



SUNNINGDALE PARISH COUNCIL

Oversight and Strategy Committee 10:30 am Tuesday 5 December 2023

The Community Room, The Pavilion, Broomhall Lane, Sunningdale

Agenda Part I

Summoned to Attend: Cllr Grover (Chairman for this meeting), 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 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 42 / 2023 Attendance and Apologies

To receive declarations of interest for agenda items

OS 43 / 2023 To approve the minutes of the meeting 3 October 2023.

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

OS 44 / 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 45 / 2023 Business from previous meetings

DECISION: To receive a proposal from Cllr Pike on recording council meetings

OS 46 / 2023 Sunningdale Parish Council Business plan

DECISION: To receive a proposal from the Business Plan Engagement Working Group for a community survey

TO NOTE: To receive an update on project SF4 in relation to the provision of Adult Fitness Equipment

OS 47 / 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 48 / 2023 Information Sharing

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

OS 49 / 2023 Date of the next meeting of the Committee

To review the date of the next meeting to fit with actions due

OS 50 / 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 51 / 2023 To receive a proposal for the next steps in the Governance and Resource review

DECISION: To receive and review the proposal for the next stages of the Governance and Resource review

OS 52 / 2023 Information Sharing

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



Oversight and Strategy Committee Minutes Tuesday 3 October 2023

OS 31 / 2023 Attendance and Apologies

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

Apologies: None

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

There were no members of the public present.

There were no declarations of interest in accordance with the Code of Conduct.

OS 32 / 2023 To approve the minutes of the meeting 25 July 2023.

RESOLVED: The minutes of the 25 July 2023 were approved as an accurate record of the meeting with the amendment to the date of the minutes approved from 3 May to 6 June.

OS 33 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

There were no members of the public present and no questions or representations received.

OS 34 / 2023 Business from previous meetings

OS 34 / 23 / 1 The committee considered the process for completing and adopting the Consultation Policy and agreed that this would fit within the work being undertaken by Cllr Morgan and Cllr Coxon for the council Consultation Engagement Strategy.

RESOLVED: That the work is delegated to Cllr Morgan and Cllr Coxon and that the final version would therefore return to the O&S committee prior to being proposed to council.

OS 34 / 23 / 2 The committee discussed the training sessions provided by Breakthrough Communications to council and noted the feedback provided on the night was positive. There were actions agreed:

ACTION: Cllr Pike to provide the information on the training course she would have preferred to be delivered for the next meeting of the committee to consider.

ACTION: The Clerk to email all councillors for qualitative feedback and what they would request is the next steps.

ACTION: That each council meeting includes a short training session on the Nolan Principles.

ACTION: That the Clerk gains information from the trainer on how to embed training as an annual plan.

ACTION: A discussion took place on the process papers should follow, and an action was taken by the Clerk and Cllr Morgan to bring together a process paper for consideration.

OS 34 / 23 / 3 The committee reviewed the existing skills matrix as used by council and noted the difficulties in confirming the skills levels against the requirements. The following actions were approved:

ACTION: Cllr Grover to share a skills matrix he has in another role

ACTION: The Clerk to gather other council skills matrices and collate for review at the next committee meeting

OS 34 / 23 / 4 The committee reviewed the proposal for purchase and provision of council owned devices. The committee agreed that there was a variety of ways in which council accessed information and the need to comply with the GDPR and Data Protection requirements on council devices. It was requested that the paper be expanded to include other ways of working.

RESOLVED: That the committee approves the proposal for council owned devices with the additions as noted and proposes this to council on the 17 October 2023.

The committee noted this would be reviewed by the Finance Committee prior to the council meeting.

The committee also noted that this would come to council with a request for a named vote.

OS 35 / 2023 Sunningdale Parish Council Business plan

OS 35 / 23 / 1 The committee received a verbal update on the business plan project SF4: Multi use games area. The Clerk confirmed that work was being undertaken to gain the costings and work required for to comply with the conditions of planning and this would return as a full paper to council once this had been completed.

The Clerk confirmed that the planning permission confirmed the footpath and new teen playground were classed as permitted development would therefore proceed subject to confirmation of costings being within the approved budget for these elements of the project.

Q: Cllr Morgan questioned the actions that would take place if archaeology was found in the process of installing the footpath or the playground.

A: The Clerk confirmed that this would be reviewed at the time and if necessary, work would cease whilst archaeologists were consulted.

OS 35 / 23 / 2 The committee received an update from the Deputy Clerk on the two new working groups for the business plan engagement and L2:Community room.

ACTION: That the Clerk provides a guidance paper on how working groups should operate to ensure openness and transparency of council actions.

OS 36 / 2023 To review the Risk Register

The committee received the updated Risk Register for review and approval, however not all comments had been received in time for the meeting. The Chairman therefore requested this item was brought back to the meeting in December and the following actions were taken:

ACTION: That Cllr Pike provides her comments to the Clerk as soon as possible.

ACTION: That the Clerk collates these comments and sends to the committee for review.

The committee discussed the notified financial situation of RBWM and confirmed that information on contracts may need to be discussed in Part II of the next meeting as they would affect more than this parish.

OS 37 / 2023 Information Sharing

There was no further information brought to the meeting.

OS 38 / 2023 Date of the next meeting of the Committee

To confirm the date of the next meeting as 5 December 2023.

OS 39 / 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 there were no members of the public present and no items on the Part II agenda which could not be shared with Cllr Morgan.

Part I of the meeting concluded at 12:10pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

PROPOSAL FOR LIVE STREAMING AND RECORDING OF COUNCIL MEETINGS

BACKGROUND

The national rules have changed to make councils, including parish and town councils and other local government bodies such as fire and rescue authorities, more transparent and accountable to their local communities.

The Council fully endorses the principle of transparency and has supported the filming, recording, and photographing of meetings open to the public.

During COVID, virtual meetings were introduced to facilitate ongoing Council business to be carried out without interruption.

The principal authority (Royal Borough of Windsor & Maidenhead) is already live-streaming and recording their meetings. Some Parish Councils are recording their meetings and looking to live stream them in the future.

At the O&S Meeting held 25th July 2023, item OS4/23– Cllr Pike was requested to put a proposal to the committee to record meetings.

ADVANTAGES

In the past, residents had to attend the meeting in person to observe proceedings. Live streaming has facilitated the flexibility for residents to attend meetings virtually and resulted in increased public participation and interest in the proceedings of local councils.

In line with our community engagement policy, it would provide an important mechanism for participation in the local democratic process by our residents.

Recording of meetings provides the opportunity for residents to catch up at a later time when it suits them. Recordings can be used for the preparation of minutes.

PROPOSAL

That Council consider introducing live streaming and recording of Council Meetings.

The cost to Council if we initially record meetings only would be minimal with the use of Microsoft Teams and a webcam.

Live-streaming on You-Tube would incur additional equipment costs. Some of the equipment needed for live streaming setup includes:

1. Cameras.
2. Microphone.
3. Lights.
4. Audio mixer.
5. Encoder.
6. Gimbal

A budgetary figure of £5000 for high end, good quality (audio output, video graphics) live streaming equipment.

AUTHOR : VALERIE PIKE
DATE : 5 DECEMBER 2023
MEETING : OVERSIGHT & STRATEGY



Business Plan Engagement Working Group - Proposal

1. Introduction

On 25 July 2023 Council approved a working group whose objective was to '*produce a strategy/ proposal of how the residents could be engaged in the update of the Business Plan*'. (32/23/3)

On 22 August 2023 Council confirmed the nominated members of the group as Cllrs Coxon, Morgan, Newman & Pike. (32/23/3)

On 21 November 2023 the working group presented more detailed terms of reference (91/23/2) which were approved .See **Appendix A**

2. The Resolution

2.1 To approve the project plan outlined in this paper

2.2 To approve the questionnaire - Appendix B

2.3 To approve the list of consultees - Appendix C

2.4 To approve the budget requested - Section 7

2.5 To approve a pilot of the questionnaire (Section 6, Step 1)

3. Background

The Business Plan, adopted in 2021, covers the period 2021 - 2026. It identifies key priorities, provides a framework for decision making and drives projects and activities.

It was last reviewed reviewed in 2022 and Council has decided to engage residents in the latest review.

The Vision, Mission and Strategic Focus Areas of the plan are below

Vision

Sunningdale is a desirable and attractive village to live, work, study and visit with a strong sense of community and local involvement.

Mission statement

- The Parish Council works to preserve and improve the quality of life for all Sunningdale's residents.

- The Parish Council provides a democratic and representational voice for the community.
- Its focus is on enhancing Sunningdale's facilities and infrastructure and on protecting and improving our village centre and character.
- It monitors the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.

The plan has seven strategic focus areas:

Financial Management	Manage Assets & optimise income sources. Continuous improvement. Benefit from CIL & S106
Lifelong Learning	Encourage Learning
Environment	Visually enhance the village. Cleanliness & Maintenance. Climate Change Initiatives
A Safe Place	For people, especially the vulnerable. Promote good health
Communicatons	Active engagement, encouraging use of technology
Housing	Ensure new housing complies with NP. Revise NP. Consider affordable housing
Community	Maintain Sunningdale as an attractive village. Support the traders

Since the Plan was adopted a substantial CIL fund has been built which now stands at £1.554 million (31 October 2023)

4. Approach, Rationale and Critical Success Factors

The Groups task is to design a process that ensures useful and actionable information is provided to Council that enables an effective review of the business plan.

It is important that:

4.1 All residents and stakeholders are engaged in the process

4.2 The process does not lead residents to conclusions but does provide an opportunity for them to share their views in a way which produces useful, actionable, statistically valid information

4.3 Council should feedback its decision to residents & stakeholders

5. The recommended approach

Step 1. What shall we consult on?

The questionnaire at **Appendix B** will form the basis of an extensive consultation, there will be online and paper versions. Artwork is to be added.

The questionnaire has been mapped to the seven strategic focus areas in the business plan. The questionnaire is grouped around the following topics:

- Housing
- Environment
- Community
- Transport

NB.

- The financial management objectives in the Plan - managing assets and optimising revenue - are not included in the survey. It is taken as read that residents will expect Council to be financially prudent
- The review of the Neighbourhood Plan is not included. This will be a joint project with Ascot & Sunninghill and subject to separate consultation.
- Lifelong learning, communication and a safe place have been incorporated under the questionnaire topics

Step 2. Who should we consult?

All residents and stakeholders will be encouraged to engage in the process and share their views

Appendix C provides a detailed list

Step 3. How will we do it?

The Parish Council will consult with

1. All residents.
Questionnaires will be hand delivery by Councillors.. Postal delivery will be used when it is not possible to deliver by hand (e.g. gated communities)
2. Users of Council run facilities will be contacted either by email or face to face.
3. Organisations/stakeholders - clubs, schools, businesses, GP surgeries - will be contacted face to face wherever possible and invited to complete the survey. Where they have newsletters they will also be asked to share a link to the survey.

Face to face delivery will reduce costs and, crucially, improve the response.

There are ~ 2700 homes in the Parish - 270 per Councillor.

Step 4: Undertake the survey

Timescale for the engagement:

Approval by Oversight & Strategy and Council	December 2023
Final preparation (pilot survey, printing, distribution plan)	January 2024
Survey Distribution (after half term)	February 2024
Survey closes (4 period to reply)	end March 2024

Step 5: Evaluate, act, feedback

Analyse the results and present to Council who will determine the action plan and feedback to residents and stakeholders.

Suggested timescale:

Analysis, presentation to Council	April 2024
Feedback to Residents (Annual Parish Meeting?)	May 2024

6. Budget

Preliminary Costings for Survey (2023/2024 Budget)

A budget of **£2,300** is requested.

Details are shown below

Each questionnaire will be printed, folded and inserted into an envelope labelled:

Important - Sunningdale Parish Council Residents Survey

90% of surveys will be delivered by hand and 10% by post.

Responses will be online or by free post return to the Parish Office. A free post label (no envelope) will be included with each questionnaire.

For hard to reach communities will offer collection and/or face to face assistance with on line completion.

Detailed costs are as follows:

Artwork and marketing costs	Max	
Artwork & design - DL Leaflet & A4 posters	£575	Quote received 20.11.23
Survey Monkey multiple log in package	£0	Current package allows 3 log ins
Additional postage (and printing costs)		
Print Survey 3 pieces A3 folded (12 pages A4) 2,800/3,000	£482	
Outbound envelopes	£200	
Return Freepost Labels	£100	
2nd class stamps, 280	£210	10% only posted
Free postage licence cost	£100	
Data entry check - Officer(s)	£200	
Free postage for return labels (10% response rate) = 280	£210	
Total	£2077	
Contingency (10%)	£207	
Total Cost for survey (n. printing & postage costs)	£2284	

Additional marketing.

To achieve the required response rate it will be necessary promote on our website and Facebook page but also the Sunningdale (UK) Community Group. Nextdoor and Parish noticeboards as well as Ascot Matters & Ascot News.

Appendix A

Terms of Reference approved at Council 21 November 2023

The Working Group will use a 5-step process:

Step 1. What are we consulting on?

Objective(s) for the Consultation

Statement to residents - purpose of consultation

Focus areas for consultation to be considered and mapped to the existing business plan

Proposed questions for each focus area

Step 2. Who are we consulting?

Identify the different stakeholder groups while considering diversity and inclusivity

Quantify size of each group where possible

Confirm any known data sources for each group (electoral roll, council databases etc) and any GDPR issues in using the data to contact them

Step 3. How will we consult?

Identify the tools to be used

Identify the routes to be used

Map the routes and tools to the different stakeholder groups

Consider appropriate tone of message for different stakeholder groups

Pilot Test the tools and refine

Identify any marketing needed to raise awareness

Produce a plan and budget for the recommended approach

Step 4: Undertake the consultation

Step 5: Evaluate, act, feedback

Sunningdale Parish Council

Stakeholder Survey 2024

This is the most extensive consultation the Parish Council has undertaken. We really want to hear your views. Please complete our survey and encourage your friends and neighbours to do the same.

The closing date for completion is: tbd

You can complete the survey online by clicking [here](#) or return by post or by hand to:

Sunninghill Parish Council
The Pavilion
Broomhall Recreation Ground
Broomhall Lane
Sunningdale
SL5 0QS

Introduction

Sunningdale Parish Council, established in 1894, is the first rung of local government. The Council is responsible for running a number of services for the local community. These include Broomhall Recreation Ground, allotments at Church Road and Kiln Lane Cemetery. Citizen's Advice and a pop-up Library are hosted the Parish Offices. The Council also owns the Village Hall in Church Road although the Hall is leased to the Village Hall Charity which operates the Hall on a day to day basis. More information is available on our website ([insert link](#))

The area covered by Sunningdale Parish Council is shown in Figure 1.

The Community Infrastructure Levy (CIL) is a charge which is levied by RBWM on new development in the area. And we receive 25% of this fund. As at 31 October 2023 the fund stood at £1,554 million. The CIL should be used to build new or improve existing infrastructure to meet the additional demands created by the increase in population in Sunningdale.

Infrastructure can include, affordable housing, new & improved play space, open space, the provision of allotments and other community buildings or facilities, as well as Projects in the Ascot, Sunninghill & Sunningdale Neighbourhood Plan.

The Council's Business Plan

The Parish Council's vision is that Sunningdale is a desirable and attractive place to live, work, study and visit with a strong sense of community and local involvement.

Our Business Plan, adopted in 2021, sets the priorities for the 5 year period 2021 to 2026. Full details of the plan can be found [here](#) ([insert link](#)).

The Council is now reviewing the plan.

WE NEED YOUR INPUT! YOUR VIEWS WILL SHAPE OUR REVIEW AND HELP US UPDATE THE PLAN.

Our Survey

The aim of the survey is to enable us to understand what improvements you would like to see to our services and what infrastructure improvements you would like to see.

Section 1 - Housing

How can we improve housing in our community?

Q1. Do we have an adequate mix of housing in our community?

Yes

No

Q2. What type of housing provision do you think we need (including social housing)?

Section 2 - Environment

The environment we live in is important to us all.

What improvements to the environment would you like to see? This could include:

- streets & pavements
- public open spaces
- street lighting
- trees
- refuse & waste
- air quality
- green corridors
- verges

Q3. How can we improve the ways we collect and recycle household waste?

Q4. How satisfied are you with the cleanliness and visual appearance of the public areas in our our community?

Dissatisfied

Satisfied

Very satisfied

Q5. What specific environmental improvements would you like to see?

Q6. Would you be willing to see an increase in your Council Tax in order to realise the improvements you would like to see?

Yes

No

Add comments below

Q7. Now tell us which of the following schemes would you support to help reduce our carbon footprint?

Please tick all that apply.

- | | |
|--|--------------------------|
| A. Improving public transport e.g a hopper bus around the local villages | <input type="checkbox"/> |
| B. Planting trees in public spaces | <input type="checkbox"/> |
| C. Public EV charging points | <input type="checkbox"/> |
| D. Community solar scheme(s) | <input type="checkbox"/> |
| E. Access to more (allotment) space for growing your own produce | <input type="checkbox"/> |

Q8. Do you have any other ideas to improve the environment?

Section 4 - Community

The Parish Council provides a number of services to the community. We would like to understand how you would like to see those services improved.

4.1 Sports & Recreation

Broomhall Recreation Ground

The Parish Council Offices at the Recreation Ground include a Community Room for hire. The recreation ground provides a children's play area, a new teen play area, recently refurbished tennis courts and a large open grassed area for picnics and games. The Curly Wurly chalet provides refreshments. A public footpath crosses the recreation ground and joins the footpath to Sunningdale Railway Station.

Q9. Do you and/or your family visit the Recreation Ground?

(please tick one box)

Regularly: once a week or more

Occasionally: once every couple of months

Rarely

Q10. What equipment or facilities do you use

(tick all that apply)

Children's Play Area

☐

Teen Play Area

☐

Tennis Courts

☐

Grassed Open Area

☐

Coffee Chalet

☐

Q11. How satisfied are you with the quality of the equipment you use?

Dissatisfied

☐

Satisfied

☐

Very satisfied

☐

Q12. Do you have any other comments about the Recreation Ground?

The Council is considering further improvements to the Recreation Ground.

Q13. Do you support the provision of any of these new facilities?

(please tick all that apply)

Facility	
Paddle Tennis Court	
Shuffleboard deck	
Cricket Pitch	
Cricket nets	
Adult Fitness Area	
Multi - Uses Games Area - artificial surface used for 5 a side football, basket ball, netball & hockey	
Cafe - indoor facility serving meals	

Q14. Are there any other sports or recreation facilities you would like to see at the Recreation Ground?

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Sports & Recreation outside Broomhall Recreation Ground

Q15. What other sports & recreation facilities do you use?

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Q16. Are there additional sports & recreation facilities you would you like to see in the area?

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4.2 Community Services other than sports & leisure

Community is about more than leisure. It's also about having a safe place, promoting mental health and wellbeing, having other things to do and opportunities to meet people.

Q17. Did you know that the following services are available at the Community Room at the Recreation Ground?

Aware

Regular User

(Please tick all that apply).

Citizen's Advice (Fridays 9-3pm)

Popup Library (Friday pm, Saturday & Sunday)

Meeting Room for Hire

Q18. What clubs, societies and social groups have you or anyone from your household attended?

e.g Women's Institute, Probus, Scouts, Girl Guides, Knit & Knatter, Art & Crafts, Literature, Music, Dance etc

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Q19. Are there any other community services you would like to see offered?

e.g. mental health, counselling, disability support, befriending etc

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Section 5 - Transport & Highways

Sustainable transport measures include investing in walking, cycling and public transport.

The Parish Council supports active travel such as well maintained footpaths, safe cycling routes, traffic calming, safe pedestrian crossing points and a local hopper bus linking Ascot, Sunninghill, Sunningdale and the railway stations.

Q20. Thinking of pedestrian routes near you can we create new footpaths? If so where?

Q21. Are there any existing paths which should be better maintained? If so where?

Q22. Are there any areas in the Parish which have inadequate road signage (e.g. hidden from view, dirty & difficult to read, damaged, or simply not present)? If so where?

Q23. Are there any roads that you feel are unsafe for pedestrians or cyclists?

Q24. Are there any areas which are particularly prone to regular flooding? Please specify.

Q25. Are there any highways or transport improvements that you would like to see?

Section 6 - General

Q26. Is there any other comment you'd like to make?

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Section 7 - Priorities.

The Parish Council will need to determine priorities when deciding which improvements or projects it can fund. We would like to understand how you see the priorities.

Q27. Considering your responses to our questions what do you see as the priority investment areas?

Area	High	Medium	Low
Increase the amount of social housing			
Improve the cleanliness and appearance of public areas			
Invest in green initiatives (solar & ev charging)			
Plant more trees in the public realm			
Provide new sport facilities			
Invest in more facilities for clubs, societies & other community services (ref Q18 and Q19)			
Improve footpaths			
Improve road signage			
Improve streets & pavements (cleanliness/lighting/safety)			
Improve air quality			

Conclusion

Thank you for taking the time to complete this survey.

Thank you for taking the time to complete our survey. Finally, if you could supply some personal information this will help to better understand the feedback we receive.

If you are willing to let the Parish Council store your contact email address we will use that to send the results of the survey. We will also use our website to show the results.

Section Seven - About You

Q28. Where do you live - please provide your postcode?

This information helps us understand if you live in the Parish or are a user of its services who lives elsewhere. We want everyone's views!

Q29. Please select your age bracket

☐ Under 18☐ 18-24☐ 25-34☐ 35-44☐ 45-54☐ 55-64☐ Over 65

Q29. Please provide your email address? (optional)

If you provide your email address we will send the results of the survey to you by email.

If you tick this box are you are consenting to Parish Council storing your email address so that we can survey you in the future on specific topics.

☐

Any personal information you provide in this survey will be handled in accordance with the Council's data protection policy.

Group Heading	Group Name	Point of Contact Council	Point of Contact Group	Method of Engagement	Target Audience	Why
Elderly Independent Living Homes	Ambassadors	Matt	Manager/Concierge	FTF, Leaflet drop	Residents	These are the older memebbers of the community and
	Lynwood	Matt/Valerie	Manager/Concierge	FTF, Leaflet drop	Residents	have seen lots of changes over the years.
	Clarefield Court	Valerie	Manager	FTF, Leaflet drop	Residents	They may have seen things that are now not happening and
	Meridian Court	Robert	Manager	FTF, Leaflet drop	Residents	would like to see these brought back
	Ascot Grange	Robert	Manager	FTF, Leaflet drop	Residents	
				FTF, Leaflet drop	Residents	
Local Clubs	Womens Institute	Nikki	Team Lead	FTF/Email	Members	These groups are from all age ranges of our community.
	Scouts	Valerie	Scout leader	FTF/Email	Parents	They may not have a voice as such so this would give them
	Berks FC	Matt	Steve Kay, Jon Grimes, Trevor Offard	FTF/Email	Parents of younger teams / older team members (16+)	a platform to raise their concerns or to give ideas
	Cadets	Nikki	Cadet leader	FTF/Email	Parents	on what they would like to see in future
	Sunningdale Bowls Club	Nikki		FTF/Email	Members	
Users of Council Facilities (Rec Grounds, Village Hall/Allotments)	Tennis Club	Julie	Coach	FTF	Members	Members of the community that do & don't reside
	Childrens Exercise Group	Nikki	Coach	FTF	Parents	in Sunningdale but use the facilities we offer.
	Sunningdale Pre-School	Valerie	Sharon/Tarryn	FTF	Teachers and parents	
	Exercise class groups (VH)	Alex	Coach	FTF	Members	
Residents	Group by streets	n/a	n/a	Leaflet/FTF/phone	Residents	Local residents who reside in Sunningdale.
				one Leaflet per house hold		Could be aware of issues SPC are not aware of
Churches/Foodbanks	Holy Trinity Church	Valerie	Vicar Jon/Terry	FTF/leaflet	members / visitors	
	Hope Church	Valerie	Jo Morckel	FTF/leaflet	members / visitors	
	Sacred Heart Church	Valerie	Fr David	FTF/leaflet	members / visitors	
Schools	Charters	Julie	Headteacher	Use of internal IT facility	parents, teachers, 6th form	Members of the community that may or may not reside
	Holy Trinty	Julie	Headteacher		parents, teachers	in Sunningdale but use the facilities we offer.
	Heathermount	Valerie	Headteacher		parents, teachers	
	Sunningdale Boys school	Julie	Headteacher		parents, teachers	
Businesses	Chobham Road Traders (excluding pubs/restaurants)	Valerie	Various	FTF/email/leaflet	Staff, Customers	Members of the community that may or may not reside
	A30 Traders (excluding pubs/restaurants)	Matt	Various	FTF/email/leaflet	Staff, Customers	in Sunningdale but use the facilities we offer.
	High Street (excluding pubs/restaurants)	Matt	Various	FTF/email/leaflet	Staff, Customers	
	Charters Road	Julie	Various	FTF/email/leaflet	Staff, Customers	
	Coworth Park Hotel	Valerie	Manager/Concierge	FTF/email/leaflet	Staff, Customers	
Pubs/restaurants	Broomhall Hutt	Robert	Phillipa	FTF/Leaflet/QR code	Customers and staff	Mainly residents of Sunningdale
	Nags Head	Robert	Wendy/Dave	FTF/Leaflet/QR code	Customers and staff	Mainly residents of Sunningdale
	Eliane	Robert	Manager	FTF/Leaflet/QR code	Customers and staff	
	Kiki	Robert	Manager	FTF/Leaflet/QR code	Customers and staff	
	Pizza restaurants	Matt	Manager	FTF/Leaflet/QR code	Customers and staff	
GP surgeries/Dentists/Bus stops/Train station	Magnolia House	Nikki	Receptionist	Leaflet/QR Code	Patients and staff	Mainly residents of Sunningdale
	Kings Corner	Nikki	Receptionist	Leaflet/QR Code	Patients and staff	Mainly residents of Sunningdale
	CEDA Private GP	Valerie	Receptionist	QR Code	Patients and staff	Mainly residents of Sunningdale
	Dentist - Smile	Matt	Receptionist	QR code	Patients and staff	Mainly residents of Sunningdale
	Dentist - Sunningdale Dental	Matt	Receptionist	QR Code	Patients and staff	Mainly residents of Sunningdale

PROPOSAL to OVERSIGHT & STRATEGY

05 December 2023

REPLACEMENT OF ADULT FITNESS EQUIPMENT

Background

The construction works for the replacement playground and pathways project at Broomhall Recreation Ground started in November 2023 and is due to finish at the end of January 2024.

A consultation on the playground and adult fitness equipment was carried out in February 2022. The results showed there was limited personal usage for the adult fitness equipment, so a decision was made by council on 26 April 2022 to proceed with the project, apart from the adult fitness equipment.

At this current time there are no planned works for the old end-of-life adult fitness equipment (which has now been removed) to be replaced, however the parish council are open to replacing it if there is indeed a demand from Sunningdale residents.

A request has been made on Facebook and on the Sunningdale Parish Council website for residents to email deputy.clerk@sunningdale-pc.gov.uk with their comments, if interested in seeing replacement Adult Fitness Equipment.

Comments Received

1) "I had understood that the adult gym equipment was to be moved from its existing position to near the toilet facilities/the Women's Institute building.

However, I have subsequently learned that the plan has since changed, and this is currently no longer happening. I am writing to ask, as a resident, who uses the park and has used the equipment before, that adult gym equipment is replaced in the park. Being aware that tennis courts have been resurfaced at, no doubt, huge expense, but not everyone plays tennis; having equipment for adults to use, for free, and away from the child / teen play area, would be a big benefit to many.

Therefore, I am writing a letter of support for the adult gym equipment to remain a feature of the recreation ground to cater for the population interested in using it."

2) "in these times that seems to be quite shortsighted and excludes adult possibilities to exercise and enjoy the recreation ground along with children and indeed their parents.

I cannot say that prior to works commencing that any plans or notification of these works were evidenced for comment.

Could you please reconsider the decision to exclude adult equipment and advise your reasons for excluding initially."

3) "please reconsider this decision.

My teenage boys use the equipment multiple times every week. It's a fantastic way to encourage teenagers to be outdoors & active instead of stuck indoors on screens.

My husband & I also use multiple times weekly. We have met friends there also & build a community spirit on having something for all ages to do there. If this is no longer available, I think many families would not return & lose the community connection."

4) "I'd certainly like to see the adult gym equipment returned because I use it with my special needs son while my wife is without 4-year-old in the children's section. Also, I see of other parents using it with their older kids who are too big for the children's play area. It would be a shame to deprive us parent of the limited outdoor, quality time without children that this equipment provides".

5) "Very Disappointed to see the Gym equipment removed ... No seating outside the playground so parents of older children have nowhere to sit while the kids do play and dog walkers can't use the facilities workers who want a lunch break."

6) "I understand that the Parish Council has recently decided not to renew the adult gym equipment, due to a lack of support for this facility during the park refurbishment consultation.

As not many residents seem to have been aware of the consultation, I would urge the PC to reconsider this decision and to renew the adult gym equipment, as it's a very valuable asset for our community; particularly for residents mental and physical health and wellbeing."

7) "I am really disappointed to see that you have taken down the adult equipment in the park. Although I understand the need to add a teen zone in the park, I do not understand why this has been removed when I see people using it every single day I drive past. I use the equipment with my son every other weekend when we go out on our bike rides and finish at the park for an ice cream and coffee. I think that most of that equipment is not end of life and would still last for years to come."

8) "Please ensure that the park is kept up to date. Other parks in the area have adult exercise equipment to remain up to date. In an era where adult and obesity is increasing it would be a foolish move to imbalance government resources by removing this and overloading the NHS"

Conclusion and Next Steps

The Deputy Clerk has received 8 comments so far from the community (not necessarily Sunningdale residents) wishing for the end-of-life (now removed) adult fitness equipment to be replaced. Only 4 out of these 8 comments are from people that personally use the equipment themselves or within their own family.

Further feedback from more residents would be welcomed so Sunningdale Parish Council can make an informed decision on if to invest in new adult fitness equipment and who directly would use it.

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 Approved May 2023						
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 member Finance Committee monthly	Ongoing						
					All Receipts and Payments reported to Council monthly	Monthly						
					6 monthly Internal Audit (May/Oct)	Approved 20 June 2023, 17 / 23 / 4						
					Annual External Audit - February	Signed report received 31/8/23						
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, 17 Jan 2023, item 87/22/1						
					Progress against Budget reviewed at least quarterly by Finance Committee							
					Capital Expenditure requires completion Capex Authorisation	Ongoing						
					Annual Budget set to maintain Minimum Reserves of 4 months revenue	Approved by Council, 17 Jan 2023, item 87/22/1	Continue to increase Earmarked Reserves	Chair Finance Committee	2	3	6	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
F7	Council has inadequate cash to meet its obligations	2	4	8	Reserves of 4 months revenue expenditure plus Earmarked Reserves	Approved council 22 November 2022 item 55/22/3	Approved at start of budget process	Chair Finance Committee	2	3	6	Start of Budget Process
					Investment Strategy / Statement for Reserve holdings	Investment Strategy – approved by Council 22 June 2021, item 25/21	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 19 January 2023	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	April 2023 End of year						
					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 2 May 2023, 71/22/2						
					Annual External Audit and Report	April 2023 End of year						
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 May 2023, 15b(xiii)						
F15	Theft of Money by Staff	1	1	1	Employee Fidelity Insurance Cover: £150,000 Aviva	Renewed for 12 Months 1 October 2021 via Came and Company	Aviva Policy 100723637BDN/LCO02752					

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
F16	COVID - Risk to council finances for loss of income and additional costs during the pandemic	2	3	6	Active monitoring of loss of income	Ongoing						
					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 May 2023	Set-up and maintain Project Infrastructure Schedule	Project Officer	1	2	2	CIL Working group to monitor legality
F19	RBWM declare S114	4	5	20	RBWM Cabinet 27 Sept 2023 issuing prewarning for S114 - 2nd warning by RBWM in 3 years	https://rbwm.moderngov	Monitor and start to formulate the costs that would be levied if non statutory services were to be delivered by the parish	Clerk and Finance Committee				
F20	Significant increase in Precept required to cover non statutory services dropped by RBWM	4	5	20	Increase could be at least 50% to cover pathways, verges, green spaces, non domestic litter, street lighting (not highways)							

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 (AVIVA 100723637BDN/LCO02752)	Renewed Sept 2022	Survey completed and received 28 Jan 2022	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 Oct 2023						
					Insured Value £990,043	Insurance policy received Oct 2023						
					Copy Insurance policy received May 2023							
P3	Theft of Council Property: IT Equipment, Office Furniture etc	1	2	2	Office Property Insured Value: £4,335 (AVIVA 100723637BDN/LCO02752)	Sept 203	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 (AVIVA 100723637BDN/LCO02752)	1 October 2023 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 (AVIVA 100723637BDN/LCO02752)	1 October 2023 renewed						
					Safety Inspections (see below)							
					Planned Maintenance							
P8	Injury to Hirers using Recreation Facilities	1	2	2	Liability Cover: £2 million (AVIVA 100723637BDN/LCO02752)							
P9	Theft from or damage to Vehicles belonging to users of Recreation Facilities	1	2	2	Disclaimer notice posted		Review improvements to lighting for parking area	Lead member for Property and Operations Team	1	1	1	
P10	Failure to carry out safety checks - Fire	1	2	2	Annual inspection by Paragon	Feb-23	Completed with no actions					
P11	Failure to carry out safety checks - Electrical	1	2	2	PAT test done	12.1.2023	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	Internal inspection Inspections by Play Inspectors - cost £175 (Quarterly)	Ongoing	Training course 4 October 2023 with certification for F&OS Officer					
P14	Inspection of Playground by qualified Inspector: ROSPA	1	2	2	ROSPA inspection and recommendations acted upon.	May-23						

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 Clerk and Deputy controls. No one else has authority to use.	Approved council 11 June 2019, 23/19 May 2023						
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 May 2023						
R3	Adverse publicity attracted	2	2	4	Communications Protocol / Media Policy approved	Approved council 11 June 2019, 23/19 May 2023	Reviewed annually by Oversight Committee					
		2	4	8	Controversial issues brought to Council	Approved council 14 December 2021, PART 2, 112/21	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 May 2023	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 notices placed in Council chamber for meetings	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	Illness or any other reason, leaving Council very exposed for a period due lack of understanding detailed	2	3	6	Ensure that Vice-Chairman is capable / trained and well-informed. Key passwords to be kept in the office.	Feb-21						
CM4	Council dominated by small number of individuals causing non-engagement by other Councillors	2	3	6	All Councillors to accept responsibility.		Look at increasing the number of councillors with a community governance review					
					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-23						
					New equipment added to Policy schedule	Sep-23						
CM15	Council has no disaster recovery plan	2	3	6	RBWM emergency plan in place for village wide disaster	Feb-21						
					Reviewed by Oversight Committee	Apr-22						
					Insurances up to date							
					Clerk's Manual kept updated							
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							
					(AVIVA 100723637BDN/LCO02752)							
					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					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)	RD to action on minutes						
					Powers set out in Payment Authorities List as of 2009 (to be added to Annual Policies Booklet)							
L2	Failure to comply with Equality legislation (including Gender, Race and Disability Discrimination)	2	4	8	Equal opportunities policy approved	May-23	Put in place arrangements for legal advice	Proper Officer	2	3	6	
					Croner HR Contract annually reviews the council HR policies	01/04/20223						
L3	Failure to comply with Health and Safety legislation	1	2	2		Oct-23	To review October 2023					
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	May-19						
					Employment Contracts based on NALC model	May-19						
					Capability Policy adopted	May-19						
					IT Safety/Security/Process & Policy	May-19						
					Croner advice	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	Nov-20						
					GDPR councillor waivers	May-23						
					GDPR Compliance review	May-23		O&S committee				
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	March 202, Nov 2020, January 2021						
					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						

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-23						
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 (AVIVA 100723637BDN/LCO02752) Training (see Safety below)	Sep-20						
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; 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. Alterations made to the office environment with seperation of work space and COVID secure measures implemented	June 2020 and Jan 2021 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	Migration to 365 for Business		Proposal to complete October 2023					
IT2	Local IT failure	1	2	2	IT contingency in place for council operations		Further contingency through external IT contract.					