



# SUNNINGDALE PARISH COUNCIL

## Oversight and Strategy Committee

10:30 am Tuesday 25 July 2023

The WI Building, Broomhall Lane Recreation Ground, Sunningdale.

## Agenda Part I

**Summoned to Attend:** Cllr Grover, Cllr Biggs, Cllr Buxton, Cllr Pike.

Members of the public are welcome to attend. Residents wishing to address the committee are requested to register this by emailing [Clerk@sunningdaleparish.org.uk](mailto:Clerk@sunningdaleparish.org.uk) by 10am on the day prior to the meeting. Public comments are at the discretion of the committee chairman and in line with the council standing orders.

### **OS 17 / 2023 Attendance and Apologies**

To receive declarations of interest for agenda items

### **OS 18 / 2023 To approve the minutes of the meeting 6 June 2023.**

Chairman's update on matters not covered on the agenda and carry forward actions.

### **OS 19 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker**

Members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda.

### **OS 20 / 2023 Business from previous meetings**

**DISCUSSION:** To receive an update on the council training and costs associated

**TO NOTE:** To receive an update on the consultation policy

### **OS 21 / 2023 Sunningdale Parish Council Business plan**

**TO NOTE:** To receive a verbal update on the business plan project SF4: Multi use games area, and pathways.

**TO NOTE:** To receive a verbal update on COM 2: Woodland Walk

**TO NOTE:** To receive a verbal update on the actions relating to L2: Community Space

**DISCUSSION:** To receive and review the feedback from council members for the business plan projects for 2023 2024 and any additional projects which may be included

### **OS 22 / 2023 Council Communications**

**TO NOTE:** To receive a verbal update on events planned in response to the events survey

**TO NOTE:** To receive an update on council communication plans

### **OS 23 / 2023 To receive the Risk Register**

**DECISION:** To receive and review the council risk register and propose to council for the council year 2023 2024 as per the Audit requirements

### **OS 24 / 2023 Information Sharing**

Any further business which members of the committee wish to bring forward.

### **OS 25 / 2023 Date of the next meeting of the Committee**

To confirm the date of the next meeting as 3 October 2023

**OS 26 / 2023 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

# Agenda Part II

**OS 27 / 2023** To approve the Part II minutes of the meeting 6 June 2023

Chairman's update on matters not covered on the agenda and carry forward actions.

**OS 28 / 2023** To receive, discuss and resolve matters in relation to the council responsibility as employer

To receive an update on the council resource requirement and proposed actions.

To receive information on the council's responsibility as employer

**OS 29 / 2023** To receive, discuss and resolve matters in relation to the council's financial risk

To review the council financial obligations and risks

**OS 30 / 2023** Information Sharing

To bring forward any other confidential matter at the discretion of the chairman

Ruth Davies, Clerk



20 July 2023



## Oversight and Strategy Committee Minutes Tuesday 6 June 2023

### OS 1 / 2023 Attendance and Apologies

**Attendance:** Cllr Grover (Chairman), Cllr Buxton, Cllr Pike

**Apologies:** Cllr Biggs

**In Attendance:** R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk)

There was 1 member of the public present. Their details are recorded in line with GDPRs.

There were no declarations of interest.

### OS 2 / 2023 To appoint a Chairman of the Committee

Cllr Biggs was nominated as Chairman in his absence, with his acceptance of this office confirmed by Cllr Grover.

**RESOLVED:** That Cllr Biggs is elected Chairman of the Committee.

Due to his apologies for the meeting, Cllr Grover, as Chairman of the Council chaired the meeting.

### OS 3 / 2023 To approve the minutes of the meeting 2 May 2023.

**RESOLVED:** The minutes of the 2 May 2023 were approved as an accurate record of the meeting.

There were no matters to update which were not covered on the agenda.

### OS 4 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

The committee received representation from a member of the public regarding the ownership of Broomhall Recreation Ground in relation to the MUGA. Cllr Grover requested the statement read out was sent to him after the meeting.

### OS 5 / 2023 Sunningdale Parish Council Business plan

The committee received a verbal update on the business plan project SF4: Multi use games area, and pathways noting the planning process is progressing with positive comments from statutory bodies on the aspects of the application.

The committee received a verbal update on COM 2: Woodland Walk, with the 'at risk' TPO work being confirmed prior to a 5 day notice application being submitted for work on trees causing risk. The remaining tree work and potential woodland walk is waiting on the ecology survey which was commissioned.

The committee reviewed the actions resolved at the Oversight and Strategy committee meeting 2 May 2023 in relation to the project scope document for L2: Community Space and noted the prioritisation of the actions to continue with this project. The first priority would be to create an overarching vision for the Recreation Ground in terms of facilities and user requirements over and above those which are in place or already approved for implementation.

**RESOLVED:** That the Clerk would set dates for residents to engage with the council members in a visioning exercise for the Recreation Ground.

The committee reviewed the actions relating to the annual update of the business plan and associated projects for 2023 2024 and whether any additional projects which may be included. The committee noted the request from Sunningdale Scouts to be included in the business plan for the rebuilding of the Scout hut.

**RESOLVED:** That the council members would be requested to review and provide feedback on the business plan at the council meeting on the 20 June with feedback to the Oversight and Strategy Committee prior to the council meeting on the 25 July.

**RESOLVED:** That the Clerk would include a feedback opportunity for residents in conjunction with the dates for residents to engage with the council members in a visioning exercise for the Recreation Ground.

#### **OS 6 / 2023 Council Communications**

The committee received a verbal update on the initial plans for events in response to the website survey. They noted the work to take place for an outdoor cinema and food festival. For the ever popular Bouncy Castle days in the park, the committee were requested to consider the costs that could be charged to visitors for these days, or whether the council would wish to fund.

**RESOLVED:** That a proposal for the council to fund the Bouncy Castle days in the park over the summer holidays would be brought to council 20 June 2023 and utilise the remaining budget allocation for the Coronation Event.

The committee received a verbal update on the FAQ page which is now on the council website and an invitation for any additional questions to be sent to the Deputy Clerk for review and inclusion.

#### **OS 7 / 2023 To review council actions delegated to the committee.**

The committee received for review the policies and procedures list which require amendment, adoption, and implementation for the council year 2023 2024, and approve the timeline for implementation.

**RESOLVED:** That the draft Consultation policy would be sent to all committee members and feedback requested back the Clerk for review and inclusion. Depending on the response, this would either proceed to council 20 June or return to Oversight and Strategy for further review.

#### **OS 8 / 2023 To receive the Risk Register**

The committee received for review the council risk register and agreed that this would be reviewed at the next Oversight and Strategy committee to comply with the timeline for review and proposal to council for the council year 2023 2024 as per the Audit requirements

#### **OS 9 / 2023 To confirm the schedule of Council Training**

The committee received a schedule of council training and costs associated and confirm the training plan for council year 2023 2024.

**ACTION:** The Clerk will gain further information and then this will be proposed to council.

#### **OS 10 / 2023 Information Sharing**

Cllr Buxton raised the issue of remaining quorate as a Planning Committee with the number of members who had agreed to participate in this committee.

**ACTION:** Cllr Buxton to highlight the meetings which were likely to be difficult to hold as a committee and notify the method of reviewing the planning applications at these times as either: A Scheme of Delegation meeting, Chairman of Committee delegated comments or brought to council meetings within the timescale for review.

#### **OS 11 / 2023 Date of the next meeting of the Committee**

Committee members tendered their apologies for the meeting scheduled 1 August meaning this meeting would need to be re-arranged.

**ACTION:** The Clerk to propose new dates to the committee for review.

#### **OS 12 / 2023 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

**RESOLVED:** That the meeting continued with members of the public and press required to leave.

All members of the public left the meeting at this point.

Part I of the meeting concluded at 11:30am.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

# Resolution for providing councillor training via Breakthrough Communications

## Background

The council last external generic councillor responsibilities training was provided by the SLCC (Society of Local Council Clerks) in March 2021 at a cost of £850 Excl vat. The training was sourced from SLCC due to BALC / HALC only providing training in Winchester, Eastleigh or Hampshire entailing travel and travel time for council members.

The training covered the Councillor Knowledge and Core Skills including:

- Have a good understanding of your role as a councillor and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor, employer and financial manager
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- understand more about the structure of meetings and the protocols observed by councils
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents
- Have a toolkit to help you with being an effective councillor
- Understand more about the structure of meetings and the protocols observed by councils
- Understand the role of councillor as 'guardian of the public purse'
- Know the importance of, and the difference between, local council powers and duties
- Understand the implications of the council's role as an employer
- Be confident in identifying when the council is best placed to decide, and when further research or support from another organisation is needed
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents

## Key Decisions of Council

With the election in May 2023, and the new council members, training has taken place in house on the council governing documents which was attended by Cllr Coxon, Hilton, Newman and Pike.

The Oversight and Strategy Committee 14 February 2023, OS 39 / 2022 Civility and Respect Pledge and 6 June 2023, OS 09 / 2023 Councillor Training approved the delegated actions from council to arrange further training.

## The Resolution before Council

To approve the budget facility for expenditure on council training of £1,390 to contract Breakthrough Communications to deliver either one day long face to face session or two half day face to face sessions held in Sunningdale.

## Information upon which the resolution is based:

### Actions taken

HALC / BALC are still only providing training in Winchester or Eastleigh and are charging £45 per council member for the same course as delivered by the SLCC in March 2021, therefore alternative provision has been sought.

Breakthrough Communications is one of the approved NALC / SLCC training organisations for the Civility and Respect project and one of the few organisations which will provide onsite training.

The training sought is wider than the training received in March 2021, and aimed at covering the councillor responsibilities and the training to fulfil the Civility and Respect Pledge taken by the council 14 December 2021, item 112/21.

The training proposed will cover the following:

- The role of the councillor  
This will include the information as shown in the training given March 2021
- Participation skills and confidence building  
Part of the Civility and Respect suggested training package
- Councillors and social media  
How and when to communicate in an effective manner
- Councillors and compliance (GDPR and FOI)  
By law, councils must abide by the seven principles that underpin the UK GDPR, as well as ensure they comply with Freedom of Information and Environment Information Regulations to foster a culture of openness and transparency.
- Councillors and officers working effectively together and building a positive council culture  
Member officer protocols and building effective teams

#### Quotations received

Organisation	Training	Delivery Option	Costs
Breakthrough Communications	<ul style="list-style-type: none"> <li>• The role of the councillor</li> <li>• Participation skills and confidence building</li> <li>• Councillors and social media</li> <li>• Councillors and compliance (GDPR and FOI)</li> <li>• Councillors and officers working effectively together and building a positive council culture</li> </ul>	Face to Face	2 Sessions £695 per session  1 Session £1,295 total

Alternatives are:

- HALC / BALC at £30 to £45 per session held in Winchester or Eastleigh
- SLCC Bespoke which will be £450 per 2-hour session, which equates to £1,900 for an equivalent course

#### Budgets

The council approved budget provides £1,200 for the year 2023 2024, therefore this training would entail an overspend of the budget line item and could be a charge on the General Reserve at year end.

Further reading

<https://breakthroughcomms.co.uk/>

<https://www.hampshirealc.org.uk/what-we-do/training-and-networking/upcoming-training-courses/>

<https://www.nalc.gov.uk/our-work/civility-and-respect-project#training>





**Council members were requested to review and provide feedback on the business plan at the council meeting on the 20 June with feedback to the Oversight and Strategy Committee prior to the council meeting on the 25 July.**

Cllr Buxton	<p>On reflection, I would like to add another priority to my list of one, the community governance review is important especially following the recent elections where it has become very apparent that we do not have enough Councillors (one Councillor is currently having undue influence by taking so many positions etc) to cover all the various areas of council.</p> <p>My main suggestion for the business plan is to move the possible “Hopper” bus to the top of the plan so as to comply with the Cycling and Walking project. This project would help all residents of all ages and possibly help with the climate change agenda etc.</p>
Cllr Hilton	<p>For clarification you asked for thoughts, amendments, ideas &amp; initiatives from us if we have any as follows:</p> <p>In terms of reviewing and managing progress of the business plan would it be beneficial to rank/prioritise objectives given there are currently 34 items? (maybe this is something you already do, and I’ve missed it, not sure what the L, E &amp; SF’s stand for)</p> <p>- Reviewing Business Plan Projects Master, as stated this is a working document, however there are numerous omissions on timelines, project owner, progress etc. Do you think there could be a benefit in a traffic light system on this master sheet so that we can see immediately where we are at any given time?</p> <p>- I’ve reviewed the risk register and note that we have drop box and one drive back ups for financial records. Do we have off site back ups on the IT suppliers servers or removable hard drives on site? Have we put in place further support for potential loss of data and data breaches? Do we have cyber security insurance?</p> <p>- One of my ideas is the potential of a Youth Club, I think it’s fair to say there is very little for teenagers to do in the area unless they exercise, play tennis, football join the scouts etc all of which require financial investment from parents.. I initially thought of the WI building as a venue – it’s got parking for the pick up/drop offs and is away from residential properties however Ruth advised that wouldn’t be possible for various reasons. The village hall is too close to residential properties so perhaps we could facilitate building a structure on the sports field. A youth club could be a great environment for young people to interact with their peers in a supervised environment, promotes socialization, develops interpersonal skills and fosters a sense of belonging. It could be particularly beneficial for those who may not have a supportive environment at home. It could also be a great way of building community engagement and volunteerism – both ways.</p> <p>- Kiln Lane: We have a considerable number of benches, and I am of course sympathetic to the emotional attachment to a symbol such as this. However, in my opinion the cemetery is looking a little busy and where do you stop saying no to such things without an alternative? I would like to consider a natural stone ‘Memorial Wall’ at the end of the avenue plus a stone bench as part of the structure. I am happy to put in the leg work to see if this would be a viable option if the community were receptive to the idea.</p>
Cllr Newman	<p>To make more of a priority</p> <ul style="list-style-type: none"> <li>• E12 To get the Hopper bus up and running</li> <li>• E4 Archive online access to TPOs</li> <li>• E13 Electric charging points</li> </ul>

	<p>Ideas</p> <ul style="list-style-type: none"> <li>• Events committee to look at things like “Sunningdale festival”</li> <li>• Skate ramp for the recreation ground / Youth club in conjunction with Charters school.</li> <li>• Look at ways of how SPC can communicate to more residents on things happening in the village events, news, council announcements.... open a Next door account as a lot of the older generation use this and not Facebook</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>• SF2 review crime levels do we get regular updates?</li> <li>• H3 Affordable housing provision for Sunningdale is this currently underway?</li> </ul>
Cllr Coxon	<p>Business plan 2021 to 2026 for review and feedback to the Oversight and Strategy Committee</p> <p>Question 1 - Have the council considered taking this opportunity to take the stock and reassess our priorities looking at our achievements and challenges?</p> <p>Question 2 - Should the business plan have the evidence embedded within the document to demonstrate how we arrived at our priorities? An explanation of how these decisions we made is helpful for transparency.</p> <p>Question 3 - Should the business plan include our residents' voices within the document?</p> <p>Question 4 - Should we have a financial projection for each project particularly L2. Given this should we have a financial forecast/projection for the sum allocated for each Project? Clarification on whether each project has been fully costed.</p> <p>Question 5 - Has consideration been given to clear signposting in terms of appendices for each project within the Business Plan, this would enable us to see the progress report as a working document instead of just reviewing this on a yearly basis. As it doesn't give any regular update and highlight any financial risk or challenges, only a timeline. Where do I find the project plan for each priority?</p> <p>Question 6 - Where there has been no progress made year on year, do we need to be clear about our challenges on progressing these forward and consider if the project is feasible?</p> <p>Question 7 - L2 Produce feasibility study for further development of the Recreation Ground to include a separate library facility and community space.</p> <p>Who is leading on consulting residents on proposal and what does this look like? Have different engagement models been considered?</p>

Cllr Pike	<p>My starting point for the Business Plan is that we put it out to public consultation as I do not recall this being done in the first instance back in 2021 when Council commenced work on it.</p> <p>The opening page of the Business Plan states “updated every year and presented at the Annual Parish and Council Meetings”.</p> <p>If my memory serves me right, it was not on the agenda of the Annual Parish Meeting held on 28th March 2023. Nor was it opened to discussion on the day.</p> <p>Although “open sessions” has since been proposed, I do believe that drop-in sessions are insufficient to drive more active engagement with community stakeholders . We must explore more than one engagement method if we are to increase greater dialogue and interaction with said stakeholders.</p> <p>The LGA has produced a guide to engagement called “New Conversations Guide” (please see attached) and no doubt there are any number of organisations who advise on stakeholder engagement solutions – appended is a link to one of them.</p> <p><a href="https://www.tractivity.co.uk/blog/what-is-community-engagement#choose">https://www.tractivity.co.uk/blog/what-is-community-engagement#choose</a></p>
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# Sunningdale Parish Council Risk Register

Version 4 - January 2022

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## Risk Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Likelihood	Almost Certain (3)	3	6	9	12	15
	Likely (2)	2	4	6	8	10
	Possible (1)	1	2	3	4	5

# Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
F1	Financial Regulations out of date	1	2	2	Financial Regulations updated annually	Approved by Council, 23 November 2021, item 90/21						
F2	Failure of bankers	1	2	2	Credit rating assessed annually: Feb 2020: AA/F1+ (stable) – January NOTE: Central Banks very unlikely to allow a failure	Investment Strategy – approved by Council 22 June 2021, item 25/21						
F3	Funds invested inappropriately or improperly	1	5	5	Clerk reports to Council monthly	Ongoing	Checking of balances quarterly	Chair Finance Committee	1	2		
F4	Fraud or error	1	2	2	Bank account reconciliations signed off by Chairman of Council or Chairman of Finance Committee monthly	Ongoing						
					All Receipts and Payments reported to Council monthly	Monthly						
					6 monthly Internal Audit (May/Oct)	Approved 7 Dec 21 item 106/21						
					Annual External Audit - February	Interim report received 26/9/21						
F5	Unauthorised payments made	1	2	2	All cheque payments require two or three signatures, BACS payments two signatures.	ongoing						
					Travel Expenses Policy adopted	Approved 19.01.2016 item 05/15						
F6	No financial control	1	2	2	RFO reports to every Council meeting	Ongoing						
					Annual Budget agreed by Council - January	Approved by Council, 18 Jan 2022, item 123/21						
					Progress against Budget reviewed at least quarterly by Finance Committee	11/1/2022 item 44/21						
					Capital Expenditure requires completion Capex Authorisation	Ongoing						
F7	Council has inadequate cash to meet its obligations	2	4	8	Annual Budget set to maintain Minimum Reserves of 4 months revenue expenditure plus Earmarked Reserves	Approved Council 19 Jan 2021 item 75/20	Continue to increase Earmarked Reserves	Chair Finance Committee	2	3	6	Ongoing
						Approved council 13 October 2021 item 34/20	Assumptions approved at start of budget process (Minute 34/20)	Chair Finance Committee	2	3	6	Start of Budget Process

# Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
					Investment Strategy / Statement for Reserve holdings	Investment Strategy – approved by Council 22	Investment Strategy to council 9 March 2021	Chair Finance Committee	2	3	6	Updated Annually
F8	Precept not received	1	4	4	RBWM require details and responsible for payment	Details provided annually on Form 2223 last submitted 20 Jan 2022	None required - Form is part of papers for council prior to budget resolution					
F9	Inadequate Management Accounts prepared	2	3	6	Progress against Budget reviewed at least quarterly by Chairman of Finance Committee	Ongoing						
					Internal Audit twice a year	October 2021 Interim Report						
					Accounts prepared by budget heading and cost centre	Standard Practice as shown in Budget						
F10	Incorrect Annual Accounts prepared	1	3	3	Scrutiny by Finance Committee.	Approved FC 6 April 2021, FC60/20						
					Annual External Audit and Report	Interim report received 26/9/21						
F11	Bank Transactions not monitored	1	4	4	Monthly Bank Reconciliation signed off by member of Finance Committee	Ongoing	Currently Cllr Evans		1	1	1	
					Monthly schedules of Receipts and Payments presented to Council	Ongoing	Approved at each council meeting after scrutiny by council.		1	1	1	
F12	Cheques or cash not banked	1	2	2	All cheques or cash entered in paying-in book on receipt.	Cashbook updated at least monthly with end of month bank reconciliations.						
F13	VAT Returns incorrectly completed and VAT over/underpaid	2	2	4	System generated figures reviewed by Clerk. VAT return prepared by the RFO	Quarterly						
					VAT Consultancy	Last deminimis calculation 2018.						
F14	Routine payments not made on time	1	1	1	Standing Orders available/updated	SPC Standing Orders approved April 2021, 15b(xiii)						
F15	Theft of Money by Staff	1	1	1	Employee Fidelity Insurance Cover: £150,000 (Hiscox policy 1891376/2079370)	Renewed for 12 Months 1 October 2021 via Came and Company	Hiscox Policy No. 1891378/2079370					
F16	COVID - Risk to council finances for loss of income and additional	2	3	6	Active monitoring of loss of income	Ongoing						

## Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
	costs during the pandemic				Claim against council insurance for loss of income with Hiscox	£3,100 received 18 October 2021	None Required					
F17	Spending CIL money inappropriately or illegally	2	4	8	CIL Policy and Process issued	Approved by Council, 20 April 2021, item 127/20	Put in place arrangements for legal advice	Proper Officer	1	4	4	CIL Working group to monitor legality
					Stakeholder Portion of CIL approved annually	Approved by Council, 4 May 2021, item 11/21						Approved expenditure through council
F18	Failure to spend CIL monies within 5 years of receipt	1	4		Business Plan to identify infrastructure needs and priorities - annually	Approved under scheme of delegation, see Council meeting 28 October 2021, item 74/21	Set-up and maintain Project Infrastructure Schedule	Project Officer	1	2	2	CIL Working group to monitor legality

# Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Loss of / damage to Council Land, Buildings: Pavilion	2	3	6	Insured Value: Pavilion Building £374,573.84 (Hiscox policy)	Renewed Sept 2020	Survey completed and received 28 Jan 2021	Proper Officer				
P2	Loss of /damage to Council Land, Buildings: Village Hall	2	3	6	Lease requires Trustees to insure Village Hall		Asset Register updated by Deputy Clerk	Finance Committee	1	2	2	
					Annual confirmation sought from Trustees	Insurance policy received Jan 21						
					Insured Value £990,043	Insurance policy received Mar 21						
					Copy Insurance policy received May 2022							
P3	Theft of Council Property: IT Equipment, Office Furniture etc	1	2	2	Office Property Insured Value: £4,335 (Hiscox policy 1891376/2079370)	Apr-22	Review Asset Register	Proper Officer				
P4	Council Assets misappropriated	1	2	2	Asset Register kept.	Updated as new assets are purchased, at least quarterly.						
					Insurance cover in place	Reviewed in July / August prior to renewal		Proper Officer				
					Physical check against Asset Register	Completed as ongoing action		Deputy Clerk				
P5	High repair costs due to lack of property maintenance	2	3	6	Regular inspections	Carried out by Park Team	Annual Preventative Maintenance Plan in place linked to the Asset Register	Deputy Clerk	1	2		
P6	Injury to Public	2	3	6	Public Liability Cover: £10 million (Hiscox policy 1891376/2079370)	1 October 2021 renewed						
					Safety Inspections (see below)							
P7	Injury to public using Playground Equipment or Recreation Facilities	2	3	6	Public and Product Liability Cover: £10 million	1 October 2021 renewed						
					(Hiscox policy 1891376/2079370)							
					Safety Inspections (see below)							
P8	Injury to Hirers using Recreation Facilities	1	2	2	Planned Maintenance							
					Liability Cover: £2 million							
P9	Theft from or damage to Vehicles belonging to users of Recreation Facilities	1	2	2	(Hiscox policy 1891376/2079370)							
P10	Failure to carry out safety checks - Fire	1	2	2	Disclaimer notice posted		Review improvements to lighting for parking area	Lead member for Property and Operations Team	1	1	1	
P11	Failure to carry out safety checks - Electrical	1	2	2	Annual inspection by Paragon	Feb-21	Completed with no actions					
					PAT test done	Jan-22	Completed by T Gardiner Electrical and all failures removed from site.					



## Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P12	Failure to carry out safety checks – DDA and Asbestos report	1	2	2	One-off reports commissioned – every 10 years	Mar-18						
P13	Informal Inspection of Playground	1	2	2	Inspections by PGS - cost £100 (Fortnightly)	Ongoing						
					Inspections by Play Inspectors - cost £175 (Quarterly)							
P14	Inspection of Playground by qualified Inspector: ROSPA	1	2	2	ROSPA inspection and recommendations acted upon.	Apr-22						

## Reputational Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
R1	Publications or website give offence to third party	2	2	4	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19						
					Clerk controls. No one else has authority to use.							
R2	Council's reputation damaged by ventures with third parties	1	2	2	Council Standing Orders and Financial Regulations specify terms and conditions	SPC Standing Orders approved April 2021						
R3	Adverse publicity attracted	2	2	4	Communications Protocol / Media Policy approved	Approved council 11 June 2019, 23/19	Reviewed annually by Oversight Committee					
		2	4	8	Controversial issues brought to Council	Approved council 14 December 2021, PART 2,	Contract with Hampshire legal services	Proper Officer	2	3	6	
R4	Inappropriate material posted on social media	3	3	9	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19	Twitter account managed by Operations team.	Proper Officer	2	3	6	
					Regular Review by Deputy Clerk		Offensive comments removed					
					Covered under Council Code of Conduct		Code of conduct complaint process used if no other option available					
R5	Council recording meetings attracts adverse response	1	1		Public notice in Council chamber	Information on conduct and legalities per Openness act placed on public seating at each meeting.						

# Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM1	Council lacks relevant skills to carry out its functions	2	3	6	Good Councillor Guide placed on internal website	Dec-20						
					Training arranged annually	Training dates confirmed as 10.3.21 and 24.10.21	Ongoing					
CM2	Chairman undertakes too much work to the exclusion of others.	2	2	4	Committee Terms of Reference amended to prohibit a Councillor from serving on all Committees and exercising undue influence	Feb-21						
CM3	Chairman unavailable through illness or any other reason, leaving	2	3	6	Ensure that Vice-Chairman is capable / trained and well-informed. Key passwords	Feb-21						
CM4	Council dominated by small number of individuals causing non-engagement by other Councillors	2	3	6	All Councillors to accept responsibility.							
					Chairman to ensure full and fair debate							
					Councillors encouraged to serve on committees							
CM5	Council unready for major change of leadership	1	3	3	Identify a successor to the Chairman as soon as possible, so that the risk of loss, through illness or any other reason, is minimised.							
					Clerk provides continuity and support							
CM6	Clerk unavailable through illness or resignation, or other reason	2	3	6	Recruit Deputy Clerk	Deputy Clerk joined Sept 2022						
CM7	Council Members' Conflicts of Interest in decision making	2	3	6	Register of interests completed on appointment and updated when required							
					Code of Conduct adopted and reviewed annually	Adopted 27 July 2021						
					Declarations of Interests invited and minuted at all meetings and annually							
CM8	Council Members influenced by gifts/hospitality	1	2	2	Registers of Gifts and Hospitality maintained - annual declarations required							
CM9	Council members benefit from Council contracts	1	2	2	Declarations of Interests invited and minuted at all meetings							
						Ongoing						

# Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM10	Decisions of Council not implemented	1	2	2	Minutes numbered sequentially and approved and reviewed at the next Council meeting							
CM11	Council Members not fulfilling obligations to Council as per Good Councillor Guide	2	2	4	Ensure all Councillors provided with Good Councillor Guide							
CM12	Effective working of Council undermined by Council Member	2	3	6	Collective responsibility Seek professional advice to mitigate the risk							
CM13	Effective working of Council employees undermined by Council Member	2	3	6	Chairman and Clerk work together to ensure this does not happen Utilise external professional advice							
CM14	Failure to take adequate Insurance cover	1	2	2	Annual Review by Clerk and Finance Committee	Sep-22						
					New equipment added to Policy schedule	Sep-22						
CM15	Council has no disaster recovery plan	2	3	6	RBWM emergency plan in place for village wide disaster Reviewed by Oversight Committee Insurances up to date Clerk's Manual kept updated	Feb-21 Apr-22						
CM16	Long Term Illness, Injury to or Death of Member of Staff or Councillor on Council business	1	2	2	Personal Accident Insurance Cover: £50,000 Key Person Insurance: Clerk / Assistant to Clerk or other key personnel for 26 weeks@ £400 (Hiscox policy 1891376/2079370) Physical work now outsourced							

## Project Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Council commits resources and funds to unsound or badly managed projects	2	3	6	Detailed business proposal produced for each project by the Clerk							
					Council approval required		Lead Member assigned to each significant project.					
					Budgets monitored by Finance Committee and Council							
P2	Projects overrun or exceed their budget	2	3	6	Project management methodology adopted							NEW
					Reporting on progress to Council using this methodology		CIL Working Group established May 2022					NEW
P3	Lack of project management skills and expertise	2	4	8	Build up project management experience in house		Recruit Project Officer to enhance project management capability	Proper Officer	2	3	6	NEW

## Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L1	Council undertakes activities outside its powers	2	2	4	Powers written in minutes for all significant items of expenditure (greater than £5,000) Powers set out in Payment Authorities List as of 2009 (to be addended to Annual Policies Booklet)	RD to action on minutes						
L2	Failure to comply with Equality legislation (including Gender, Race and Disability Discrimination)	2	4	8	Equal opportunities policy approved Croner HR Contract annually reviews the council HR policies	May-19 Apr-22	Put in place arrangements for legal advice	Proper Officer	2	3	6	
L3	Failure to comply with Health and Safety legislation	1	2	2	Reviewed May 2022	May-22						
L4	Failure to comply with Lone Worker policy	1	2	2	Policy approved	June 2019 (Minute 23/19)						
L5	Failure to comply with Employment legislation	2	3	6	Dignity at work policy adopted Employment Contracts based on NALC model Capability Policy adopted IT Safety/Security/Process & Policy Croner advice	May-19 May-19 May-19 May-19 May-19						
L6	Failure to comply with GDPR	1	2	2	6 monthly reviews. ICO Audit carried out 6 monthly and reported to Operations Cttee GDPR councillor waivers GDPR Compliance review	Nov-20 May-19 Nov-20						
L7	Transparency Code 2015	2	3	6	Code implemented and audited	Last update 2015						
L8	COVID - Failure to comply with government legislation on opening / closing council run facilities	2	3	-6	Risk assessments carried out for Tennis, Playgrounds and Facilities Closures in line with government legislation and opening only under COVID Secure guidelines with advisory signs on display for the park users and hirers of council facilities.	March 202, Nov 2020, January 2021 March 202, Nov 2020, January 2021						

## Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L9	Risk to council statutory obligations failing to be met due to inability to hold meetings which are open to the public	2	3	6	Purchase of Zoom professional package to facilities virtual meetings allowing access by the public.	Jul-20						
L10	Vaxitious activity by third parties interferes with council's ability to meet its legal and statutory obligations	1	3	3	Legal support contract with Hampshire Legal Services for advice	Apr-22						NEW

## Staff Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
S1	Injury to Staff	1	2	2	Employer's Liability Cover: £10 million (Hiscox policy 1891376/2079370)	Sep-20						
					Training (see Safety below)							
S2	Staff not being managed correctly	1	2	2	Experienced Clerk							
					Annual contract with Croner							
S3	Staff not performing to job description and objectives	2	2	4	Annual Appraisals (Clerk - Chairman, Councillor) (Staff - Clerk)							
S4	Staff under-skilled, unsafe	1	2	2	Training budget; n.b. Groundsman no longer employed							
					Recruitment against detailed Job Specifications	Ongoing						
S5	Staff over or under rewarded for their job role	1	3	3	Review Staff salaries annually against market place	Ongoing	HR Sub Committee	Clerk / Chairman				NEW
S6	COVID - Failure to provide adequate protection for employees during the pandemic	2	3	6	Risk assessments carried out for office and home working for Health and Safety.	June 2020 and Jan 2021						
					Alterations made to the office environment with seperation of work space and COVID secure measures implemented	June and July 2020						



## IT Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
IT1	IT systems failure causes loss of financial records	1	2	2	One Drive and Drop Box used as duplicate off site back up options							
IT2	Local IT failure	1	2	2	IT contingency in place for council operations		Further contingency through external IT contract being reviewed.					