

LCRS 7. Action Plan/s for Shrewsbury Town Council

Assessment year: 2018

ID	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
49	Environmental Loss / Damage to water supply.	Medium Medium	4	Maintain a list of Contractors to attend to repairs at short notice	Operations Manager Infrastructure Officer	31/03/2019	<input type="checkbox"/>
<p><i>To maintain adequate water supply and minimise loss/damage arising there from.</i></p> <p>Town Council is responsible for maintenance of water supply. Procedures are in place to rectify faults should they occur. The water supply is switched off during the winter months to prevent burst pipes.</p>							

Submitted to council: _____

No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Councillor Alan Mosley (Chairman) _____

Signed by responsible Finance officer: Andy Watkin _____

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.
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ID	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Bus Shelters							
265	Environmental Vandalism. <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Medium	4	Maintain a list of contractors to undertake the work at short notice Retain a reporting system with all staff Undertake a review of Bus Shelters to determine usage - Report to R&L 2019	Infrastructure Officer Infrastructure Officer	31/03/2019	<input type="checkbox"/>
262	Physical Maintenance of Bus Shelters. <i>To ensure that Bus Shelters are maintained to the appropriate standards.</i> Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Medium Medium	4	Maintain a list on contractors to undertake the work at short notice retain a reporting system with all staff Review all bus shelters to determine usage	Infrastructure Officer Infrastructure Officer	31/03/2019	<input type="checkbox"/>

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239	Physical Uncontrolled/unauthorised usage. <i>To minimise risk arising from uncontrolled use.</i> Ensure that grazing etc. is carry out only in accordance with council policy. Ensure that a signed agreement is in place for all users. Ensure that recreational use is restricted to approved activity. Enforce regulations, bye-laws controlling use.	Medium Medium	4	Maintain a speedy response to dealing with unauthorised camps Keep in regular contact with the Gypsy Liaison Officer at Shropshire Council Instil vigilance to all operational staff	Town Clerk Town Clerk	31/03/2019	<input type="checkbox"/>

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Crematoria							
269	Physical Security of Premises.	Low	3		Operations Manager		<input type="text"/>
	<p><i>To maintain effective security of premises.</i></p> <ul style="list-style-type: none"> Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained. 						

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330	Physical Vandalism. <i>To minimise risk arising from vandalism/antisocial behaviour.</i> Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Maintain adequate reporting system to CCTV Control	Operations Manager Operations Manager	31/03/2019	<input type="checkbox"/>

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Data Protection/General Data Protection							
839	Administration/Legal Failing to maintain personal information to the requirements of GDPR <i>To maintain a mechanism for maintaining personal data</i> Develop & Review GDPR Policies Training of Staff	Low	3		Office manager		<input type="checkbox"/>
838	Financial Failure to seek approval for the collection and retention of data <i>To ensure a system of seeking the necessary permissions</i> Retention and review of GDRP Policies Annual GDPR Audit of Data Appropriate Training for Staff in using personal data	Low	3		Office manager		<input type="checkbox"/>

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203	Environmental Flooding. <i>To minimise risk arising from flooding.</i> Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Medium Medium	4	Keep in regular contact with Environment Agency Have contingency plan to combat flooding	Operations Manager Operations Manager	31/03/2019	<input type="checkbox"/>

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<u>Employment of Staff</u>							
19	Professional Loss of key staff.	Low High	3		Town Clerk		<input type="text"/>
	<p><i>To avoid problems arising from loss of key personnel.</i></p> <p>Procedures for key functions are documented. Three members of staff, Town Clerk, Assistant Clerk and Receptionist provide flexibility and cover. Town Clerk has trained Assistant Clerk in all key duties/functions.</p>						
21	Professional Lack of Employee motivation/efficiency.	Low High	3		Town Clerk		<input type="text"/>
	<p><i>To meet commitment of council employment policy.</i></p> <p>Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.</p>						
22	Professional Attacks on Personnel.	Low High	3		Operations Manager		<input type="text"/>
	<p><i>To protect staff.</i></p> <p>Town Council officers are equipped with personal attack alarms. Council office door is locked and security coded. All Council staff are behind security screens. Staff have telephone access at all times during their work. Appropriate insurance is maintained.</p>						

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<u>Entertainment and the arts</u>							
347	Fire To safeguard against the risk of fire. Health & Safety testing to be completed including a full risk assessment. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations are followed.	Low	3		Outdoor Recreation & Assets Manager		<input type="text"/>
348	Physical Fire. To safeguard against fire risk. Health & Safety testing to be completed and full risk assessment. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations are followed.	Low	3		Outdoor Recreation & Assets Manager		<input type="text"/>

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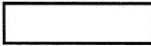
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Financial Management							
39	Administration/Legal Failure to comply with Inland Revenue regulations. <i>Efficient financial administration.</i> Salaries and pension payments outsourced to Mid Devon District Council, who employ specialised staff. Records received relating to the payment of salaries are comprehensively checked and maintained. Prompt payment of all sums due are arranged.	Low High	3		Responsible Finance Officer		<input type="text"/>
40	Administration/Legal Failure to comply with Customs & Excise regulations. <i>Efficient financial administration.</i> Scribe accounting system used. VAT properly administered, with returns being made on a quarterly basis. Refer to guidance from HMRC where necessary. All input tax is properly recorded on Scribe accounting package. All claims reconciled to cashbook.	Low High	3		Responsible Finance Officer		<input type="text"/>
36	Financial Poor Financial Management <i>To ensure effective management of financial affairs of council.</i> Responsibility for the management of the financial affairs of the council has been established and is contained within Financial Regulations. Standing Orders and Financial Regulations reviewed as a minimum on an annual basis. Town Clerk maintains an effective budgetary control/financial reporting system. Council maintains an effective internal control system and internal audit.	Low High	3		Responsible Finance Officer		<input type="text"/>



To ensure that the budget procedure is both efficient and effective.

Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe These are reviewed annually.

Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year for all heads of income and expenditure.

All charges made by the council are reviewed.

Adequacy of all balances and reserves are reviewed as a minimum annually.

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Investments

164	Financial Financial Loss i.e. theft	Low	3		Responsible Finance Officer		<input type="text"/>
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To minimize risk arising from theft/misappropriation.

- Determine policy/responsibility for investment.
- Ensure that investment / transfer / withdrawal of funds are subject to council approval.
- Ensure that all transactions are subject to counter signatures of clerk/authorised council members.
- Arrange regular reporting to the council or relevant committee.

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155	<p>Physical</p> <p>Unauthorised access/trespass</p> <p><i>To maintain security of council assets.</i></p> <p>Council has policies in place for access to land. Appropriate signage is in place. Town Council liaises with local police as and when required. The Town Council will instigate appropriate action against offenders.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Retain procedure and legal support to initiate eviction process</p> <p>Maintain regular contact with the Gypsy Liaison Officer at Shropshire Council</p>	<p>Town Clerk</p> <p>Town Clerk</p>	31/03/2019	<input type="checkbox"/>

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Markets							
141	Environmental Inadequate cleaning of market premises. <i>To maintain high standard of service provision.</i> Determine responsibility for cleanliness/hygiene of premises. Maintain a maintenance log/cleaning regime. Enforce conditions for stall holders. Arrange for periodical check.	Low High	3		Outdoor Recreation & Assets Manager		<input type="text"/>
142	Environmental Rubbish accumulation <i>To maintain high standard of cleanliness and minimise risk.</i> Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical check.	Low High	3		Outdoor Recreation & Assets Manager		<input type="text"/>
145	Financial Failure to collect income <i>To maximize income and minimize the risk of loss.</i> Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of receipts. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders.	Low High	3		Outdoor Recreation & Assets Manager		<input type="text"/>

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Play Areas							
324	Administration/Legal Inadequate maintenance of records	Low	3		Operations Manager		<input type="checkbox"/>
	To maintain a register of complaints/injuries and action taken.						
	To ensure that proper records of all complaints/injuries are maintained.						

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Provision of Office Accommodation							
24	Physical Poor Office Conditions	Low High	3		Town Clerk		<input type="checkbox"/>
	<p><i>All office accommodation to be of a good standard</i></p> <p>Periodical inspection of office conducted by Town Clerk and Mid Devon District Council officers. Any adverse conditions reported to MDDC as landlord. Arrange repair/maintenance etc. in accordance with tenancy agreement.</p>						
353	Physical Fire	Low High	3		Infrastructure Officer		<input type="checkbox"/>
	<p><i>To safeguard against fire risk.</i></p> <p>Offices are leased from Mid Devon District Council. Staff receive health and safety training. Strict security/control of combustible materials held by council. Fire extinguishers etc. MDDC responsibility. Fire alarm tested weekly. Fire drills held on a regular basis</p>						

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105	Physical Vandalism.	Low	3		Infrastructure Officer		<input type="checkbox"/>
<p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.</p>							

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Public Conveniences							
94	Environmental Vandalism. <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Ensure appropriate insurance cover is in place.	Medium Medium	4	Have maintenance staff on standby Have good reporting system Feed into Team Shrewsbury	Operations Manager Operations Manager	31/03/2018	<input type="checkbox"/>
89	Physical Security <i>To safeguard council property.</i> Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Low High	3		Operations Manager		<input type="checkbox"/>

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Shelters & Seats								
370	Environmental	Vandalism	Medium Medium	4	Regular Inspections Contractors and staff on standby	Infrastructure Officer	31/03/2018	<input type="checkbox"/>
		<p>To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.</p> <p>Maintain liaison with enforcement agencies. The Town Council will instigate legal action against perpetrators where appropriate.</p>				Infrastructure Officer		<input type="checkbox"/>
351	Physical	Fire	Low High	3		Infrastructure Officer		<input type="checkbox"/>
		<p>To safeguard against fire risk.</p> <p>Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.</p>						<input type="checkbox"/>

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Skatepark							
365	Physical Injury to users arising from accident.	High	3		Operations Manager		<input type="checkbox"/>
	<i>To minimise risk.</i>		Low				
	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurance). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the purpose of reported accidents.						

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Street/Footway Lighting							
88	Administration/Legal Contracts with service providers	Low	3		Infrastructure Officer		<input type="checkbox"/>
	<p><i>To ensure proper administrative arrangements.</i></p> <p>Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.</p>						

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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 .

LCRS 7. Action Plan/s for Shrewsbury Town Council

Assessment year: 2018

ID	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
376	Administration/Legal Dependence upon an individual <i>To ensure that the site activity is not restricted to one person.</i> 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.	Low High	3		Office manager		<input type="text"/>
377	Administration/Legal Loss of Data/ Inability to access backup <i>To avoid risk arising from loss of data.</i> Website is subject to outside management and regularly backed up and reviewed.	Low High	3		Office manager		<input type="text"/>

Submitted to council: _____

No of issues listed: 0

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Councillor Alan Mosley (Chairman) _____

Signed by responsible Finance officer: Andy Watkin _____

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.
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(not recorded on LCRS .

LCRS 7. Action Plan/s for Shrewsbury Town Council

Assessment year: 2018

ID	Risk / Hazard Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Youth Services							
833	Professional Failure to recruit sufficient youth worker personnel	Medium Medium	4	Review staff attendance and performance Retain a bank of casual youth workers	Youth & Community Development Officer	31/03/2018	<input type="checkbox"/>
834	Technical Failure to safeguard young people	Medium High	6	Continue ongoing liaison with Shropshire Council Youth Services Attend Multi-disciplinary meetings to discuss vulnerable young people Have staff trained to be Safeguarding Officers Join Shropshire Youth Association	Youth & Community Development Officer	31/03/2018	<input type="checkbox"/>

Submitted to council: _____

No of issues listed: 2

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Councillor Alan Mosley (Chairman) _____

Signed by responsible Finance officer: Andy Watkin _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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