expected
Total	Increase £930	

Income

Lottery Fund Grant	Decrease £4,800	Portion of grant released in 2016/17
Neighbourhood Plan	Decrease £5,625	Reduction to amount available
Total	Decrease £10,425	

Portland Town Council - Financial Report, 15.3.17

	Budget 2016/17	Expend. 2015/16	Expend. to 28.2.17	Projected 2016/17	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	29,844	30,333	27,651	30,200	92.65
Advertising	280	219	196	240	70.00
Audit	1,300	1,377	890	890	68.46
Bank Charges	0	0	167	190	-
Civic Expenditure	1,000	956	579	700	57.90
Computer Equipment	300	0	236	300	78.67
Computer Software	360	39	21	20	5.83
IT Support	250	175	0	50	0.00
Contingency	0	0	0	0	-
Council Offices	17,200 ¹	0	22,394	25,340	130.20
Elections	6,000	4,210	4,209	4,210	70.15
Furniture & Equipment	612	895	315	420	51.47
Hire of Halls	840	1,108	884	970	105.24
Honorarium	100	100	100	100	100.00
Insurance	1,500	1,309	1,250	1,250	83.33
Legal Fees	0	1,896	668	670	-
Mayoral Allowance	1,000	700	1,000	1,000	100.00
Miscellaneous	0	0	0	0	-
Postage	790	945	547	640	69.24
Publications	20	5	79	80	395.00
Stationery	850	719	630	690	74.12
Subscriptions	1,600	1,471	1,637	1,640	102.31
Telephone / Internet	500	598	585	600	117.00
Training / Conferences	1,000	389	285	300	28.50
Travelling & Subsistence	100	89	162	190	162.00
Sub-Total	65,446	47,533	64,485	70,690	98.53
Cheyne Weares	4,800	4,608	236	240	4.92
Gifts and Donations	100	70	93	100	93.00
Grants	2,750 ²	2,232	1,915	1,915	69.64
Landscape Maintenance	5,000	52	1,284	2,000	25.68
Lottery-Funded Events	0	0	901 ³	1,000	-
Neighbourhood Plan	18,000	3,678	3,888	5,700	21.60
Office Move	3,800	163	4,233	4,300	111.39
Projects	3,150 ²	1,375	1,400	3,150	44.44
Town Crier	50	35	35	35	70.00
Website	1,200	2,651	1,290	1,450	107.50
Sub-Total	38,850	14,864	15,275	19,890	39.32
TOTAL	104,296	62,397	79,760	90,580	76.47

INCOME

Precept	63,679	50,723	63,679	63,679	100.00
Discount Grant	2,007	3,390	2,007	2,007	100.00
Compensation	0	0	50,000	50,000	-
Fair	1,750	1,375	1,000	1,000	57.14
Hire of Halls Refund	840	801	1,350	1,350	160.71
Interest	220	72	191	200	86.82
Lottery Fund Grant	0	0	901 ⁴	1,000	-
Neighbourhood Plan Grant	15,000	2,500	3,375	3,375	22.50
Sale of Council Furniture	0	0	1,909	2,000	-
Other	0	70	231 ³	230	-
TOTAL	83,496	58,931	124,643	124,841	149.28

SURPLUS / DEFICIT (-) FOR YEAR	-20,800	-3,466	44,883	34,261	
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RESERVES RELEASED

Cheyne Weares	4,800		236	240	
Council Offices	4,000		4,000	4,000	
Grants - Fair	0		0	0	
Landscape Maintenance	5,000		1,284	2,000	
Legal Fees	4,000		668	670	
Neighbourhood Plan	3,000		513	2,320	
TOTAL	20,800		6,701	9,230	
Net Total after Reserve Release	0		51,584	43,491	

¹ £4,000 added from Reserves, 17.8.16

² £1,000 vired from Projects to Grants, 16.11.16

³ £211 donated at Easton Promise, moved from Other Income to Lottery-Funded Events expenditure, 18.1.17

⁴ £5,800 grant received, but only £1,000 due to be released in 2016/17.

Council Offices

	Expend. to 28.2.17
Council Tax	1,114
Electricity	693
Rent	9,371
Waste Collection	65
Water & Sewerage	67
Building Materials	360
Contractor Payments	10,224
Fire Risk Assessment	280
Legal Fees	162
Signage	58
Total	£22,394

Office Move

	Expend. to 28.2.17
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
IT Support	280
Key Cutting	10
Legal Fees	719
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	538
Total	£4,233

Neighbourhood Plan

	Expend. to 28.2.17
Consultant's Fee	3,375
Grant	250
Staff Overtime	263
Total	£3,888
Locality Grant Income	£3,375

PAYROLL SERVICES

The present contract with the service provider expires this month. The service delivers staff payslips and payroll reports together with the end of year submissions to HMRC. Other payroll procedures are still provided by the staff.

Having provided that same service myself prior to the contract commencing I am aware of the labour necessary to produce it and the number of potential hazards to be avoided. I consider that the payroll service given by this provider has been good value for money.

The fee for payroll services, April 2017 – March 2018, will be £105.00.

RECOMMENDATION – that the Council renew the contract with the existing provider.

COUNCIL OFFICES

Enquiries are under way regarding the possible purchase of the Council Office premises at 52 Easton Street.

COUNCIL CHAIRMAN

Council resolved at an additional Town Council meeting on 9th April 2015 to appoint a Chairman of the Council for successive terms in addition to the Mayor (formerly also the Chairman), the Mayor acting as Deputy Chairman, this to be incorporated in Council's Standing Orders. The arrangement would be reviewed after the first two years of operation.

Cllr. Rob Hughes was elected Chairman at the Annual Town Council Meeting on 20th May 2015, but resigned as Chairman and a Town Councillor on 12th August. The Town Mayor, Cllr. Rod Wild, then took over as Chairman.

At the Town Council meeting of 16th December 2015 Cllr. Ray Nowak was elected as Chairman to serve until May 2016. Cllr. Nowak was then elected at the Annual Town Council Meeting on 17th May 2016 to serve for a further year.

As the trial period designated is coming to an end, Council is asked to review the current arrangements. Members will be aware that in the intervening period the Clerk became aware that they are technically illegal, (Local Government Act 1972, s245(6)(b)), although arguably preferable from a practical point of view. This was reported to Council for its meeting on 14th September, when members decided to continue the arrangement.

In the course of the Clerk's investigation he discovered that Blandford Town Council has adopted a similar, though not identical, procedure. Blandford also submitted a proposal for the formal separation of Chairman and Mayor's roles to the DAPTC Annual General Meeting, which was carried. This then went forward to the National Association of Local Councils, but will of course require Government legislation for a change to be ratified.

Members are asked to decide whether they wish to continue and formalise the office of Council Chairman, end it or continue with it for a further trial period.

ELECTION OF DIGNITARIES FOR 2017/18

Existing policy guidelines are as follows:-

- (a) The seniority list to be made up with Past Mayors' seniority taken from the date of Mayoral Year end
- (b) If several Councillors are eligible with identical seniority, then seniority will be determined in alphabetical order
- (c) The Deputy would proceed to Mayor after one year as Deputy
- (d) Cumulative service counts towards seniority.

Councillor	Commencement of Service	Cumulative Service up to 1st May 2017 (Years - Months)	Years of Service for Mayoral Purposes
R Nowak	18 November 2015*	3-11	3-11
S Reynolds	14 August 2013	3-8	3-8
D Symes	7 May 2015*	3-1	3-1
J Draper	7 May 2015*	4-11	2-10
S Lees	14 August 2014	2-8	2-8
J Atwell	7 May 2015	1-11	1-11
S Cocking	7 May 2015	1-11	1-11
C Flack	7 May 2015	1-11	1-11
C Gover	7 May 2015	1-11	1-11
D Thurston	7 May 2015*	8-6	1-11
A Sergison	18 November 2015	1-5	1-5
R Wild	6 May 2011	5-11	0-11
S West	7 May 2015*	11-9	0-0

* not including previous period of service

March 2017

EVENTS & TOURISM WORKING GROUP

Events WG Meeting held 28th Feb 17 Note of meeting

Event WG members present - Symes , Thurston , Lees . Apologies from Serigison , Atwell

Others attending – Wild , Draper , Nowak, Mathews

Chair

Dave Symes announced his new work responsibilities meant he was not able to continue as Chair of Events WG.

After discussion it was resolved to move to a rotating Chair, with each of the next 3 events being Chaired by the lead member.

Finance – Agreed , Need a summary of income and expenditure of Easton Promise .

Need a summary of Events total income and Expenditure. Town Clerk to advise

Future Events

Discussion about options, resolved to recommend to Full Council that the next two events be –

- **Helicopter commemoration day** , date to be confirmed , possibly July 1st , to include public procession leading to public unveiling of commemorative stone / brass plinth and plaque.
Hire of brass band or something appropriate to lead the public procession .
Present Helicopter crew commemorative scrolls of thanks, at Hanger , public limited access to comply with capacity etc
Mayor's reception at Sailing Academy, covered within the agreed FC Budget
Need to consider total budget .
Event to be Chaired by David Thurston
- **Summer Fete** to be held 29th July at Royal Manor Field (at the beginning of Spirit of Portland)
This to be a traditional community fete with possibilities for, Soap-box derby , dog show , competitions (cakes , fruit flowers and veg) , stalls , live music , pitches for local charities
Need to consider total budget
Event to be Chaired by Sue Lees . Ideas and offers to assist please contact Sue Lees

The 4th Event , yet to be considered , open to suggestions which will be discussed at the next meeting of Events WG to be held April 4th at 7pm . Town Clerk to remind the EWG of terms / dates to comply with the Lottery bid completion date etc .

Rod Wild suggested the need to consider commemoration of **The Battle of**

Passchendaele 1917 , this was considered by EWG but it was concluded that this was more of a Civic rather than Community event and therefore it should be added to the Civic calendar , but if required a small contribution might be made to cover costs of refreshments . That Rod Wild should liaise with Mayor elect for such an event probably at Easton Gardens on 30th July .

Ray Nowak

FINANCE & STAFFING WORKING GROUP – FINANCE CALENDAR OF MEETINGS, 2017/18

Members are asked to consider again the operation of this Group, which was last discussed with a resolution in August. Last month Council referred the issue to the Group itself to consider options available and report back.

The presenting issue is that Council decided in December that the June 2017 meeting would be delayed by two weeks and the August and December 2017 meetings cancelled altogether. This had the effect of not providing an opportunity for the monthly payments schedule to be approved at the due time.

One option the Working Group put forward therefore would be to reinstate the Town Council meetings set in the draft Calendar for 14th June, 16th August and 13th December. It may be that Council might also decide to delete the 28th June meeting for the time being and indicate its wish for limited agendas in August and December. I am hopeful that the internal auditor's final visit this year will enable earlier completion of the end of year accounts.

An alternative option, not necessarily exclusive of the first, would be to change the status of Finance to a committee and giving it delegated authority to agree payments pending authoritative approval by full Council. See Financial Regulations 5.2 and 6.2.

Another crucial reason to change Finance's status is that the present situation does not accord with the law. The Local Government Act 1972 states that a local authority may arrange for any of its functions to be discharged "by a **committee**, a **sub-committee** or an officer of the authority" [emphasis added], except in respect of certain statutory functions, such as its precept.

Currently the Working Group is responsible for:-

Finance	(Council decision 16 th July 2014)
Risk Assessment	(18 th March 2015)
Staffing	(17 th August 2016)
IT	(17 th August 2016)
Facilities Maintenance and Development	(14 th September 2016)
Local Government Reorganisation	(19 th October 2016)

In my report to Council last month I also drew attention to the low level of attendance at Finance and made suggestions when Finance might meet in order that it might better synchronise with meetings of the Council.

CLERK'S RECOMMENDATIONS – (1) That the deleted dates for Council meetings in June, August and December be reinstated.
(2) That the Finance & Staffing Working Group be reconstituted as a Finance Committee with terms of reference agreed by Council, consisting of five

members. It would meet two weeks prior to the following Town Council meeting with informal inspection of the payment schedule a day or two before full Council.

FINANCE & STAFFING WORKING GROUP – STAFFING

Clerks Recommendations – that Council set up a separate Staffing Committee, consisting of five members and scheduled to meet once every three months.

The following suggestion is taken from NALC's "Local Councils Explained," p. 65:-

Purpose of Staffing Committee:

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary paycales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff programmes for staff.
7. To oversee any process leading to dismissal of staff (including staff redundancy.)
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer his leave requests, record and monitor his absence, and handle grievance and disciplinary matters and pay disputes.

Members should be aware of the need to ensure compatibility of the above with Council's Standing Order 20. Time restraints have not allowed me to make a detailed comparison. The Standing Order states:-

20. Handling Staff Matters

- a. A matter personal to a member of staff that is being consider by a meeting of Council is subject to standing order 11 above.
- b. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman of the Council or, if he is not available, the Deputy Chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The Chairman of the Council or in his absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and annual appraisal of

the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Council.

d. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the Council or in his absence, the Deputy Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Deputy Chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.

f. Any person responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h. Only persons with line management responsibilities shall have access to staff records referred in standing orders 20(f) and (g) above if so justified.

i. Access and means of access by keys and / or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and the Chairman of the Council

RISK ASSESSMENT

The report from Finance & Staffing is in two parts. The risks report, LCRS 5, has been updated with the Group's scoring of risks for 2016/17. The second part, the action plans – LCRS 7b, remains in the draft form provided by the Group. Lack of time and system unfamiliarity has meant that we have not input the action person and date information to the system. They are therefore presented in the original draft format.



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action
by date

Action by
person/position

Action to be taken

Likelihood
Impact

Control

Hazard

Ref Risk

Bye Laws

105 Physical

Failure to maintain register

Ensure that the register is up to date and properly maintained.

Medium
Medium

To check we have a register of any Bye Laws signs eg. At Cheyne Weares

TC
Cheyne Weares Group

ONGOING

Car Parks

193 Environmental

Fly tipping and littering

Arrange regular site inspections.
To press for appropriate number of bins in the right places to be provided by the Borough who have this in their remit
To report any problems of collection or damage to the relevant authorities
Liaise with the Borough and campaigners to ensure more bins are positioned in the best places in line with new Borough policy
Ensure the service requirements are included in the Borough budgetary process

High
High

To have a rota of Cheyne Weares Group to check sites regularly. To act on any information that comes forth in the Full Council Meeting or MET Partnership members.

TC.

QUARTLEY..

ACTION BY MEANS.

TC = TOWN CLERK.

191 Environmental

Cleaning and litter control.

Ensure Borough has appropriate plans in place for emergency/overflow situations
Inform relevant authorities
Provide for regular physical site inspections to ensure standards maintained.

Medium
Medium

To liaise with Borough to ensure Portland receives more litter bins

TC.

QUARTLEY.

174 Financial

Inadequate insurance cover

Carry out annual review of insurance cover and ensure that all risks have been taken into account.

Medium
High

Ensure maintenance is kept up to date so the risk of injury is kept to a minimum

TC.

ANNUAL



Portland Town Council Assessment for year 2015 To 2016

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
184	Physical	Maintenance of Car Park Surfaces	Define responsibility for and carry out periodic physical inspection, maintain records. Make arrangements for any required work to be carried out.	Medium Medium	4	To have a rota for inspections in place and an annual work schedule to ensure any pot holes are dealt with	TC Cheyne Working Group	☐	☐
188	Physical	Vandalism	Arrange regular monitoring of sites Maintain liaison with local enforcement agencies. Instigate appropriate action against offenders.	Medium Medium	4	Formulate a rota of Cheyne Weares Group to provide regular checks of sites.	TC.	☐	☐
201	Physical	Personal injury	Arrange regular physical inspection of car parks and maintain records. Ensure that appropriate insurance cover is held and reviewed annually. 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. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc.	Medium Medium	4	To have a rota of inspection and to ensure that maintenance needs do not go undealt with for prolonged periods. Have a regular annual work schedule.	TC Cheyne Working Group	☐	☐



Portland Town Council
Assessment for year 2015 To 2016

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
186	Physical	Maintenance of picnic facilities	Define responsibility for maintenance of picnic areas Ensure that appropriate maintenance schedule is in place and maintain records. Ensure that any appropriate staff training is complete. Review conditions of agreement with contractor and enforce where necessary.	Medium Medium	4	From the point of the current work maintain a regular maintenance schedule.	TC Cheyne QUARTLEY WORKING GROUP		

Council Meetings

455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover. Check we have copies of the the risk assessments/insurance of all buildings used for council meetings	Medium High 4 Medium		To provide a trolley for the officers to transport heavy papers to meetings in various destination	TC.		31 st MARCH.
TOWN CLERK TO LET COUNCIL KNOW IF HE NEEDS A TROLLEY.									

Council Property and Documents



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action by
person/position

Action
by date

Likelihood
Score
Impact

Control

Hazard

Ref Risk

312 Physical

Loss / Damage to Civic
Regalia

Maintain and update a Register of
Assets
Ensure that the council has adequate
insurance against damage and theft.
Ensure that proper security/storage
is in place.
Ensure that users are aware of their
responsibility when regalia is in
their care.
Ensure that Civic Regalia in suitably
maintained and cleaned.
Ensure that the Civic Regalia is
collected and returned under secure
conditions

To ensure every new Mayor is
aware of their responsibility when
regalia is in their care. To
produce guidance notes for users.

Medium 4
Medium

TC
MAYOR

ANNUALLY

MAY NEW
MAYOR
SIGNING.

307 Physical

Loss of assets. Failure to
collect income

Medium 4
Medium

Check Asset register is up-to-date.
The register is to be produced by
the Clerk and checked by the
Chairman. Also provide an annual
check on insurances

TC

CHAIRMAN ANNUALLY
OF COUNCIL.

Employment of Staff

364 Administration/
Legal

Failure to comply with
Employment Law

Issue contracts of employment to all
employess
Arrange annual review of Staff
Contracts of Employment
Awareness of new legislation.
Arrange the necessary training to
fulfil requirements

Medium 6
High

New contract to be prepared and
issued. Clerk to go on CILCA
training course

C

AS and what if
required



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action by
person/position

Action
by date

Likelihood
Impact

Score

Control

Action to be taken

Ref Risk

Hazard

Attacks on Personnel

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 refuse admittance to
the Council Offices to people
unknown to them until such time as
Members of the Council are in
attendance.

Ensure procedures for key functions
are documented.

Ensure clear council policy on
number of staff required and for
what functions

358 Professional

Loss of key staff

High
High

9

In new contracts have clearly
defined roles and tasks. To have
clear policy on staff requirements
now and in the future regarding
changing role and responsibility
of the council

CHAIR

38 Professional

Inability to retain staff

High
High

9

Ensure regular staff appraisals
are carried out.

CHAIR

31 March

362 Professional

Lack of Training

Medium
Medium

4

Clerk to go on CILCA training
course

TC

BEEN
IN progress



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action
by date

Action by
person/position

Likelihood
Impact

Control

Hazard

Ref Risk

363 Professional Lack of Employee motivation/efficiency

Ensure that each employee has job description.
Arrange regular staff appraisals.
Maintain appropriate staff records.
Defined training policy in operation.

High High

To plan for accordance between officers and councillors on decisions made regarding employees

CHAIR

Action by date

Financial Management

0 Administration/ Legal Failure to maintain record of council assets.

Define responsibility for maintenance of asset register.
Ensure that all acquisitions/disposals are accurately and promptly recorded.
Carry our periodical inventory checks.

Medium High

CLERK TO UPDATE REGISTER AND BRING TO FULL COUNCIL.

T.C.

Action by date

Newsletters

397 Administration/ Legal Failure to meet minimum requirement for quality status

Arrange testing/ assessment of input to ensure that requirement is met.

Medium Medium

Is a standing order required to cover how to manage and proceed with facebook? NO / RESTRICTED TO NOMINATED COUNCILLORS

NOMINATED COUNCILLORS

Action by date

0 Administration/ Legal Failure to meet statutory obligation re non - political content

Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.

Medium High

TO NOMINATED COUNCILLORS. Council to discuss their aims and controls for Facebook

AS ABOVE / EVENTS GROUP TO INPUT.

Action by date

251 Administration/ Legal Defamation

Ensure that all input is subject to careful check.
Arrange for professional examination of any sensitive material.
Ensure that adequate insurance cover is held.

Medium High

Facebook Page to be discussed by Council to decide the way forward for the page and as part of this ensure checks are in place to prevent any difficulties with content.

AS ABOVE.

Action by date



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action
by date

Action by
person/position

Action to be taken

Likelihood
Impact

Score

Control

Ref Risk

Hazard

0 Physical

Non production of posts on
facebook

Determine responsibility for and
ensure that all publication standards
are met.
Ensure responses are made to posts
with a question, query or complaint.
Review content/responses
periodically.

Medium
Medium

4

Council to discuss Facebook and
what they want to do with the
Council's page. Who will add
content? NOMINATE

COUNCILLORS

Open spaces

0 Environmental Vandalism

Maintain liaison with local
enforcement agencies.
Take action as appropriate against
offenders.

High
Medium

6

To have a rota for regular
inspections. Deal with any
information that comes from
members of the public and pass
onto the relevant authorities

TC
Cheyne/West Wears
Working Group.

324 Environmental Vandalism

Take reasonable action to maintain
security of sites.
Arrange for regular site visits.
Maintain liaison with local
enforcement agencies.

High
Medium

6

Create a rota for inspection

TC
AND
WORKING
GROUPS.



Portland Town Council
Assessment for year 2015 To 2016

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	Action completed
433	Environmental	Fly tipping and litter	Carry out regular site inspections. To press for appropriate numbers of bins in the right places to be provided by the Borough Council To report any problems or damage to existing bins to the relevant authorities Work with campaigners and the Borough to ensure more bins are provided in the right places in line with new Borough policy Ensure that service requirements are included in the budgetary process of the Borough, including plans in place for emergency/overflow situations	High	9	Create a rota for inspections. Liaise with Borough and campaign groups to ensure more bins are placed in appropriate places			
									Cheyne / web weavers working group.
0	Financial	Inadequate budget provision	Ensure that service expenditure is detailed in budgetary process.	Medium	4	Plan for regular scheduled work and ensure it is completed before there is a state of disrepair	FNG FULL COUNCIL		
441	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize 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. Maintain detailed records. Ensure appropriate insurance cover in place.	High	9	Create a rota for inspections. Check relevant documents.	TC		
									Cheyne / web weavers working groups.



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action
by date

Action by
person/position

Action to be taken

Likelihood
Impact

Control

Hazard

Ref Risk

315 Physical

Property Maintenance

Define policy for maintenance of assets.
Allocate responsibility and ensure that any training requirement is complete
Contract with service provider in place when necessary
Ensure all property is properly maintained through regular inspection/servicing.
Ensure that proper maintenance records are complete and up to date.

Medium
High

Create an inspection rota for Council's open spaces. Use contractor for regular maintenance

TC

Cheryle / web waves
working group.
to take to full
Council..

Provision of Office Accommodation

0 Financial

Inadequate budget provision

Ensure requirements included in annual budget process. Under review with new offices planned for June 2016 due to notice being given on current premises.

High
High

To budget for proposed new Easton office to ensure there are adequate funds

F.

✓

THIS NEEDS TO BE
TAKEN OFF RISK AS
ASSESSMENT AS
COMPLETE
Poor Office Conditions

349 Physical

Arrange periodical inspection of office.
Report any adverse conditions to council/committee/landlord as appropriate
Arrange repair/maintenance etc. in accordance with tenancy agreement. For example leaves on steps

High
Medium

To plan for possible extension of the Council's responsibilities due to reorganisation and the impact this may have on office space requirements.

TC
FWG.

4/



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Action
by date

Action by
person/position

Action to be taken

Likelihood
Impact

Score

Control

Ref Risk

Hazard

Administration/ Content

Legal

Ensure that all content is specifically approved by council.

Medium

Medium 2

LOW

Need to have procedure in place that does not slow down the placing of materials unduly for both the webpage and facebook page

WCB
MASTER

Action
by date

0 Administration/ Ownership and Control of Universal Resource Locator (URL)

Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.

Medium

4

Medium

To review the Council and Clerk are happy with current arrangement

TC
WCB

MASTER.

0 Administration/ Dependence upon an individual

Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.

Medium

4

High

Medium

At present the site is managed externally and the Clerk can also input material. Is this satisfactory? HR/IT Committee to review procedures and controls

TC.

0 Administration/ Lack of visibility of visitor numbers.

Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.

Medium

4

Medium

To ensure our provider provides us with the website statistics and these are shared by the IT and HR Committee

TC.



Portland Town Council
Assessment for year 2015 To 2016

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Administration/ Legal	Lack of motivation for continued management of website and facebook page.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	High Medium Medium	4	It may be necessary to review the website as well as the Facebook page to ensure content is fresh, relevant and both are more visited as a valuable exercise in engaging with the public	TC	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Medium Medium	4	As before - review	TC	
0	Technical	Lack of visability of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Medium Medium Low	2	To decide if more regular updates are needed. HR and IT Committee to consult with our web manager	TC	

NOMINATED COUNCILLORS

NOMINATED COUNCILLORS ongoing.

NOMINATED COUNCILLORS

ongoing



Portland Town Council Assessment for year 2015 To 2016

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Medium High Medium 4	4	Look at existing checks and decide if a more stringent agreement is needed or if the present situation is satisfactory.	TC		☐

Managed by
Nominated councillors

No of issues listed: 42

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Ray Nowak _____

Signed by responsible Finance officer - Ian Looker _____

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).



Portland Town Council Assessment for year 2015 To 2016

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records. Need PA Test records for our own equipment responsibility of the Council Council. Computers and kettle etc each year.	Medium High	6	Complete a PA Test on all portable equipment. TEST FIRE ALARMS/SMOKE QUARTLEY CHECK FIRE EXTINGUISHERS PRESSURES AND ANNUAL.	C. Bennett TC	02/02/2016 DUE A.S.-A.P.
Village Signs								
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Medium Medium	4	Signs to be checked as part of a rota to be organised.		
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Create a rota to provide the regular inspections. Create a register of signs and maintain it		
Web Sites								
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.	Medium Medium	4	Check that we have this with providers		



LCRS 5. Risks report Bye Laws

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to make bye-laws in regard to

Requirement = Need to maintain a comprehensive register of all byelaws

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
105	Physical	Failure to maintain register	Ensure that the register is up to date and properly maintained.	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

1

Average score:

4.0



LCRS 5. Risks report Car Parks

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to provide & maintain.

Requirement = To ensure proper control and operation of car parks.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
182	Administration/ Legal	Failure to police/enforce regulations	Make proper provision for enforcement of regulations. Define responsibility for action. Carry out regular policing of car parks. Maintain liaison with local enforcement agencies.	Monthly	Medium	Low	2	
191	Environmental	Cleaning and litter control.	Inform relevant authorities Provide for regular physical site inspections to ensure standards maintained.	Monthly	Medium	Medium	4	Yes
194	Environmental	Noise/light/emissions pollution	Arrange regular site inspections. Maintain records of all complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Quarterly	Low	Low	1	
193	Environmental	Fly tipping and littering	Arrange regular site inspections. To press for appropriate number of bins in the right places to be provided by the Borough who have this in their remit To report any problems of collection or damage to the relevant authorities Liaise with the Borough and campaigners to ensure more bins are positioned in the best places in line with new Borough policy Ensure the service requirements are included in the Borough budgetary process Ensure Borough has appropriate plans in place for emergency/overflow situations	Annually	High	High	9	Yes
174	Financial	Inadequate insurance cover	Carry out annual review of insurance cover and ensure that all risks have been taken into account.	Annually	Medium	High	6	Yes
187	Financial	Inadequate budgetary provision	Ensure that service review is included in budgetary process.	Annually	Low	High	3	



LCRS 5. Risks report Car Parks

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to provide & maintain.

Requirement = To minimize risk of injury to persons using council facility.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
201	Physical	Personal injury	Arrange regular physical inspection of car parks and maintain records. Ensure that appropriate insurance cover is held and reviewed annually. 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. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc.	Annually	Medium	Medium	4	Yes
186	Physical	Maintenance of picnic facilities	Define responsibility for maintenance of picnic areas Ensure that appropriate maintenance schedule is in place and maintain records. Ensure that any appropriate staff training is complete. Review conditions of agreement with contractor and enforce where necessary.	Quarterly	Medium	Medium	4	Yes
184	Physical	Maintenance of Car Park Surfaces	Define responsibility for and carry out periodic physical inspection, maintain records. Make arrangements for any required work to be carried out.	Annually	Medium	Medium	4	Yes
188	Physical	Vandalism	Arrange regular monitoring of sites Maintain liaison with local enforcement agencies. Instigate appropriate action against offenders.	Monthly	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

10

Average score:

4.1



LCRS 5. Risks report Code of Conduct

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities Maintain appropriate registers. Enusre newest members complete register within 28 days Show on Website within 2 months	Quarterly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report Computing

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	High	3	
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	High	3	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software. Maintain budgeting provision for updating hardware & software	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

3.0



LCRS 5. Risks report Council Meetings

Portland Town Council
Assessment for year 2016 To 2017

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access to staff and members not to the public	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Annually	Low	High	3	
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file.		Low	High	3	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	High	3	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover. Check we have copies of the the risk assessments/insurance of all buildings used for council meetings	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average score:

3.3



LCRS 5. Risks report

Council Property and Documents

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Category	Asset	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Medium	2	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia is suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions	Monthly	Medium	Medium	4	Yes
307	Physical	Loss of assets. Failure to collect income		Annually	Medium	Medium	4	Yes
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

3.3



LCRS 5. Risks report Data Protection

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report

Employment of Staff

Portland Town Council

Assessment for year 2016 To 2017

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Medium	High	6	Yes
358	Professional	Loss of key staff	Ensure procedures for key functions are documented. Ensure clear council policy on number of staff required and for what functions	Quarterly	High	High	9	Yes
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	High	High	9	Yes
352	Professional	Attacks on Personnel	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 refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Medium	High	6	Yes
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	High	3	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	High	High	9	Yes



LCRS 5. Risks report Employment of Staff

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to Appoint

Requirement = To meet council commitment to staff training

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

7

Average score:

6.6



LCRS 5. Risks report Financial Management

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss associated with failure to

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Medium	High	6	Yes
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	High	3	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	High	3	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	High	3	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	High	3	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	High	3	
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

3.3



LCRS 5. Risks report

Meetings of the Council

Portland Town Council

Assessment for year 2016 To 2017

Your Duty = Duty to meet

Requirement = All Meetings open to everyone

Aim = Standing Orders on Conduct

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Medium	2	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Medium	2	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting. All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Medium	2	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Medium	2	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.0



LCRS 5. Risks report Newsletters

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to provide from 'free resource'

Requirement = To minimize associated risk

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As and when	Medium	High	6	Yes
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	As and when	Medium	High	6	Yes
397	Administration/ Legal	Failure to meet minimum requirement for quality status	Arrange testing/ assessment of input to ensure that requirement is met.	Quarterly	Medium	Medium	4	Yes
0	Physical	Non production of posts on facebook	Determine responsibility for and ensure that all publication standards are met. Ensure responses are made to posts with a question, query or complaint. Review content/responses periodically.	Quarterly	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average score:

5.0



LCRS 5. Risks report Open spaces

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to acquire land and maintain

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies.	Monthly	High	Medium	6	Yes
433	Environmental	Fly tipping and litter	Carry out regular site inspections. To press for appropriate numbers of bins in the right places to be provided by the Borough Council To report any problems or damage to existing bins to the relevant authorities Work with campaigners and the Borough to ensure more bins are provided in the right places in line with new Borough policy Ensure that service requirements are included in the budgetary process of the Borough, including plans in place for emergency/overflow situations	Monthly	High	High	9	Yes
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Medium	2	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	High	Medium	6	Yes
0	Financial	Inadequate budget provision	Ensure that service expenditure is detailed in budgetary process.	Annually	Medium	Medium	4	Yes
315	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Contract with service provider in place when necessary Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Medium	High	6	Yes



LCRS 5. Risks report Open spaces

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to acquire land and maintain

Requirement = To minimize the risk of personal injury to persons using

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
441	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize 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. Maintain detailed records. Ensure appropriate insurance cover in place.	Annually	High	High	9	Yes

Completed by:

Date:

Position:

No of risks scored

7

Average score:

6.0



LCRS 5. Risks report

Planning & Development Control

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	State	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report

Provision of Office Accommodation

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk Category	Issue	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process. Under review with new offices planned for June 2016 due to notice being given on current premises.	Annually	Low	Low	1	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate. Arrange repair/maintenance etc. in accordance with tenancy agreement. For example leaves on steps	Quarterly	Medium	Medium	4	Yes
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training. Can staff use the fire extinguisher? Provide appropriate extinguishers etc. Checked by WPBC contractor. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	High	3	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records. Need PA Test records for our own equipment not under the responsibility of the Brough Council. Computers and kettle etc each year.	Monthly	Medium	High	6	Yes

Completed by:

Date:

Position:

No of risks scored

5

Average score:

3.2



LCRS 5. Risks report

Provision of Website/Internet Access

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	High	3	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

3.0



LCRS 5. Risks report Seats

Portland Town Council
Assessment for year 2016 To 2017

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held. Maintain a register	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report Tourism

Portland Town Council
Assessment for year 2016 To 2017

Your Duty = Power to contribute to organisations encouraging tourism

Requirement = To ensure integrity of funding.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually	Low	Medium	2	
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.0



LCRS 5. Risks report Web Sites

Portland Town Council
Assessment for year 2016 To 2017

Your Duty =

Requirement = To avoid risk arising from loss of data.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Medium	2	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Medium	Medium	4	Yes
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	High	3	
0	Administration/ Legal	Lack of motivation for continued management of website and facebook page.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Medium	Medium	4	Yes
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	High	3	
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	Low	1	



LCRS 5. Risks report Web Sites

Portland Town Council
Assessment for year 2016 To 2017

Your Duty =

Requirement = To ensure that council has full control of website

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Medium	Medium	4	Yes
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Low	1	
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
0	Administration/ Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	High	3	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	
0	Administration/ Legal	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Medium	Medium	4	Yes
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Medium	Medium	4	Yes



LCRS 5. Risks report Web Sites

Portland Town Council
Assessment for year 2016 To 2017

Your Duty =

Requirement = To ensure that the council is protected from charges of

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	High	3	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Medium	Medium	4	Yes
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Low	Low	1	
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.7

COUNCIL WEBSITE COMMUNITY FORMS SERVICE

From: Mike Henson
Sent: 28 February 2017
To: Portland Town Council

As you know we try to introduce a new service every year to provide added value and 2017 is to be no exception.

This year we want to make the Clerk's life a little easier, save the Council some postage costs and bring a new facility to the websites of Parish Councils - **Welcome to Community Forms**

Community Forms provides initially 10 forms that are in regular use in an online format and you can choose as many as you like to have integrated into your website free of charge - all you have to do to qualify is to send us one of your traditional offline forms - and that's why it's called **Community Forms** because by sending us your forms we can either enhance our current offering or add a new form to the list so that everyone benefits.

1. Visit **Community Forms** at www.parishcouncilwebsite.co.uk/forms and test any of the forms available. Enter your own email address and you'll receive the information just as if it was filled in by a member of the public.
2. Send us at least one of your current forms by email or post.
3. Tell us which forms you'd like to have on your website and we'll do the rest.

If you don't have any forms to send us you can still enrol into **Community Forms** for a fee of £35 + VAT

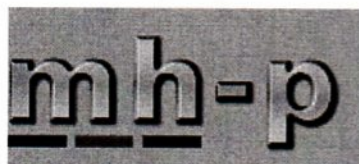
Working together we can drag forms into the 21st Century

If you have any questions about **Community Forms** you will find more information at [Community Forms](#) or you can reply to this email.

Clerk's Note: At present we only send out a grant application form of those that are listed above and that has an accompanying eligibility criteria list. None of our forms are currently online, nor is there any apparent need for some.

Recommendation: that the Council takes note of the facility available and reconsiders it when the Council extends the range of services it is able to offer to the public.

[PTO]



Community Forms

Community Forms is our new initiative for 2017.

Designed to save clerks time and councils money we are providing a library of online forms which we will link to any page of your website.

The forms currently listed on the right are templates of currently available forms, new forms will be added as and when you provide them to us, hence the name, "Community Forms", so you can help your colleagues by sending forms to us either by email or by post and we will convert them to the electronic format or, if they already exist, modify the main template that appears on this page.

Sending a form to us automatically enrolls you into Community Forms for one year and you can then select as many of the form templates on the right as you wish, we will personalise the forms and add them to the appropriate page on your website.

Community Forms is free of charge to all clients on our Webmaster Service.

Customers enrolled into Community Forms can evaluate the service for a full year completely free of charge and if after the first year they wish to continue using the service there will be an annual fee of £35 + VAT per year to cover all available forms.

Please test the forms to see how simple and easy they are to use. Enter your own details and email address and you will receive a copy of your completed form to see the results. Please note, some forms have branching and logic so the questions you see may vary dependent on previous answers. Branching usually takes place after you have made a selection from a drop-down menu.

FORM TEMPLATES

Please test

[Allotment Single Site Application Form](#)

[Allotment Multi-Site Application Form](#)

[Application for Council Membership](#)

[Application to Erect Temporary Signage](#)

[Major Grant Application Form](#)

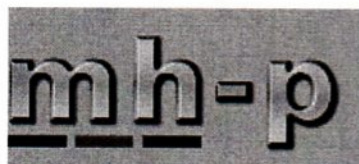
[Minor Grant Application Form](#)

[Notice of Interment](#) (Undertakers only)

[Photographic Competition Entry Form](#)

[Registration of Gifts and/or Hospitality](#)

[Request for Dispensation](#)
(Members only)



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FORM TEMPLATES

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