



# COUNCIL MEETING

Members are summoned to attend a Meeting  
of the Town Council to be held at **7.45pm** on  
**Wednesday 22 February 2017**  
at 1 Buckingham Court, Rectory Lane, Loughton  
to transact the business as shown in the agenda.

**Enid K Walsh**  
**Town Clerk**  
16 February 2017

**Councillor C Davies (Town Mayor)**  
**Councillor P Abraham (Deputy Town Mayor)**

J Angold-Stephens	P Beales	R Brookes	T Cochrane
B Cohen	M Dalton	T Downing	L Girling
J Jennings	K Latchford	J Mahoney	S Murphy
S Murray	A Omer	T Owen	S Pewsey
C C Pond	C P Pond	M Stubbings	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 14 December 2016 and 25 January 2017.
  - 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 she 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.
  - 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.  
  
The following reports have been received:
      - i. Epping Forest Citizens Advice – 2 February 2017 – Cllr Angold-Stephens
      - ii. Epping Forest Branch of the Association of Local Councils – 8 February 2017 – Cllr Pewsey and the Town Clerk
      - iii. Lopping Endowment – Cllr Pewsey
      - iv. Essex Police Local Community Meeting – 25 January 2017 – Town and Community Development Officer
  - 9 Reports from Committees**
    - 9.1 Planning and Licensing**  
Held on 12 December 2016, 9 and 23 January 2017 and 6 February 2017.
    - 9.2 Recreation**  
Held on 11 January 2017.
- \* See pages 4 – 7.

**9.3 Environment and Heritage**

Held on 25 January 2017.

**9.4 Resources and General Services**

Held on 11 January and 15 February 2017.

**10 Financial Regulations**

At its meeting on 15 February 2017 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 <http://tinyurl.com/gv3spvh>

**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 2016/17 which is scheduled for the Council meeting on 3 May 2017.

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 8 – 9).

**11.1.2 Review of the Effectiveness of the System of Internal Control**

\* See attached report (see pages 10 – 11).

**11.2 Risk Assessment and Management**

\* See attached report (see pages 12 – 19).

**12 Highways**

Whilst this matter would normally fall under the remit of the Environment and Heritage Committee, for reasons of expediency the Council is asked if it wishes to comment on the proposals.

**12.1 New Parking Restrictions**

Essex County Council is seeking to introduce new parking restrictions near Loughton Station. As the consultation period closes on Friday 10 March 2017, the Council is asked if it has any comments.

\* A copy of the site plan is provided on page 20.

**13 Complaints Panel**

A meeting of the Complaints Panel is to be convened during March 2017 to address an ongoing cemetery complaint. The Council is asked to nominate a minimum of three members to the Panel.

**14 Office Accommodation**

**14.1 Lease – Min no 33**

To NOTE that Lambert Smith Hampton (Essex County Council's property agents) have indicated that the papers will be finalised by the end of February 2017.

**14.2 Building Works**

Further to the report made to the Resources and General Services Committee on 5 October 2016, the 3-month period for the fixed prices for the works has now expired. This work relates to the relocation of the partitioning for the former Connexions Office on the first floor of the library to create a larger space, as agreed with ECC.

The three companies who submitted quotations last September have now been asked to reconfirm their price for the works.

Members are asked to NOTE the previous decision to award the contract to the company offering the lowest price and that the industry reports suggest that building material costs rose significantly during the last quarter of 2016.

**Enid K Walsh  
TOWN CLERK  
16 February 2017**

**Agenda item 8**  
**Reports from Members on Outside Organisations**

**i Epping Forest Citizens Advice**

The meeting had been postponed from January due to the visit of HRH The Princess Royal attending to open the new Epping branch building. The branch has welcomed its first clients and all is running smoothly including the telephones, nothing short of a miracle. Waltham Abbey volunteers are very envious of the new facilities at Loughton and Epping.

Although the moves into both the Loughton and Epping branches were completed within budget it will be impossible to achieve a balanced budget for 2017/18 without dipping substantially into reserves. This will continue into future years with the potential for the district CAB needing to close after about five years for lack of funds.

For the last quiz Barclays Bank were not able to attend so match funding was not achieved for this. The new trustees have ideas for fund raising so hopefully more money will come from other sources. Some money remains in the training budget for this financial year, as the new volunteers are not at a stage to be able to benefit from external training but this is likely to be used. One of the new trustees will be going into schools to do training with the CAB.

The number of unique new clients seen has gone down slightly as it was no longer possible to do Webchat which meant more clients could be seen in the same time as it was much quicker. The funding for this is no longer available. Use of Social Media is to be taken forward.

The outreach facilities at Abridge finished in January due to both lack of funding and lack of volunteers willing to run the sessions. It is hoped to open a new outreach facility at Ongar library in the near future.

Cllr Knapman invited the CAB to put in a bid for funding from Chigwell Parish Council and this they will do. He has also promised to further their cause with EFDC.

Cllr Jill Angold-Stephens

**ii Essex Association of Local Councils (Epping Forest Branch)**

Present:

Cllr Stephen Pewsey and the Town Clerk, Loughton Town Council

Representatives from 11 parish and town councils.

Joy Darby, Chief Executive Officer, EALC

Richard Gardiner, Environment & Neighbourhood Manager, EFDC

**Items discussed included:**

**External Audit** – The written apology issued by Bob Palmer, Director of Resources at Epping Forest District Council, concerning the issue with the parish precept figures for 2015/16 being amended without prior notification to the local councils and the subsequent impact on their external audit reports was noted.

**Essex Association of Local Councils** – Joy Darby gave a report on the work and future plans of the EALC and the NALC. She referred to the role of the Essex NEC representative, Cllr Peter Davey, on the Finance Committee and his efforts to improve the management of the National Association. The future of the head office in Great Russell Street, London, was under consideration. The NALC fees for 2017/18 would increase by 1.9% and remain relatively stable in the short term.

EALC had now operated from the new offices in Great Dunmow for over 3 years. Joy spoke about the recent staff changes which had impacted on the services offered by the Association. They continued to promote the benefits of the Local Council Award scheme to parish and town councils in Essex and offered a wide range of training opportunities for councillors and officers. The transparency code funding scheme for small councils, those with income less than £25,000, would continue in 2017/18.

Joy reminded the Branch about the forthcoming Larger Local Councils' Forum on 21 February 2017 in the Foakes Hall at which Cllr Rodney Bass would speak about the proposed improvements to the A120, A13 and M11.

**Fly-Tipping** – Richard Gardiner addressed the meeting regarding problems with fly-tipping particularly in rural areas of the District and the enforcement process. His team currently had 8 officers and about 50% of their time was spent dealing with this problem. There appeared to have been a slight increase in incidents since the changes to the types of materials residents were allowed to deposit at local recycling centres.

Richard reminded the Branch about the Duty of Care and promoted the need for all residents and businesses to 'Check, Challenge and Record' when using contractors to dispose of waste. He encouraged everyone to keep an eye out for suspicious activity particularly on derelict land that attracted the dumping of tonnes of commercial waste. Suspicious activities on sites can be reported to the Environment & Neighbourhoods team, but if a fly-tipping crime or damage to locks is in progress this should be reported to the police as a "crime in action".

EFDC continues to offer a special collection service for bulky domestic household items such as beds, chairs, sofas, fridges and washing machines – details are available on the website.

Joy confirmed that fly-tipping was a major issue across the county that had been raised by the Rural Crime Forum. Letters to Roger Hirst, PCC, asking for action may prove effective.

The Branch felt it would be useful to have a more positive approach to recycling by promoting what items still could be taken to the recycling centres and the alternative options available for residents to dispose of other waste materials. EFDC was encouraged to provide information for promotion through parish newsletters and noticeboards.

**Local Highways Panel** – Cllr Jackman reported that she had written to Glen Chipp regarding the lack of local representation on the LHP.

**Heritage Finger Posts** – Cllr Purkiss from Theydon Bois Parish Council spoke on his work to ensure the heritage finger posts in this District were properly maintained to a recognised standard.

**Air quality** – the Branch fully supported the report by Cllr Chris Pond on concerns about poor air quality and asked for this item to be included in the next Local Councils' Liaison Committee agenda.

Town Clerk

### iii Lopping Endowment

The Directors continue to meet monthly. The programme to refurbish the entire building continues. Redecoration of the Small Hall has now been completed. 200 new and comfortably upholstered chairs have been ordered, to replace the plastic bucket seats currently in the main hall. A Safeguarding Officer has been appointed; the trust's safeguarding policy will be modelled on that adopted by Loughton Town Council. The trust has begun commissioning events; a folk and real ale evening was held last October, and January saw the staging of a pantomime by Red Balloon. The Loughton Arts Centre has held a competition for art displays by young people from the town's secondary schools; the Town Mayor will be presenting prizes to the winners on 21 February 2017.

Cllr Stephen Pewsey

### iv Local Community Meeting

**Present:** Neighbourhood Policing Sergeant Lisa Cooke and two constables

A number of local councillors representing Essex County Council, Epping Forest District Council and neighbouring parishes with 8 members of the public

#### Burglaries and theft from cars

- Burglaries peaked just before Christmas, but they are statistically lower now.
- There has been an increase in thefts from cars in the Loughton area, especially in Debden. Although the numbers of offences are higher at the moment, there have been several arrests and these all appear to be separate incidents.
- Police are encouraging people to report all such incidents, even if nothing was stolen from the car, by calling 101 or reporting it online.
- Offences are being committed from people both inside and outside the area.

#### Speeding

- There are concerns about speeding in several locations including Oakwood Hill, Valley Hill and Loughton Way.
- Details of the Community Speedwatch scheme, now organised through the Essex Fire and Rescue Service, were provided.

#### Parking

- There are concerns regarding the number of cars parking on the pavement in the Broadway and that someone will be injured. It is not clear whether this falls under the responsibility of Highways or the Police. Similar complaints have gone to North Essex Parking Partnership without any results.
- Where parked cars are causing an obstruction this is a police matter.

#### Drug Use and Dealing

- This is still a big problem in Loughton, especially around the Vere Road car park, on the Broadway and at Loughton Station.
- A resident raised concerns that even though he has provided police with details of one particular car including the registration number the police appear to be doing nothing. Sergeant Cooke responded that she has personally patrolled that area concerned to ensure there is a visual police presence, but so far has not seen anyone in this regard.
- Again the police emphasised that every single incident needs to be reported to the police on 101 or through the online reporting.

#### Nitrous Oxide Canisters

- There are still problems with young people using canisters at several locations in Loughton; whilst it is not illegal to use these, the Law criminalises the production,

distribution, sale and supply of what are otherwise known as new psychoactive substances.

- Community police are talking to young people in the area and trying to discourage the use.

#### **Active Citizens**

- Essex Police has launched an Active Citizens programme, expanding the existing volunteer framework to enable even more members of the public to become involved in supporting their local community through volunteering with the police. [www.essex.police.uk/join-the-police/volunteers/active-citizens/](http://www.essex.police.uk/join-the-police/volunteers/active-citizens/)

#### **Special Constables/Police Cadets**

- Essex Police is also looking to recruit more special constables (available for a minimum 16 hours a month). Special constables have the same powers as regular police officers and go through the same training.

#### **Priorities**

Sergeant Cooke asked for the views of those at the meeting on the priorities for the area. These were cited as:

- Drug problems in the Broadway/College
- Speeding in specific areas
- Theft from cars

The next local meeting will be held on Wednesday 22 March 2017 between 6pm - 7pm at the Roding Valley Hall, Station Way, Buckhurst Hill, IG9 6LN.

Lorraine Gibson, Town and Community Development Officer



## **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 ANNUAL REVIEW OF THE EFFECTIVENESS OF 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 10.1.2).

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.
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 2017.

## **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 2015. 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.

**NB** This document once agreed will be subject to a further review once the move to new office accommodation is complete.

## Agenda item 11.2

**RISK ASSESSMENT AND MANAGEMENT**

Last reviewed on 17 February 2016

Nature of risk	Hazard	Probability	Severity of impact	Risk rating	Control measures
<i>Probability/Severity of impact: L=Low M=Medium H=High</i>		<i>Risk rating values: 1 = lowest, 9 = highest</i>			
<b>Councillors</b>	Acting illegally, criminally, improperly, without authority, breach of confidentiality, inappropriate behaviour	L	L-H	2	Code of Conduct Register of Interests Declaration of pecuniary and non-pecuniary 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

<b>Corporate/ Strategic</b>	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

<b>Corporate/ Strategic cont'd</b>	Council not re-awarded <i>QUALITY GOLD</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
<b>Meetings</b>	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
<b>Precept</b>	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



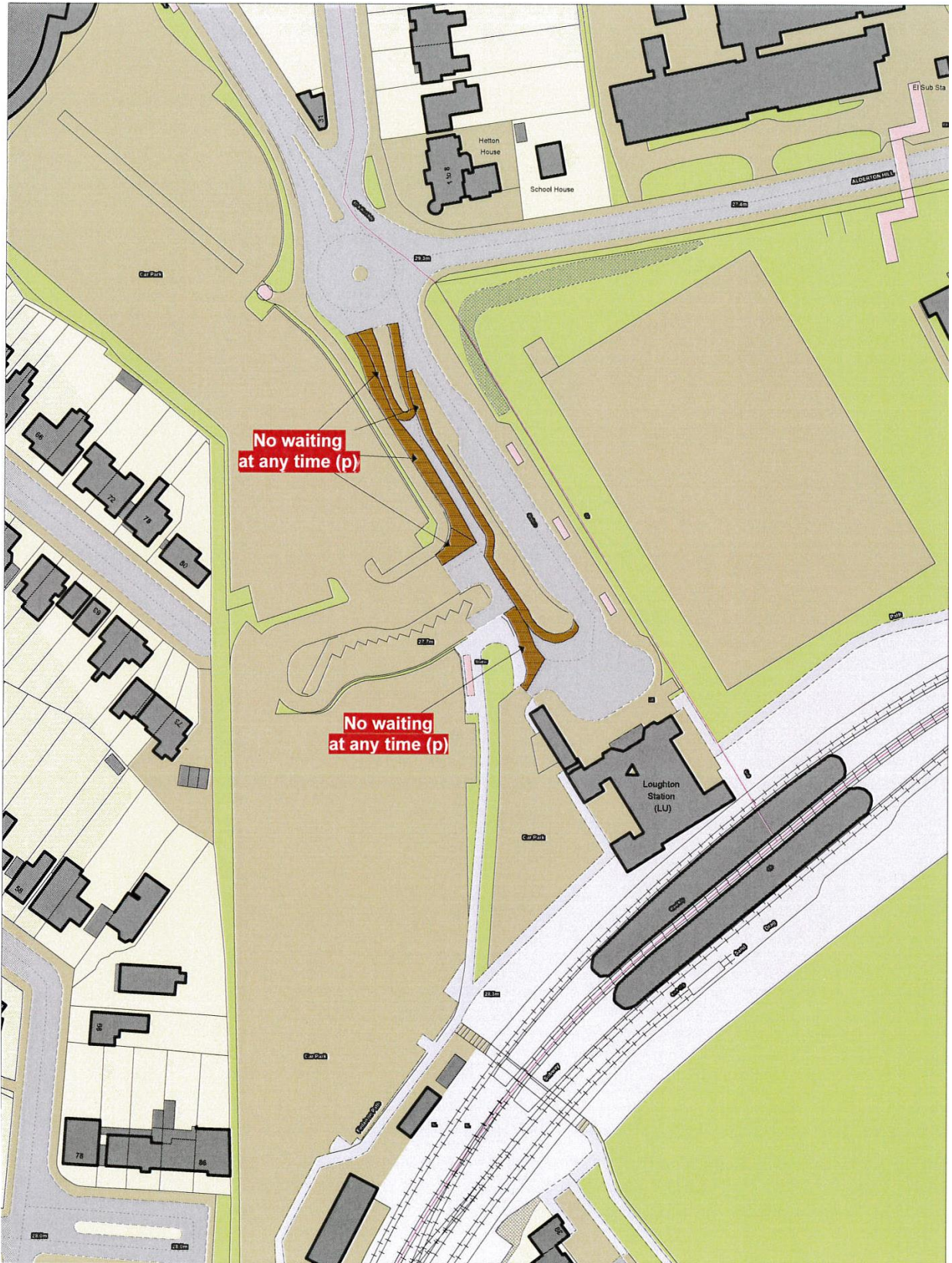
<b>Finance</b>	Fraudulent use of council funds (officers or members)	L	H	3	Financial Regulations covering all council financial activities Tight controls on financial transactions Internal audit checks Additional councillor checks on finance Fidelity Guarantee insurance - level reviewed annually
	Insufficient 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


<b>Finance cont'd</b>	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
<b>Council offices and administration</b>	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

<b>Council offices and administration cont'd</b>	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
<b>Other council premises and facilities</b>	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
<b>Physical Assets</b>	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

<b>Employees</b>	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
<b>All Risks</b>	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 12.1, New Parking Restrictions**



 <p>Essex County Council</p>	<p>Station Road, Loughton</p>	<p>© Crown copyright. All rights reserved Essex County Council Licence No. LA 077070 2017</p>	 <p>N</p>	SCALE	1 : 1250
				DATE	15/01/2017
				DRAWING No.	TRO5419-063
				DRAWN BY	MS NEPP_16-04