



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at **7.45pm** on

Wednesday 7 March 2018

**at Loughton Library & Town Hall
Traps Hill, Loughton, IG10 1HD**

to transact the business as shown in the agenda.

**Enid K Walsh
Town Clerk**

28 February 2018

**Councillor P Abraham (Town Mayor)
Councillor S Murray (Deputy Town Mayor)**

J Angold-Stephens
B Cohen
L Girling
S Murphy
C C Pond

P Beales
M Dalton
J Jennings
A Omer
C P Pond

R Brookes
C Davies
K Latchford
T Owen
M Stubbings

T Cochrane
T Downing
J Mahoney
S Pewsey
D Wixley

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies
to the office on 020 8508 4200

AGENDA

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To confirm the minutes of the meetings held on 13 December 2017 and 17 January 2018.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Council in accordance with Standing Order no 1(h).
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order no 8.
- 6 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council.
- 7 Matters for Report**
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the Agenda.
 - 7.1 Local Plan (Submission Version 2017) – Min no 130.2**
Following the meeting on 17 January 2018, the Council's representations on the Local Plan were finalised with assistance from the Planning Consultants and submitted electronically and in hard copy by hand to the District Council before the deadline on Monday 29 January 2018.

The Council is asked to NOTE the final version which is available at <https://tinyurl.com/ydd7gepv>

For information, the fees paid to the Planning Consultants, Ann Skippers, for this work amounted to £1,820.70 net of VAT.
- 8 Reports from Members on Outside Organisations**
 - 8.1 To receive brief reports from representatives on outside organisations**
Council representatives on outside organisations are requested to make a written report, which is attached to the Agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.
 - i) Local Community Police Meeting – Buckhurst Hill Community Centre – Thursday 11 January 2018 – Cllr Cohen
 - ii) Epping Forest District Citizens Advice – Wednesday 24 January 2018 – Cllr Angold-Stephens

- iii) Epping Forest Consultative Committee – Wednesday 24 January 2018 – Town Clerk
- iv) Epping Forest Branch of the Association of Local Councils – Tuesday 6 February 2018 – Town Clerk
- v) Larger Local Council Forum – Tuesday 13 February 2018 – Cllr Wixley

* See pages 4 – 8 for the reports.

9 Reports from Committees

9.1 Planning and Licensing

Held on 18 December 2017, 15, 29 January, and 12 February 2018.

9.2 Recreation

Held on 10 January 2018.

9.3 Environment and Heritage

For information, the meeting scheduled for 17 January 2018 was cancelled owing to a lack of business.

9.4 Resources and General Services

Held on 10 January and 14 February 2018.

10 Financial Regulations

At its meeting on 14 February 2018 the Resources and General Services Committee carried out the annual review of the Financial Regulations. As that Committee did not consider any amendments were necessary at this time, the Council is asked to CONFIRM that the regulations still meet its requirements.

The current regulations may be found on the Council's website at <https://tinyurl.com/ybxsj8xl>

11 Governance and Accountability

This agenda item is in preparation for the completion of the Annual Return, Section 1 the Annual Governance Statement, for the year ended 2017/18 which is scheduled for the Council meeting on 9 May 2018.

Members are encouraged to refer to the following publication, "Governance and Accountability, A Practitioners' Guide", which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting to be followed. An electronic version may be downloaded at

<http://www.nalc.gov.uk/library/publications/803-governance-and-accountability-with-appendix/file>

Alternatively, members may request a paper copy from the Council Office.

11.1 Internal Audit

11.1.1 Review of the Effectiveness of the System of Internal Audit

* See attached report (see pages 9 – 10).

11.1.2 Review of the Effectiveness of the System of Internal Control

* See attached report (see pages 11 – 12).

11.2 Risk Assessment and Management

* See attached report (see pages 13 – 20).

12 Meetings Schedule

As the District Council's calendar for 2018/19 will not be confirmed until 22 February 2018, the Resources and General Services Committee has referred the Town Council's meetings schedule to full Council for consideration.

- * A draft calendar is provided on pages 21 – 22.

**Enid K Walsh
TOWN CLERK
22 February 2018**

Agenda item 8.1

Reports from Outside Organisations

i) Police Meeting – Buckhurst Hill Community Centre

Many burglaries have been avoided by

- Lights that come on
- Alarms
- Lack of hedges
- Double locks on doors
- Timer switch for the lights so the house is not left in darkness
- The radio on

Burglars have become smarter as far as car crime is concerned. Burglars have an electrical device that registers the key fob on modern cars. They can then open the car door from outside the house and drive the car away. To deter this crime the suggestion was to put fobs inside anything metal, e.g. specific lined pouches for fobs, the microwave or the fridge.

There was a meeting on the previous evening (11.1.18) where 10 volunteers from Buckhurst Hill were trained with speed guns. 4 roads are targeted: Loughton Way, Forest Edge, Epping New Road and Palmerston Way (not Palmerston Road). 3 more volunteers are in the pipeline. They would like to coordinate this with Loughton but we do not have the volunteers yet. When this happens they plan to swap areas with each other. The initiative is called Speedwatch. Liam and Mary are the trainers and they are looking for a coordinator. When I asked about the progress of the speeding initiative in Valley Hill, the police knew nothing of this and took my email address and said they will let me know.

Drugs were the next large subject of discussion. If registration numbers are given to the police on line, they have a very good chance of detection. 90 per cent of drug dealers drive Volkswagen Golf cars and lights are kept off until the cars reach the main road so that their number plates are hard to detect.

Redbridge as well as Buckhurst Hill would like their own designated police officer and the Parish are willing to pay. There are discussions that the two PCs could work together. The PC would have a year's contract. This is still in the discussion phase.

I did not have the opportunity to ask about the new posters that have appeared for the neighbourhood watch in Roding Ward.

The police emphasised how every online piece of information was collated and could be the small part of the puzzle that could help solve a crime so the public were encouraged to send in any information they felt could be relevant.

The public said that they would like more feedback from the police as to the crimes that had been solved.

Cllr Barbara Cohen

NB The next local Community Police meeting is in The Murray Hall, Borders Lane, Loughton, from 7pm to 8pm on Wednesday April 4, 2018.

Agenda item 8.1 – continued

ii) Report from meeting of Epping Forest District Citizens Advice – 24 January 2018

The meeting started with the announcement that Janet Woods had resigned as chairman of Trustees and the vice-chairman would be taking over until a new chairman was elected, probably at the AGM. A new District Manager (CEO), Ms Nnenna Anyanwu, started work at the end of November. Tahira Zaman has been appointed as the new manager of the Epping office but as it was an internal appointment they are now short of a supervisor. The manager at Loughton has just resigned so they will now be a member of staff short there.

New volunteers are desperately needed as many of the current volunteers are getting old and having health problems and/or other commitments. More younger people are needed but achieving this is very difficult as if one looks to the unemployed they usually get jobs by the time they are trained. It takes about a year to become a fully trained volunteer and is expensive in time and finance. Others are usually too busy working in paid employment so again one is looking for the younger retired. Two new trustees have joined the board and this is very helpful.

New systems are being introduced and the staff are being trained to use them. The feeling so far is that they will be a great improvement. As with all groups there are likely to be changes to data protection to comply with the new Act coming into force in May 2018. Concern was expressed about the news that the library was planned for redevelopment just when the Loughton branch had settled well into their new home. At present there is no news as to when this is likely to happen.

On the finance side the deficit that had been predicted for the current year will be considerably less than expected largely due to staff costs being less and a generous donation. The provisional budget for the year 2018/19 is also expected to run at a deficit, some £15k. There is some money in reserves but this will soon be used up if something is not done to increase income. Staff have met with EFDC and agreed some objectives for this year in order to protect the grant offer but further discussions will need to take place. Waltham Abbey continue to offer funding, news is awaited from Ongar and new applications are needed for Epping and Chigwell in May 2018.

Cllr Jill Angold-Stephens

iii) Epping Forest Consultative Committee

The following are notes of the inaugural meeting of this Committee held on 24 January 2018 at the Hope Centre, Loughton. They have been prepared by the Town Clerk in her role as representing the Open Spaces Society.

Papers:

The public document pack plus minutes of the meeting of the Epping Forest & Commons Committee held on 15 January 2018, available at <https://tinyurl.com/y9zw84qw>

This meeting set the scene and provided updates on the current work of the City of London particularly with regard to Epping Forest.

The Chairman, Deputy Philip Woodhouse, confirmed that future meetings would provide more opportunities for members to comment on work proposals before their adoption by other committees. Future agendas would also allow for public participation.

Agenda item 8.1 – continued

The Terms of Reference were to be finalised by the end of year 1, to include the quorum for meetings, substitutes and clarification of the declarations of interest expected. Agenda items would need to be submitted a minimum of 2 weeks prior to the meeting. Members were requested to submit any comments on the draft Terms to Leanne Murphy.

Some of the key issues discussed during the evening included:

- **City of London Corporation Open Spaces Bill 2016** – CoL appearance before the House of Lords Unopposed Bills Committee in December 2017; a series of questions to be answered before further progress.
- **Fly tipping** – a 55% increase on the previous year. Members queried whether the CoL had raised this with Essex County Council following its reduction in the level of services provided at domestic recycling centres. This had been intended to discourage commercial waste being deposited at these centres.
- **Tree safety** – ongoing work as part of the Risk Management scheme.
- **Registration of Forest Land** – a complex project with a number of outstanding issues.
- **Bushcraft and Community Engagement / Community events** – increased use of social media had encouraged greater community engagement.
- **Wood-pasture Restoration** (see page 35 for details)
- **Ponds/Lakes/Bogs** – monitoring and clearance work (by volunteers) of invasive species.
- **The Epping Forest Local Plan (submission version 2017)** – although this recognises the importance of the Buffer Lands to the Forest, the potential impact of developments proposed in surrounding areas was to be addressed by the CoL during the Public Enquiry stage.
- **Land Banking** – The impact of urbanisation – increased traffic from new housing developments was likely to require expanded highways particularly at junctions. A new policy is proposed challenging local authorities to identify discrete parcels of compensatory land adjacent to the Forest to be held in trust.
- **Epping Forest Events Policy** – to formalise the use of Forest land for charity and commercial events through a more standardised licensing procedure.

Date of next meeting to be confirmed in June 2018.

Town Clerk

v) Epping Forest Branch of the Association of Local Councils

This was a well-attended meeting held in Epping Town Council Offices, with twelve of the twenty four parish and town councils in the District represented. Cllrs C C Pond and Wixley accompanied the Town Clerk.

Items discussed included

- **Planning:** the District Council's current review of its planning processes. Members expressed concern regarding the possible disbanding of the Area Plans Sub-Committees and the removal of the automatic referrals to the planning committees of those applications objected to by parish and town

councils. The Branch asked for parish and town councils to be consulted on any proposed changes as these appeared contrary to the Localism agenda. Members also asked the District Council to ensure that applicants highlighted clearly their changes to plans when submitting revised / amended applications for consultation.

Brownfield Register – given that the new legislation required each local planning authority to have published their register by 31st December 2017, the Branch has requested a progress update from EFDC.

- The guest speakers at this meeting were from the Essex Association of Local Councils, Mrs Joy Darby, CEO, and Mr Peter Davey, Chairman.

Mrs Darby spoke about the services provided by the EALC and the new training courses on offer. She also updated members on the work of NALC to resolve the uncertainty surrounding the new General Data Protection Regulations which come into force on 25 May 2018.

Cllr Davey talked about his increased involvement at NALC and how his work at the EALC was supported by the former chairman, Cllr Gilli-Ross. NALC were attending the forthcoming lobby day at the Houses of Parliament and had arranged to speak to five MPs about key issues affecting local councils, including

- i. council tax referendum principles (not currently extended to parish and town councils but reviewed annually by the Government);
- ii. localism of business rates and the handing down of funding to parish and town councils;
- iii. CIL / Section 106 money – arrangements were not legally binding for local councils.

Other items of interest included alternative sources of funding (community shares, grant funding and crowd funding), joint working with principal councils and the devolution of powers including planning.

NALC had successfully agreed changes to the parish poll regulations. In response to Essex councils' concerns about fly tipping, it was now working to have enforcement powers extended as the issuing of fixed penalty notices was currently only allowed on council-owned land.

- **Safer Communities Partnership** – the Chairman reported that as Inspector Tom Mitchell had expressed an interest in speaking to the local councils about policing in the District and an invitation to both the Inspector and Divisional Commander Lewis Basford for the next Local Councils' Liaison Committee meeting had been made.
- **Finger posts** – the Local Highways Partnership had earmarked £12,000 for installation and works to finger posts, but that there were issues finding suitable contractors to satisfy Ringway Jacobs' criteria.
- **Local Plan** – Cllr Russell raised the issue of transparency where parcels of land had been discounted at an earlier stage but were now included in the Plan albeit with a different reference number. The Branch shared his concern as this had occurred in other parishes that had referred to this issue in their representations on soundness.

Town Clerk

Agenda item 8.1 – continued

vi) Larger Local Council Forum

The meeting on 13 February 2018 was hosted by West Mersea Town Council for the first time and Cllr Bernard Hart gave a welcoming address.

Cllr Miles (South Woodham Ferrers TC) and Cllr Berlyn (Danbury PC) were re-elected as Chairman and Vice Chairman respectively of the LLCF.

The meeting enjoyed two presentations:

CITIZAN (Coastal & Intertidal Zone Archaeological Network): this was an interesting presentation describing the archaeological findings being uncovered as a result of foreshore erosion, which included wooden structures, remnants of wooded areas, fragments of Roman pottery and a mammoth tusk. Findings had been discovered up to 1.2km from the current shoreline. Volunteers, including children, had been involved in the two year project.

The second presentation was a very detailed one about the local oyster industry.

SLCC (Society of Local Council Clerks – Essex Branch): their next meeting will include a presentation on the new Data Protection rules that come into force on 25 May 2018.

NALC: a detailed update was given by Cllr Davey, who is the EALC representative on the National Association of Local Councils. One item of particular interest was the possible formation of two new parish councils in the Ealing area of London.

EALC: Joy Darby, CEO, spoke about the GDPR (General Data Protection Regulations) which, as mentioned above, come into force on 25 May. NALC is preparing a toolkit to help councils with these new rules.

Foundation Level Awards: Billericay, Leigh on Sea, and Witham Town Councils had all gained Foundation Level status.

Two Clerks, Margaret Saunders (Danbury PC) and Myrna Liles (Frinton & Walton TC) are retiring and their dedicated service was recognised with each of them receiving presentations.

The meeting was asked for suggestions for presentations for the next meeting (28 June 2018) and I suggested that someone from SERP (Safer Essex Roads Partnership) be invited.

If any member is interested, I have received a draft copy of the minutes of the meeting, which are more detailed than my report, and can be forwarded on to any member who wishes to read them.

Cllr David Wixley

Agenda item 11.1

Internal Audit

This report forms part of the preparation work for the completion of Section 1 of the Annual Return, the Annual Governance Statement, which will be considered at the next meeting of the Council.

Regulations 6 (1) and (2) of the Accounts and Audit (England) Regulations 2011 still require all local councils to review the effectiveness of their systems of internal control but now only larger relevant bodies (over £6.5 million) must conduct an annual review of the effectiveness of internal audit (Regulation 6(3)). However, it is still considered good practice that local councils continue to regularly review the effectiveness of internal audit although failure to do so will no longer automatically result in a council's accounts being qualified.

11.1.1 THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The Council is required to carry out, at least annually, a review of the effectiveness of its system of internal audit and consider the findings. This review is an integral part of continually improving governance and accountability. The result of the review will form part of the review of the effectiveness of the system of internal control (see 11.1.2).

The system of internal audit at Loughton Town Council currently consists of:

1. the appointment of internal auditors (see Min no RG235.6);
2. a five-year strategic plan for Internal Audit for the period up to and including the financial year 2019/20 (see Min no RG246.2.1) with the proviso that the Council may request specific work by the auditor should service levels change or issues arise;
3. two visits from the internal auditors during the year, during which the auditors may have access to whatever records, documents etc they require;
4. one visit after the end of the financial year when the year-end accounts have been completed, access as above;
5. ensuring work covered during the visits is wide-ranging and includes checking the proper treatment of receipts and payments; bank reconciliations; payroll; petty cash; adherence to statutory requirements; financial procedures, systems and regulations; insurance; assets; risk management; budget setting and monitoring, and VAT;
6. receipt of a report from the internal auditor after each visit, stating the areas covered and the findings, and making any necessary recommendations for change;
7. sending a copy of the full report to all members of the Council;
8. reporting any recommendations to the Resources and General Committee for consideration; and
9. acting upon any decisions made by the Committee in respect of the recommendations.

As detailed in the internal auditor's reports, the work carried out by them in the last twelve months has included detailed reviews and inspections of:

- i. Accounting arrangements and bank reconciliations
- ii. Corporate governance
- iii. Review of expenditure
- iv. Assessment and management of risk
- v. Precept determination and budgetary control

- vi. Income controls
- vii. Petty cash account
- viii. Salaries and wages
- ix. Asset control, investments and loans
- x. Year-end procedures

The Committee is asked to review the effectiveness of the system of internal audit as detailed above.

Notes: The Committee should base its review around the following areas and consider the extent to which the internal audit adds value and how well it helps with the delivery of the Council's objectives:

- **scope of the internal audit** (as listed in items 1 – 9 and i – x above).
- **independence of the internal auditors** – currently, the Council employs Auditing Solutions who are completely independent of the Town Council. Reports are made in their own name and they play no part in the Council's management, control or decision making.
- **competence of the internal auditors** – Auditing Solutions are a professional audit company with qualified auditors, long experience of local government and a good understanding of local councils.
- **relationships** – Auditing Solutions have no input into other financial matters in the Council, e.g. accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report). The roles of members, officers and internal auditors are clearly understood.
- **audit planning and reporting** – see point 2 above. Detailed reports are submitted following each inspection.

Agenda item 11.1.2

REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

Under the Regulations currently in force the Council is required to carry out, at least annually, a review of the effectiveness of the Council's system of internal control and publicly report its findings. The Town Council's Annual Governance statement on the Annual Return has previously included the following statement:

We have maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

This system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Town Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal controls currently in place includes:

- Appointment of a Clerk and Responsible Financial Officer
- Code of Conduct
- Standing Orders and Financial Regulations
- Review of internal audit arrangements and reporting
- Accounting systems and records
- Internal procedures
- Regular reporting to the Council and its committees on financial matters (including a councillor appointed annually to carry out informal financial checks)
- Budget setting, monitoring, control and reporting
- Risk management
- Asset management
- Insurance
- Review of financial limits in financial regulations and elsewhere
- Setting Council objectives and priorities
- External audit

The Committee is asked to

- i. review the effectiveness of the system of internal control as detailed above; and then**
- ii. to agree the following statement of internal control.**

STATEMENT OF INTERNAL CONTROL

1 Scope and Responsibility

Loughton Town Council (hereafter called "the Council") is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective

exercise of the Council's functions and which includes arrangements for the management of risk.

2 Purpose of the System of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2018.

3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular, the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full Council.

4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council and its committees, especially the Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

When agreed, the Statement of Internal Control will be incorporated into the end of year accounts.

Agenda item 11.2

Risk Assessment and Management

The Council is asked to carry out the annual review of its Risk Assessment and Management document.

Members are reminded that the Council generally and members individually are responsible for risk management because risks threaten the achievement of policy objectives.

The Council's Risk Assessment and Management document was last reviewed in February 2017. The advice given in the Practitioners' Guide is that as a minimum, at least once each year members must:

- take steps to identify and update their record of key risks facing the Council;
- evaluate the potential consequences to the Council if an event identified as a risk takes place;
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

The control measures already in place are detailed in the document provided on the following pages and the Council's Financial Regulations. Having identified the risk, the three main risk management tools the Council should consider are whether to:

- (i) insure;
- (ii) delegate; and/or
- (iii) self-manage.

Agenda item 11.2

RISK ASSESSMENT AND MANAGEMENT

Last reviewed on 22 February 2017

Nature of risk	Hazard	Probability	Severity of impact	Risk rating	Control measures
<i>Probability/Severity of impact:</i> L=Low M=Medium H=High		<i>Risk rating values: 1 = lowest, 9 = highest</i>			
Councillors	Acting illegally, criminally, improperly, without authority, breach of confidentiality, inappropriate behaviour	L	L-H	2	Code of Conduct Register of Interests Declaration of personal and/or prejudicial interests Standing Orders Officers advise if any proposed action would not be legal Training
	Insufficient councillors to operate council due to unforeseen circumstances e.g. mass resignation, barred due to prejudicial interests, any other reasons	L	H	3	Seek advice/dispensation from EFDC Monitoring Officer in a timely manner. Officers maintain day-to-day activities <i>through delegation</i>
	Failure to complete/maintain/ update their Register of Interests/Gifts Failure to declare interests	L-M	M	3	Ensure all members are aware of their responsibilities Training/information/guidance Maintain Registers/inform EFDC Monitoring Officer
	Disorder/slandorous statements in public meetings	L	M	2	Effective chairing of meetings Standing Orders Code of Conduct Insurance (but does not cover all instances)
	Insufficient notice given of meetings	L	M	2	Meetings are programmed and notices sent out in good time Meeting can be re-called if necessary
	Improper claims for allowances/expenses	L	M	2	Formal scheme for payment Comprehensive claim form Procedures for payment

Corporate/ Strategic	Legal action against the council Councillor or employee commits an offence against a member of the public for which the council is liable	L	L-H	2	Take all measures possible to protect council from legal action Seek legal advice Insurance against liability Legal expenses insurance
	Health and Safety (all council activities, councillors, officers, members of public etc)	M	L-H	4	Health and Safety Policy Health and Safety Risk Assessments High level of health and safety awareness, training Regular inspections Preventative action Proactive maintenance Swift response to identified hazards Insurance: Public Liability, Personal Injury, Employer's
	Adverse public comment on council activities	M	M	4	Respond to major factual inaccuracies
	Users of council premises/facilities – unsuitable use, damage etc	M	M	4	Users and proposed use are checked Policies on acceptable use Conditions of hire, damage deposits Material damage insurance
	Poor relationship with principal authorities	M	M-H	5	Maintain good lines of communication
	Projects fail leaving significant contingent liabilities	L	M-H	2.5	Project management, monitor projects Build-in checks to reduce the possibility of failure Mitigate the effects of failure Be aware of potential risk factors when commencing new projects, acquiring new properties, responsibilities, etc.
	Lack of forward planning/council lacks sense of direction	M	M	4	Committees set priorities for matters under their control and review these regularly and when new items are proposed

Corporate/ Strategic cont'd	Council not re-awarded <i>QUALITY</i> status	M	M	4	Strive to continue to meet criteria for <i>QUALITY GOLD</i> status
	Major disaster locally affecting the work of the council	L	L-H	2	Business continuity plan React as appropriate at the time
	Failure to respond to consultations	M	M	4	Topic assessed for relevance, deadlines Put to meeting if possible or invite comments from members and ratify officer response. Acceptance that it is not always possible/desirable to respond to all consultations
Meetings	Failure to meet statutory requirements e.g. public access, notice, quorum, public minutes	L	M	2	Knowledge of requirements Ensure they are met Training Advice from other agencies if necessary
	Standing Orders do not meet council/statutory requirements	L	M-H	2.5	Regular review of Standing Orders Revision if necessary to comply with legislation
Precept	Amount insufficient or excessive	L	H	3	Careful consideration of budgets at all stages Figure of precept recommended by <i>RGS</i> Committee Figure determined by Council meeting
	Precept claim not submitted	L	H	3	Town Clerk ensures claim is submitted to EFDC within legal time limits
	Precept not paid	L	H	3	Officers check bank statements to ensure payment received

Finance	Fraudulent use of council funds (officers or members)	L	H	3	Financial Regulations covering all council financial activities Tight controls on financial transactions Internal audit checks Additional councillor checks on finance Fidelity Guarantee insurance - level reviewed annually
	Insufficient funds for council's desired activities	L	M	2	Budgeting process accounts for future cost of existing commitments and desired growth items Budgets are set on a prudent basis Compliance with reserves policy to ensure adequate levels of reserves are maintained to deal with unforeseen items of reasonable cost
	Committees overspend budgets	L	M	2	Income and expenditure are monitored and regular reports made to spending committees
	Fees and charges for council facilities set too low	L	M	2	Annual review of fees and charges
	Unexpected financial liability arises	L	M-H	2.5	Maintain adequate general reserves
	Council overspends and goes into deficit	L	H	2	Monitoring of funds Corrective measures
	Amount of money in general reserves departs from (above or below) level specified in Financial Regulations	M	L	2	Review general reserves annually when setting the amount of the precept
	Excessive/insufficient earmarked reserves	L	L	1	Report amounts in earmarked reserves annually with end-of-year reports to spending committees Maintain earmarked reserves for anticipated projects or requirements Consider earmarked reserves when setting budgets

Finance cont'd	Expenditure made outside legal power (including grants)	L	H	3	Officers identify if any proposed expenditure would not be legal Legal powers are identified for each grants application and expenditure item
	Insufficient cheque signatories due to councillors refusing to divulge personal details to bank	L	H	2	Revise Financial Regulations if necessary
	Proper accounting records not maintained	L	H	3	RFO appointed, responsible for records Financial Regulations Documented procedures Internal audit and checks
	Poor security of investments	L	H	3	Investment policy Training Monitoring guidance from Audit Commission, CIPFA & FSA
	Low returns on investments	M-H	M	5	Budget preparation Investment policy Prudent reserves policy to ensure services maintained Continual review of investment placing and interest rates
Council offices and administration	Total destruction, fire, break-in, flood Adverse action by third parties	M	H	5	Fire and security precautions Business Interruption and Buildings insurance
	Short term failure of supply of power, water, telephones, broadband, etc	M	M	4	Close office for duration of interruption if necessary. Work off-site
	Complete computer failure Loss of data	L	H	3	Modern equipment used – rolling programme of maintenance/replacement Daily back-ups kept on-and off-site
	Illegal (external) access to computers	M	H	5	Security systems in place
	Improper use by employees	L	M	2	Security systems Disciplinary rules and procedures

Council offices and administration cont'd	Failure to respond to request made under Freedom of Information Act 2000	L	M	2	Maintenance of FOI Act Publication Scheme Procedure for dealing with requests Information Management Policy and procedures; good document control
	Infringement of Data Protection Act 1998	L	M	2	Notification to Information Commissioner Procedures for dealing with information Training
Other council premises and facilities	Destruction e.g. fire, flood, break-in etc Adverse action by third parties	M	H	5	Appropriate security and fire precautions Buildings insurance Business Interruption insurance
	Physical deterioration	M	M	4	Regular inspection and maintenance Improvements as required Adequate budgets for necessary work
Physical Assets	Council unaware of its assets	L	H	3	Maintenance of Asset Register; (minimum) annual review
	Loss or damage	M	M	4	Protection measures where possible Annual and rolling programme of maintenance/improvements Insurance where appropriate Adequate funds for "self-insured" items
	Over- or under-insurance or no insurance	L	M	2	Annual insurance review (see insurance file for details) Insurance adjusted in respect of acquisitions and disposals Insured with reputable company
	Loss of, damage to, abuse of civic regalia	L	M	2	Insurance Maintenance of items Instructions as to protocol, security etc
	Loss of legal documents e.g. property deeds	L	M-H	2.5	Kept in locked container in office Restricted access, lists of contents

Employees	All staff absent from office due to unforeseen circumstances (short term)	L	M	2	Maintain adequate staff cover
	All staff absent from office due to unforeseen circumstances (long term)	L	H	3	Respond as appropriate at the time Locum cover through EALC
	Long-term absence or death of key officer	L	M-H	2.5	Adequate staffing to allow cover by other officers of essential tasks; revision of task priorities Well documented procedures Employment of temporary staff
	Staff establishment unsuitable for council requirements	M	M-H	5	Regular staffing review
	Staff acting outside council instructions/policies Incompetent staff	L	L-H	2	Supervision of work Standing Orders and Financial Regulations lay down certain requirements Training
	Non-compliance with legal requirements	L	L-H	2	Awareness of legislation (officers and members) Membership of relevant bodies for advice etc Training
	Legal action against council	L	M-H	2.5	Policies and procedures in place
All Risks	More detailed level than included in this assessment	Various	Various		More detailed risk assessments carried out by officers and subject to regular reviews

**Agenda item 12
Meetings Schedule**

PROGRAMME OF MEETINGS for 2018/19

All meetings will be held in the Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD, at 7.45pm unless otherwise shown.

Month	Day	Meeting
2018		
May	23	Annual Council
June	4	Planning & Licensing
	13	Recreation
	18	Planning & Licensing
	20	Environment & Heritage
July	2	Planning & Licensing
	4	Resources & General Services
	16	Planning & Licensing
	18	Council
	30	Planning & Licensing
August	20	Planning & Licensing
	29	Recreation
September	3	Planning & Licensing
	12	Environment & Heritage
	17	Planning & Licensing
October	1	Planning & Licensing
	10	Resources & General Services
	15	Planning & Licensing
	17	Council
	29	Planning & Licensing
November	7	Recreation
	12	Planning & Licensing
	14	Environment & Heritage
	26	Planning & Licensing
December	5	Resources & General Services
	10	Planning & Licensing
	12	Council

2019		
January	7	Planning & Licensing
	9	(Resources and General Services (Budgets) 7pm (Recreation
	16	(Council (Budgets) 7pm (Environment & Heritage
	21	Planning & Licensing
February	4	Planning & Licensing
	6	Resources & General Services
	13	Council
	18	Planning & Licensing
March	4	Planning & Licensing
	6	Recreation
	13	Annual Town meeting at The Murray Hall, 106 Borders Lane, Loughton at 8pm
	18	Planning & Licensing
April	1	Planning & Licensing
	3	Environment & Heritage
	10	Resources & General Services
	15	Planning & Licensing
	24	Council approval of accounts
	29	Planning & Licensing
May	15	Annual Council