

JUN	ee	Description	Gross
MAY	Hitachi	Wessex mower deck contract hire	87.74
5	Vodafone/EE	Work mobiles and Ipad - May	398.76
JUN			
1	Lombard	Vehicle leasing x 2	833.06
	NFDC	NNDR (3 of 10) offices and premises	499.00
	NFDC	NNDR (3 of 10) Fawcetts Field sports ground and premises	419.00
2	British Gas	Direct debit for Fernhill - May	146.00
4	Vodafone/EE	Work mobiles and Ipad - June	481.48
12	Hitachi	Wessex mower deck contract hire	87.74
14	ELAS	Health and safety sevices	252.00
15	Worldpay	Subscription fees for June	11.94
18	HMRC	Tax and NIC - May	10,519.09
	HCC	Pension contributions - May	9,466.20
	UNISON	Subs taken from salaries - May	25.50
	Atech	Electrical repairs/maintenance at the Bowls Club/Fawcetts and Station Road	893.35
	Agrovista	Fawcetts- Wessex end of season rennovation	540.00
	All Clear Pest Control	Placing and monitoring of baits at York Avenue	110.00
	Ampfield Traffic	Deployment of speed limit reminders/supply of replacement batteries	501.00
	Aptitude Ltd	Sanitising and fogging machine fluid	919.14
	Aquacare	Statutory water hygiene monitoring and remedial works at Fawcetts/Ashley Sports ground/Fernhill Sports ground - May	835.98
	Busy Bees	Voucher deducted from staff - May	260.50
	CANGO	Bus service co-ordination - May	405.00
	Central Southern	Security repairs and fire alarm service at Fernhill Cricket Pavilion	191.58
	C'Church Garden Mach	Repairs to Kubota mower tractor/Kombi Engine/brushcutter strimmer	273.15
	Complete Weed Control	Supply/apply herbicide at Fernhill/Fawcetts	1,363.20
	DCK Accounts	Payroll and accounting - May	895.43
	Eagle Plant	Machinery fuel bowser at Fawcetts/secure storage at Ashley	312.48
	Everton Nurseries	Wildflower mix for Naish	22.92
	Garic	Irrigation of areas at Fawcetts	404.21
	Glasdon	Green route bins and benches	6,752.13
	Gristwood and Toms	Tree works - May	725.98
	Hants Art for Recreation & Therapy	Donation of Paul Brockman BEM Town Coucil speaker fee	50.00
	Jewson	Signs various	12.98
	Loaders Garage	Fuel - May	625.47
	Lush Signs	Design and supply of 9 acrylic plaques	234.00
	MPS	Toyota Pickup HG03OMH - service	159.98
	NF Mindfulness Ltd	Mindfulness Training - Youth Services	150.00
	New Forest Signs	12 x A3 signs - MUGA and Indoor Bowls club	201.60
	NF Stationers	Various stationery	52.36
	NMS	Materials re Fawcetts Wessex pitch/benches various locations and waste collection Fawcetts & Long Meadow	1,347.44
	Northfield Nursery	Summer plants and planting	10,423.20
		Carried forward	51,890.59

		Balance brought forward	51,890.59
	Polo Graphics	2 x Milton Parish Recreation ground information displays	196.00
	RE Trade Southern	Councillor/officer name plates and badge	49.50
	Rejuvenate IT	Management costs, telephones - May	1,027.90
	Rialtas	Software support and maintenance - Omega cashbook, sales ledger and purchase ledger annual support	607.20
	Royal Mail	Neighbourhood Plan Leaflet dist/pick up from staff house	127.20
	Screwfix	Anti-climb Indoor Bowls Club and ASBOC	564.30
	Sharp Business Systems	Rental of photocopier - quarterly charge (June to August)	223.68
	Streetshirts	T-shirts/Hoodies for youth workers with AYC logo	151.85
	Travis Perkins	Replace vandalised locks at MUGA and tennis courts/ boots purchase	171.61
	Turfleet Hire	Cutting at Fawcetts/Ashley/open spaces and John Deere tractor hire	1,780.80
	Univ Hosp Southampton	New staff health screen	50.00
	Viking	Copy paper	34.54
	Vita Play Ltd	Emergency repairs to play area surface at New Milton Rec ground	4,540.80
	Tamar Telecomms	Phone line for New Milton Covid Support Group - 14 months	184.88
	WP Group	Fawcetts machinery fuel	700.30
21	Worldpay	Transaction charges for mobile card payments	55.90
25	A & T	Advertising - NP Referendum and Annual Towns meeting	266.05
	All Clear Pest Control	Replacing and monitoring of rodent baits at NM Rugby Club	55.00
	Atech	Fawcetts Field tractor shed - lighting upgrade/other repairs - vandalism footage retrieval and maintenance at Indoor bowls club	1,961.04
	Aquacare	Stautory water hygiene monitoring at Fawcetts Field/Ferhill and Ashley sports ground - carried out in June	647.58
	Auditing Solutions Ltd	End of year Internal Audit services for 2020-21 (one day)	534.00
	Busy Bees	Voucher deducted from staff - June	260.50
	C'Church Gdn Mach	Repairs to Kubota Rideon mower tractor	154.88
	Complete Weed Control	Control of weeds/grasses at Fernhill Cricket Club	150.00
	Enduramaxx	Mounted plant watering bowser 700ltr	1,362.60
	Microsoft	Purchase Microsoft 365 for member of staff	59.99
	Moles	Fencing at the Rec Ground adjacent to the lower bowling Grn	186.36
	NMSB	Floral display 2021 compost	131.76
	Npower	Electricity supply to Fawcetts Field (Moore Close site) and Ashley Sports Pavillion - 01 Mar - 31 May	2,044.93
	NFDC	Rent and service charges for the period 1 Apr 2020 to 31 March 21	16,873.01
	NFDC	Dog waste collection (3 months in arrears 3 months in advance)	910.01
	New Forest Mindfulness	Mindfulness training - youth services	112.50
	Screwfix	Universal stopcock - general use various sites	27.99
	Sitesafety	General/Covid 19 PPE	177.84
	South East Employers	Associate membership Town Clerk 2021/22	271.20
	Staff/members	Salaries and Allowances - June/staff expenses	29,352.30
	Total	Gas supplied at Fawcetts Field and Ashley Pavillion - May 2021	184.33
	Travis Perkins	Cables ties for general use across various sites	9.40
	Watson Welding	Weld gates shut at basketball court, Recreation Ground	100.00
30	Kubota Finance	HF17 Mower deck hire	51.77
	Kubota Finance	HF17 Tractor hire	159.32
	Lombard	Cabstar vehicle leasing x 2	588.96
		Total	118,990.37

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - JUNE 2021

	Actual June £	Budget June £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	51298	38603	12695	33%	129928	126758	3170	3%	593231	463303	78%
F&GP	36560	41051	-4491	-11%	112989	136561	-23572	-17%	536981	423992	79%
TOTAL	87858	79654	8204	10%	242917	263319	-20402	-8%	1130212	887295	79%

AMENITIES

MONTHLY MANAGEMENT ACCOUNTS - JUNE 2021

	Actual June £	Budget June £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
Amenities - General											
<i>Expenditure:</i>											
Wages & Salaries	20040	18529	1511	8%	59496	55587	3909	7%	222347	162851	73%
Ers NI	1840	1575	265	17%	5534	4725	809	17%	18900	13366	71%
Ers Pension	3885	3502	383	11%	11673	10506	1167	11%	42024	30351	72%
Skip Hire	438	500	-62	-12%	1743	1500	243	16%	6000	4257	71%
Bad Debts	0	0	0	0%	0	0	0	0%	0	0	0%
General Maintenance	0	83	-83	-100%	0	250	-250	-100%	1000	1000	100%
Tree Work	2623	1750	873	50%	3724	5250	-1526	-29%	21000	17276	82%
Tree Planting	0	167	-167	-100%	20	500	-480	-96%	2000	1980	99%
Signs	0	333	-333	-100%	0	1000	-1000	-100%	4000	4000	0%
Vehicle Maintenance	933	853	80	9%	2276	2560	-284	-11%	10238	7962	78%
Fuel & Oil	781	1083	-302	-28%	2989	3250	-261	-8%	13000	10011	77%
Contract Hire van	2154	2500	-346	-14%	6222	7500	-1278	-17%	30000	23778	79%
Safety Equip/Covid signs	924	500	424	85%	3335	1500	1835	122%	6000	2665	44%
Hand Tools	276	125	151	121%	363	375	-12	-3%	1500	1137	76%
Equipment	0	208	-208	-100%	0	625	-625	-100%	2500	2500	100%
Dog Fouling	758	125	633	506%	758	375	383	102%	1500	742	49%
Enviromental Sheme	0	1167	-1167	-100%	0	3500	-3500	-100%	14000	14000	100%
Periodic Elect Inspects	0	583	-583	-100%	0	1750	-1750	-100%	7000	7000	100%
Service Level Agreemen	0	83	-83	-100%	291	250	41	16%	1000	709	71%
Sub-Total	34652	33667	985	3%	98424	101002	-2578	-3%	404009	305585	76%
<i>Income:</i>											
Interest Received	0	0	0	0%	0	0	0	0%	0	0	0%
Sub-Total	0	0	0	0%	0	0	0	0%	0	0	0%
SUB-TOTAL	34652	33667	985	3%	98424	101002	-2578	-3%	404009	305585	76%
Ashley Sports	731	902	-171	-19%	1722	2707	-985	-36%	10827	9105	84%
Rec	667	383	284	74%	1174	1149	26	2%	4594	3420	74%
Fawcetts	5841	643	5198	809%	-2008	1928	-3936	-204%	7711	9719	126%
Moore Close	0	0	0	0%	37	0	37	0%	0	-37	
Fernhill Lane	333	411	-78	0%	-4246	1234	-5480	-444%	4934	9180	186%
Allotments	0	109	-109	-100%	4	328	-324	-99%	1310	1306	100%
Donated Seats	35	195	-160	-82%	624	586	39	7%	2342	1718	73%
Open Spaces	9944	4188	5756	137%	24138	12564	11575	92%	50254	26116	52%
Flowerbed sponsorship	0	-158	158	-1.00	625	-475	1100	-232%	-1900	-2525	133%
Bus Shelter advertising	0	-200	200	-1.00	0	600	-600	-100%	-2400	-2400	100%
Plant a Tree income	0	-142	142	-100%	0	-425	425	-100%	-1700	-1700	0%
HLS income	0	-500	500	-100%	0	-1500	1500	-100%	-6000	-6000	100%
Street Trading Income	-905	-1146	241	-21%	-2670	-3438	768	-22%	-13750	-11080	81%
Playgrounds - skatepark	0	250	-250	-100%	4451	3000	1451	48%	3000	-1451	-48%
Cap Ex	0	0	0		7653	7500	153	2%	130000	122347	94%
Sub-Total	16646	4935	11711	237%	31504	25756	5749	22%	189222	157718	83%
AMENITIES	51298	38603	12695	33%	129928	126758	3170	3%	593231	463303	78%

FINANCE AND GENERAL

	Actual Budget				Actual Budget				Annual Amount		
	June	June	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
F&GP - General Exp											
Wages & Salaries	17465	15956	1509	9%	53256	47869	5387	11%	191476	138220	72%
Ers NI	1491	1642	-151	-9%	4624	4927	-303	-6%	19707	15083	77%
Ers Pension	3126	3071	55	2%	9455	9214	241	3%	36855	27400	74%
Staff Expenses	60	125	-65	-52%	408	375	33	9%	1500	1092	73%
Staff Training	-184	417	-601	-144%	106	1250	-1144	-92%	5000	4894	98%
Telephone & Fax	785	542	243	45%	1741	1625	116	7%	6500	4759	73%
Postage	0	167	-167	-100%	0	500	-500	-100%	2000	2000	100%
Stationery	403	208	195	93%	745	625	120	19%	2500	1755	70%
Subscriptions	1276	167	1109	666%	1645	500	1145	229%	2000	355	18%
Photocopier	186	167	19	12%	186	500	-314	-63%	2000	1814	91%
Events Expenditure	0	167	-167	-100%	0	500	-500	-100%	2000	2000	100%
Advertising	107	417	-310	-74%	353	1250	-897	-72%	5000	4647	93%
Neighbourhood Plannin	202	1667	-1465	-88%	785	5000	-4215	-84%	20000	19215	96%
Youth Co-ordination	779	3781	-3002	-79%	1213	11344	-10131	-89%	45376	44163	97%
Communications+Medic	95	3308	-3213	-97%	2709	9925	-7216	-73%	39700	36991	93%
Professional Fees	6104	4023	2081	52%	8577	12068	-3491	-29%	48271	39694	82%
Bank Charges	212	167	45	27%	444	500	-56	-11%	2000	1556	78%
Insurance	0	0	0	0%	15080	15000	80	1%	15000	-80	-1%
CAB	0	417	-417	-100%	0	1250	-1250	-100%	5000	5000	100%
Election Expenses	0	417	-417	-100%	0	1250	-1250	-100%	5000	5000	100%
Mayoral Allowance	21	125	-104	-83%	21	375	-354	-94%	1500	1479	99%
Members Allowances	1403	1500	-97	-6%	4209	4500	-291	-6%	18000	13791	77%
Civic Entertainment	0	125	-125	-100%	0	375	-375	-100%	1500	1500	100%
Grant Aid	50	417	-367	-88%	1800	1250	550	44%	5000	3200	64%
CANGO	465	500	-35	-7%	1300	1500	-200	-13%	6000	4700	0%
Youth Grant Aid	0	0	0	0%	0	0	0	0%	18000	18000	100%
Sub-Total	34046	39490	-5444	-14%	108657	133471	-24814	-19%	506885	398228	79%
Income:											
Wayleaves	0	1	-1	-100%	0	4	-4	-100%	14	14	0%
Interest received	44	208	-164	-79%	124	625	-501	-80%	2500	2376	0%
CANGO	0	333	-333	-100%	0	1000	-1000	-100%	4000	4000	0%
Sub-Total	44	543	-499	-92%	124	1629	-1505	-92%	6514	2390	37%
SUB-TOTAL	34002	38948	-4946	-13%	108533	131843	-23310	-18%	500371	395838	79%
Rent (2020-21 invoice)	7540	0	7540	0%	7540	0	7540	0%	7540	0	0%
Rates	499	416	83	20%	1522	1248	275	22%	4990	3468	69%
Water	0	0	0	0%	0	13	-13	0%	50	50	100%
Electricity	0	0	0	0%	0	875	-875	0%	3500	3500	100%
Gas	0	0	0	0%	0	375	-375	0%	1500	1500	100%
General Maint (20-21)	8423	0	8423	0%	9390	0	9390	0%	12280	2890	24%
Equipment Maint	939	104	835	801%	101	0	101		1250	1149	92%
F&F	0	42	-42	-100%	0	125	-125	-100%	500	500	100%
Transfer from Reserves	-15963	0	-15963		-15963	0	-15963				
Christmas Lights	1120	1000	120	0%	1211	1000	211	0%	20500	19289	94%
SUB-TOTAL	2558	1562	996		3801	3635	166	5%	52110	32346	62%
CIL Receipts	0	0	0	0%	-20561	-22000	1439	0%	-22000	-1439	7%
Transfer to Reserves	0	0	0	0%	20561	22000	-1439	0%	-22000	-42561	193%
CCTV (Budget IT)	0	542	-542	-100%	655	1083	-428	-40%	6500	5845	90%
SUB-TOTAL	0	542	-542	-100%	655	1083	-428	-40%	-37500	5845	-16%
F&GP TOTAL	36560	41051	-4491	-11%	112989	136561	-23572	-17%	514981	401992	78%

Youth Services Manager

Monthly Report

July 2021

We have been developing a close working relationship with The Arnewood School, particularly in relation to young people's mental health.

Teachers attended a zoom taster session of mindfulness, to help understand how it can be delivered to young people. It was very well received.

As a result, myself and Maret have been asked to conduct a taster session for the new year 7s in August before the start of term. We are expecting around 28 young people.

The idea is to convey to them that there is support for them in school and in the community. We will also be able to promote the youth club.

We have experienced a large influx of new people to the youth club on a Wednesday. We have been grateful that good weather has enabled us to have activities outside.

However due to a shortage of staff we have had to close for 3 weeks, opening again on the 28 July.

Weather permitting, we hope to have 2-day time sessions on 11th and 18th of August.

To help cope with numbers, we must consider having two short sessions on a Wednesday evening, until we can recruit more staff.

We have also been approached by Its Your Choice, to see how we can work together to support young people during the summer holidays.

Serious concerns about the cuts in support to young people with mental health problems, is very worrying. I shall be meeting with them in August to see how we can help in anyway.

We have also been involved in Youth Trust meetings, where a workshop is planned for the trustees to develop a vision for the future of the trust.

One of those considerations will be how the Play and Youth Forum is managed in the future, as the Town Partnership is no longer in existence. Currently Sarah Conacher and YSM organise the Play and Youth Forum meetings.

With the easing of restrictions, we look forward to being able to physically visit other providers of services for young people and families. Or at least find out what still exists post covid.

This information can also help the NMYT to decide where else they need to focus their support on the town. I will be involved in future planning and discussion for the BMX track and of course the new youth centre in the town.

NEW MILTON TOWN COUNCIL
RISK MANAGEMENT STRATEGY

1 Introduction

1.1 This document forms part of the Council's Risk Management Strategy. It sets out:

- What is risk management?
- Why does the Council need a risk management strategy?
- What is the Council's philosophy on risk management?
- What is the risk management process?
- How will risk management feed into the Council's existing policies?
- Implementation timetable
- Roles and responsibilities
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council post Covid.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes.
- Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Witness the pandemic. Risk management is the process by which risks are identified, evaluated and controlled.

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, or risk assessments, but applies to all aspects of the Council's work, including public events safety via social distancing etc.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working, as with Covid. The examples below are not exhaustive:

Strategic Risk - Long-term adverse impacts from poor decision-making or from poor implementation. Risks damage to the reputation of the Council and loss of public confidence. The public looked towards councils for leadership during the pandemic.

Compliance Risk - Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Such risks potentially expose the council to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Precept levels/impact on Council reserves.

Operating Risk - Failure to deliver services effectively; malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims; higher insurance premiums; lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 **Why does the Council need a Risk Management Strategy?**

- 3.1 Risk management strengthens the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy helps to ensure that the Council has an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance of some risk.
- 3.3 Strategic risk management is also an integral part of the audit process and as such is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2003 (SI2003/533) to establish and maintain a systematic strategy, framework and process for managing risk.

4. **Risk Management Policy Statement**

New Milton Town Council recognises that it has responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision. Some residual risks will remain in regard to Covid.

The Council accepts that some risks can never be fully eliminated and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes and duties.

5. **Implementing the Strategy**

Risk Identification – Identifying and understanding hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks are identified and recorded in the Council's Risk Register that is updated every year.

Risk Analysis – Once risks are identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment is undertaken of the impact and likelihood of risks occurring with impact and likelihood scored. Action Plans are prepared to address any risks with a residual risk or where risk impact is judged to be major. Residual risks will be subject to monitoring and action will be taken to reduce residual risk in all cases.

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification / implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level as with home working / Zoom meetings over the last 18 months.

Options for control include:

Elimination – Circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction – Control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – Financial impact is passed to others eg by revising contractual terms.

Sharing - Risk is shared with another party.

Insuring - Insure against some or all of a risk to mitigate financial impact where possible.

Acceptance – Documenting decisions after assessment of areas where the Council accepts or tolerates risk, as with residual Covid-19 and its variants.

5.2 Risk Monitoring

The Risk Management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time, as with Covid.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection. It may lead to new hybrid ways of working post Covid.

6 How will Risk Management feed into the Council's existing policies?

6.1 The initial identification of risks is achieved by compiling a list of the risks integrated into a comprehensive risk register, that is reviewed annually by F&GP and Internal Audit.

6.2 **Projects and Service Changes** – Projects or changes to services will include risks identification and measures to eliminate or control risks will be documented in agenda reports and briefing papers to be considered by the Council and its committees.

- 6.3 **Partnership Working** – The Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified, and appropriate control mechanisms are built into the management arrangements for partnership working, It is a prerequisite that at least two officers and two Councillors attend such partnership meetings.

7. **Implementation Timetable**

The Town Clerk and F&GP Committee examine the Council Risk Management Strategy and Risk Management Policy Statement annually identifying current risks in detail.

- Risk Management Strategy – originally adopted by Council on 3 January 2012.
- Risk Assessments and action plans are agreed by F&GP annually in March.
- Risk Management Strategy is reviewed by F&GP Committee annually post Covid.

8 **Roles and Responsibilities**

- 8.1 Risk management has become embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process is driven from the top but must also involve Council staff.

- 8.2 **Elected Members** – Risk management is a key part of Elected Member's role with an expectation that Elected Members will lead and monitor the approach adopted, including:

- (a) Approval of the Risk Management Strategy
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
- (c) Approval of year-end Annual Governance and Accountability Return (AGAR)
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

- 8.3 **Employees** – Undertake their duties within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They work to control risks or threats within their jobs, monitor progress and report on job-related risks.

- 8.4 **Town Clerk** – Acts as the Lead Officer on Risk Management and is responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk:

- (a) provides advice as to the legality of policy and service delivery choices
- (b) provides advice on the implications for service areas of the Council's aims / objectives
- (c) updates the Council on the implications of new or revised legislation
- (d) assists in handling any litigation claims
- (e) provides advice on human resource issues and cases of work-related illness or injury
- (e) advises on health and safety implications of service delivery methods
- (f) reports progress to Council via F&GP

8.5 **Responsible Finance Officer** – as the Council’s RFO, the Town Clerk:

- (a) assesses and implements the Council’s insurance requirements
- (b) assesses the financial implications of strategic policy options
- (c) provides assistance and advice on budgetary planning and control
- (d) ensures that the financial information system allows effective budgetary control
- (e) manages the Council’s investments as part of the Investments Working Party

8.6 **Role of Internal Audit**

Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that all necessary risk management systems are in situ and significant business risks are managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud, and now looks at wider operational aspects.

Internal Audit reports to full Town Council and may make appropriate recommendations.

8.7 **Scrutiny Committee** – Review and future development of the Risk Management Policy and Strategy and review of the Risk Register is overseen by the F&GP Committee.

8.8 **Training** – Where possible Risk Management training is provided to Members and staff through a variety of mediums, the aim being to ensure both Members and staff have the skills necessary to identify, evaluate and control risks associated with Council services.

8.9 **Reporting** - In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

9 **Monitoring**

9.1 **Review of Risk Management Strategy**

This Strategy is regularly considered as part of the Council’s on-going review of its policy documents, Standing Orders and Financial Regulations. Recommendations are reported to the Council. The Strategy was not formally reviewed last year because of Covid.

9.2

But it is crucial that information is regularly reviewed and updated. As noted last year, new risks emerged and needed to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, such as the Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC) and other relevant local council forums, including the New Forest Association of Local Councils (NFALC) and South East Employers (SEE) all of which we are members of.

9.3 **Reporting on Progress**

The Town Clerk provides an annual review and assessment of risks in March each year.

10 **Conclusion**

The adoption of a sound risk management approach achieves many benefits for the Council. It assists in demonstrating that the Council is committed to continuous service improvement and effective corporate governance updating risk assessments as required.

11 **Freedom of Information**

In accordance with the Freedom of Information Act 2000, and GDPR legislation, this document will be posted on the Council’s Website www.newmiltontowncouncil.gov.uk and copies of this document, and the Annual Governance & Accountability Return (AGAR) is available for inspection at the Council Offices.

TYPES OF RISK AND IMPACTS

<p>MAJOR</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Death • Medium term loss of service capability • Adverse national publicity • More than 10 people involved • Litigation almost certain and difficult to defend • Financial loss in excess of £250,000 • Breaches of law punishable by imprisonment • Corporate Manslaughter • Corporate Governance failure 	<p>SUBSTANTIAL</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Extensive, permanent injuries, long term sickness • Short term loss of service capability • Adverse local publicity • Up to 10 people involved • Litigation to be expected • Financial loss between £100,000 and £250,000 • Breaches of the law punishable by fines • GDPR breaches / loss of data • Disaster Recovery failure
<p>MODERATE</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Medical treatment required – long term injury • Short term disruption to service capability • Needs careful public relations • No more than 5 people involved • High potential for complaint, litigation possible • Financial loss between £25,000 and £100,000 • Breaches of regulations / standards 	<p>MINOR</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • No injuries beyond first aid level • No significant disruption to service capability • Unlikely to cause any adverse publicity • No more than 2 people involved • Unlikely to cause complaint / litigation • Financial loss below £25,000 • Breaches of local procedures • Breaches of local standards • Breaches of accepted protocol • Minor misdemeanours

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