

BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

24th October 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall Bovey Tracey on Monday 30th October 2017 at 7pm for the purpose of transacting the business as set out below.

AGENDA

Interests to be Declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

FR&GP.17/88 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

FR&GP.17/89 Consideration of minutes of previous FR&GP Committee meeting held on 4.9.17:

FR&GP.17/90 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 30.10.17 (*copies to be circulated at the meeting).

FR&GP.17/91 Annual Audit Return for the year ending 31st March 2017:

To note that the external auditors (Grant Thornton UK LLP) have certified and completed their review of the Town Council's Annual Return for the year ended 31st March 2017. There have been no issues or advisories raised.

FR&GP.17/92 Internal Audit Report 2017/18 - Interim October 2017:

To receive a copy of the interim internal audit observations 2017/18 (*copy enclosed) undertaken by Mr Kevin Rose (Director IAC Audit & Consultancy Ltd) on 5th October 2017 and consider the observations, recommendations and comments within the report.

FR&GP.17/93 Devon Highways - Town & Parish Council Conference:

To note the Town Clerk's attendance at the Town & Parish Council Conference (*copy of agenda enclosed) on Thursday 16th November at Rattery Village Hall and to consider any Councillor attendance (tickets initially limited to two attendees per parish).

FR&GP.17/94 Bovey Tracey Carnival Committee AGM 2017:

To note that the Carnival Committee AGM will take place at the Dolphin Hotel at 8.00pm on Wednesday 15th November. All Councillors welcome to attend.

FR&GP.17/95 Budget Monitoring - Position Statement:

To note the Town Council's budget monitoring position statement as at 30th September 2017 (*copy enclosed).

FR&GP.17/96 Budget Planning 2017/18 - Preliminary Discussion:

To discuss and highlight any additional areas of expenditure for consideration as part of the budget preparation process for 2017/18.

FR&GP.17/97 Bovey Tracey Twinning Association:

Item brought forward by Cllr Robillard to discuss.

FR&GP.17/98 Annual Review of the Town Council's Insurance Cover 2017/18:

To review and confirm the adequacy of arrangements for insurance cover (*copy of schedule enclosed) in respect of all insured risks.

FR&GP.17/99 Risk Management Strategy:

To consider a recommendation to Full Council to adopt a Risk Management Strategy (*draft copy enclosed).

FR&GP.17/100 Tree Works - Various:

To consider the following quotations for low and medium recommended works as highlighted within a recent Tree Condition Assessment Report:

Quotation A: £2,190.00+VAT

Quotation B: £2,360.00+VAT

Quotation C: £2,146.00+VAT

Quotation D: £1,530.00+VAT

FR&GP.17/101 Process for Approving Town Council Accounts:

To consider the following proposed changes to the current process for approving accounts:

i) change of format for receiving the listing of accounts paid/payments received (*copy enclosed).

ii) to receive accounts for consideration at Finance, Resources & General Purposes Committee meeting only.

FR&GP.17/102 Heathfield Community Centre:

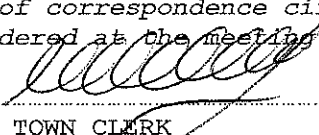
Item brought forward by Cllr Elphick for discussion.

FR&GP.17/103 General Data Protection Regulation (GDPR):

To receive a report (*copy enclosed) on the preparation required by the Council for the implementation of the GDPR in order that the Council is compliant with the GDPR by 25th May 2018.

FR&GP.17/104 Matters brought forward by Councillors: (for information only).

*Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.

SIGNED 
M WELLS, TOWN CLERK

DATE 24/10/17

Bovey Tracey Town Council
Interim Internal Audit Observations 2017-18



Audit visit date	Priority	Observation	Recommendation	Status	Comments
5 Oct 2017	H	A reconciliation of the VAT control account identified that costs, and VAT, related to the disposal of the Town Hall in 2015/16 had not been recorded as the receipt had been entered in the cashbook net of legal and estate agent fees (The sale was £100,050 but was recorded as £92,328). As a consequence the income recorded on the 2015/16 was under recorded by £7,722 being costs & VAT. Expenditure was under recorded by £6,866 and VAT recoverable was understated by £856.	The Council should note that the Annual Return for 2015/16 was not correct and that it will be necessary to make an adjustment in the 2017/18 accounts to correct the error.	Pending	Noted. An adjustment will be made to the 2017/18 accounts as recommended.
	H	The VAT amount of the unrecorded costs above had however been correctly reclaimed from HMRC. This accounted for much of the difference on the VAT control account noted at the 2016/17 year end audit.	It will be necessary for an adjustment to be posted in 2017/18 for the VAT element of the two invoices deducted from the Town Hall sale proceeds.	Pending	As above. An adjustment will be made to the 2017/18 accounts as recommended to account for the VAT element.
	H	It was further noted that there were a number of other differences between the cashbook and the VAT claims for both 2016/17 and 2015/16 [previous years were not checked by the auditor]. There was an apparent under claim of £259 in 2016/17. It has apparently never been practice for the VAT reclaim totals to be checked and agreed (by either the Councils auditors or Council staff) to the VAT recorded in the cashbook	The Council should review claims made for both 2015/16 and 2016/17 and verify that all VAT recorded in the cashbook has been claimed. Any amount that cannot be claimed, for example because of lack of VAT invoice should be written off. The Council should consider whether it is necessary to check prior years (the Council should note that there is a 3 year limit to recovery of VAT for non-registered local councils)	Pending	Staff have reconciled cash book payments against actual VAT reclaims as recommended for 2016/17. The apparent VAT under claim was reclaimed from HMRC within the previous quarter (eg last quarter of 2015/16). With the recent introduction of the RBS Alpha Accounting Software System (October 2017), VAT reclaims will now automatically be generated directly from the software system.
	H	From a review of payroll, it was not clear that pay rates for staff in the 2017-18 were in accordance with contractual terms (for example whether increments, if due, had been awarded)	On an annual basis, prior to start of financial year the Council (or sub-committee) should review and confirm pay rates applicable to each member of staff for the new financial year. The rates paid in April each year should be checked and verified. The Council should review current rates of pay and confirm that they are correct.	Pending	The Town Clerk will convene a meeting of the Personnel Sub Committee to review and confirm current rates of pay, following which any subsequent recommendations will be tabled for Full Council to consider (if appropriate).

Audit visit

Audit visit date	Priority	Observation	Recommendation	Status	Comments
	H	The Council has received confirmation from HMRC that the Council must operate under its own PAYE code (rather than under the PAYE code of the District Council as at present). At present the Council relies on the District Council to operate payroll, and importantly, to make payments of salary to staff.	The Council should note the requirements from HMRC to operate its own PAYE code. The Council should consider how it will operate its own payroll, and in particular how it intends to make payments of salary to staff.	Pending	The Town Clerk has received confirmation (11/10/17) from the Interim Chief Finance Officer of Teignbridge District Council that the District Council will be upgrading their purpose built in-house payroll system in January 2018 to a new Payroll system (Trent) which will accommodate the processing of multiple PAYE schemes.
	M	It was noted that there were some differences in forms of contract for members of staff. Some staff are paid on a 'Green Book' basis whereas other staff have contracts based on historical arrangements. It was noted that there appeared to be different terms and conditions for staff in similar roles.	The Council should consider reviewing the form of contract in use. It may be appropriate for the Council to decide to implement 'Green Book' contractual terms for all members of staff.	Pending	A meeting of the Personnel Sub Committee will be convened to further consider this observation, following which any subsequent recommendations will be tabled for Full Council to consider (if appropriate).

Town & Parish Council Conference

November 2017

Agenda

Devon
Highways

9.30 am Arrival & networking

10.00 am Welcome and format of the day

Presentations

10.15 am An introduction to Skanska

10.45 am Asset Management Plan & funding changes

11.15 am Parish / Town Council presentation

Break-out sessions

Each break-out session will be held 3 times. This will enable attendees to attend all of the sessions;

- Community self-help and Highway Maintenance Community Enhancement Fund (HMCEF)
- Highway maintenance – routine & reactive maintenance and cyclic works
- Highway maintenance – planned works and additional funding

11.45 am Break-out session 1

12.45 pm LUNCH

1.45 pm Break-out session 2

2.45 pm Break-out session 3

3.45 pm Summary of day

4.00 pm Close

2017/18 Income & Expenditure Report (6-month)

1st April 2017 - 30th September 2017

Line No.	<i>Income</i>	<i>Budget 2017/18</i>	<i>Previous YTD</i>	<i>Current YTD</i>
		£	£	£
1	Precept	199565.00	96325.00	199565.00
2	Council Tax Support Grant (CTSG)	16400.00	8325.00	16400.00
3	Interest	100.00	108.00	135.00
4	Allotments & Brimley Field	2000.00	240.00	520.00
5	Town Hall Lettings	0.00	0.00	0.00
6	Burial Fees	12000.00	7296.00	13151.00
7	Other Income	3700.00	1594.00	1886.00
8	P3 & Other Grants	1000.00	11961.00	0.00
9	Christmas Lights	2000.00	8.00	0.00
10	South West in Bloom	1800.00	2464.00	2500.00
11	S106 Receipt/CIL	0.00	2321.00	7746.00
	Total	238565.00	130642.00	241903.00

	<i>Expenditure</i>	<i>Budget 2017/18</i>	<i>Previous YTD</i>	<i>Current YTD</i>
		£	£	£
12	Allotments	1200.00	482.00	758.00
13	Town Hall	9000.00	0.00	0.00
14	Cemetery	13000.00	3121.00	5272.00
15	South West in Bloom	4000.00	4009.00	3626.00
16	Summer Basket/Trough Watering	5500.00	2430.00	1520.00
17	Bus Shelters	500.00	0.00	0.00
18	Recreation Grounds	16000.00	8209.00	8287.00
19	Establishment Expenses	26000.00	17310.00	11205.00
20	Wages, N.I. & Pensions	82515.00	39146.00	40061.00
21	Pottery Leat	200.00	0.00	0.00
22	Christmas Lights	5300.00	0.00	0.00
23	Election	6000.00	0.00	2221.00
24	Contingency	5000.00	0.00	0.00
25	Information Centre	750.00	0.00	0.00
26	Parish Paths Partnership	100.00	0.00	0.00
27	Heathfield Youth Project	2000.00	0.00	1868.00
28	BTYA	7500.00	3750.00	4375.00
29	The Old Thatched Inn	40000.00	0.00	6265.00
30	Regeneration Project	2500.00	5385.00	0.00
31	Bovey Community Care	1500.00	750.00	750.00
32	Heritage Centre & Trail	0.00	1754.00	0.00
33	Legal Advice Service	1500.00	0.00	0.00
34	Grants	0.00	2500.00	10000.00
35	Flag Project	0.00	1035.00	250.00
36	Tree related works	3500.00	0.00	1920.00
37	Recreation Ground Toilets	5000.00	1676.00	2430.00
	Total	238565.00	91557.00	100808.00

Account Balances (as at 30th Sept 2017):

£16,648.57

£307,033.26

£310,208.06 (Earmarked Reserves)

Commercial Combined

MATERIAL DAMAGE - TOWN HALL, TOWN HALL PLACE, BOVEY TRACEY, NEWTON ABBOT, DEVON, TQ13 9EG

Details

Specified or floating location	Specified Location
Premises name	Town Council Buildings as Specified - Grade II Listed
Primary building usage	Office
Secondary building usage	Industrial Unit
Occupancy	Business Hours
Year built (yyyy)	1850

Construction and Exposure

Building of standard construction (i.e. brick/stone/concrete (floor & roof)/slates/tiles)	Yes
---	-----

Covers Requested

Contingencies	All Risks Theft Or Attempted Theft
Excess (£)	250

Contents

Contents Items

Contents item type, Item description	Cover basis	Method of adjustment, Day 1 percentage	Excess (£)	Sum insured (£)
Machinery, Plant & All Other Contents, Includes Photocopier	Reinstatement	Index Linking, 20.00	250	37,358

MATERIAL DAMAGE - HERITAGE CENTRE, ST JOHN'S LANE, BOVEY TRACEY, NEWTON ABBOT, DEVON, TQ13 9GP

Details

Specified or floating location	Specified Location
Premises name	Town Council Buildings as Specified
Primary building usage	Office
Occupancy	Not Business Hours
Year built (yyyy)	1850

Construction and Exposure

Building of standard construction (i.e. brick/stone/concrete(floor & roof)/slates/tiles) Yes

Covers Requested

Contingencies All Risks
Theft Or Attempted Theft

Excess (£) 250

Buildings

Building name/ description, Building item type	Cover basis	Method of adjustment, Day 1 percentage	Sum insured (£)
Grade II Listed, Building including landlords fixtures and fittings	Reinstatement	Index Linking, 20.00	112,241

MATERIAL DAMAGE - OUTBUILDINGS, THE CEMETERY, BOVEY TRACEY, NEWTON ABBOT, DEVON, TQ13 9EG
Details

Specified or floating location Specified Location

Premises name Town Council Buildings as Specified

Covers Requested

Contingencies All Risks
Theft Or Attempted Theft

Excess (£) 250

Buildings

Building item type	Cover basis	Method of adjustment, Day 1 percentage	Sum insured (£)
Building including landlords fixtures and fittings	Reinstatement	Index Linking, 20.00	11,850

MATERIAL DAMAGE - 2 X PORT-A-CABINS AT CANNON ROAD, HEATHFIELD, NEWTON ABBOT, DEVON, TQ12 6SH
Details

Specified or floating location Specified Location

Covers Requested

Excess (£) 250

Buildings

Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Sum insured (£)
Building including landlords fixtures and fittings	Reinstatement	As per section	Index Linking, 20.00	17,410

MATERIAL DAMAGE - THE OLD THATCHED INN, STATION ROAD, BOVEY TRACEY, DEVON, TQ13 7AW
Details

Specified or floating location	Specified Location
Nature of premises and surrounding area	Parts of premises are partly unused/unfurnished/unoccupied Other
Details of other	This site is the location for the new proposed Town Hall to be built by 2018

Construction and Exposure

Building of standard construction (i.e. brick/stone/concrete(floor & roof)/slates/tiles)	Yes
Sandwich panels used in construction	No

Covers Requested

Excess (£)	500
------------	-----

MATERIAL DAMAGE - PUBLIC CONVENIENCES, THE RECREATION GROUND, ASHBURTON ROAD, BOVEY TRACEY, NEWTON ABBOT, DEVON, TQ13 9BY
Details

Specified or floating location	Specified Location
Occupancy	Day Only
Year built (yyyy)	1900

Construction and Exposure

Building of standard construction (i.e. brick/stone/concrete(floor & roof)/slates/tiles)	Yes
--	-----

Covers Requested

Excess (£)	250
------------	-----

Buildings

Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Sum insured (£)
Building including landlords fixtures and fittings	Reinstatement	As per section	Index Linking, 20.00	53,275

MATERIAL DAMAGE - ANYWHERE WITHIN POSTCODE.....
Details

Specified or floating location

Floating Location

Covers Requested

Contingencies

 All Risks
Theft Or Attempted Theft

Excess (£)

250

Buildings

Building name/ description	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (£)	Excess (£)	Sum insured (£)
Street Furniture (includes three bus shelters in Bovey Tracey)	Reinstatement		Index Linking, 20.00			84,509
War Memorials/Monuments	Reinstatement		Index Linking, 20.00			22,032
Roundabout Sculpture	Reinstatement	As per section	20.00			25,141
Playground Equipment & Surfaces (Including Space Whirl)	Reinstatement		Index Linking, 20.00		2,500	238,412
Walls, Gates & Fences	Reinstatement		Index Linking, 20.00	0		0
GWR Brake Wagon (Located at the Heritage Centre)	Reinstatement	As per section	Index Linking, 20.00			14,739
3 x K6 telephone kiosks	Reinstatement	As per section	Index Linking, 20.00			8,341.50
10 x Heritage Trail mosaics	Reinstatement	As per section	Index Linking, 20.00			3,189
Outdoor Gym at Mill Marsh Park	Reinstatement	As per section	Index Linking, 20.00			23,618

Building name/ description	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (£)	Excess (£)	Sum insured (£)
Skate Park at St Johns Lane	Reinstatement	As per section	Index Linking, 20.00			126,982

BUSINESS INTERRUPTION

Covers Requested

Premises name	Cover basis	Indemnity period (months)	Contingencies	Business interruption sum insured (£)
The premises as shown in the schedule	Gross Profit	0	As Material Damage section	0
The premises as shown in the schedule	Rent Receivable	0	As Material Damage section	0
The premises as shown in the schedule	Gross Revenue/Income	0	As Material Damage section	0
The premises as shown in the schedule	Increased Cost of Working Only	12	As Material Damage section	50,000
The premises as shown in the schedule	Professional Accountant Charges	24	As Material Damage section	1,000

Extensions

BI extensions	Details	Sum insured (£)	Indemnity period (months)
Denial Of Access	Prevention of Access	10,000	
Diseases, Murder, Suicide, Defective Sanitation	Notifiable Disease at All Other Premises	10,000	3
Public Utilities - (Terminal Ends)	Full failure of utilities - Electricity, Gas, Water & Telecommunications	10,000	

TERRORISM

Terrorism cover required

No

MONEY & ASSAULT

Money

Money in Safe Out of Business Hours

Type of safe	Limit of cash in locked safe (£)
Unknown	500

Any Other Loss of Money

Crossed cheques and other non-negotiable instruments (£)	250,000
Any other loss of money (£)	2,000
Personal effects (£)	500

Money at Home

Money at home of authorised person (£)	500
--	-----

Money during hours

Money during hours (£)	2,000
------------------------	-------

Money Out of Safe Out of Business Hours

Money outside business hours, not in safe (£)	500
---	-----

Own Carryings

Estimated own annual carryings (£)	29,389
------------------------------------	--------

Personal Accident Assault

Benefits

Benefits payable	Weeks payable	Benefit amount (£)
Death and other capital benefits		10,000
Temporary Total Disablement	104	100
Temporary Partial Disablement	104	50

GLASS -

Details

Premises name	All Internal & External glass at the premises specified in the Material Damage section
---------------	--

Covers Requested

Glass sum insured basis	Limited
Sum insured (£)	2,000

**Glass Sum Insured**

Excess (£) 250

EMPLOYERS LIABILITY**Risk Management**

Risk management features Members of Trade Association

Covers Requested

Indemnity limit (£) 10,000,000

Annual Wage Estimates

Activities	Description of activity	Number of employees	Wageroll employees only (next 12 months) (£)
Clerical Or Non Manual Work		2	50,908
Manual Work		2	39,454
	Volunteers	0	0

PUBLIC LIABILITY**Covers Requested**

Indemnity limit (£) 10,000,000

Excess (£) 250

Annual Turnover Estimates

Geographical limit	Turnover (next twelve months) (£)
Worldwide	209,300

Annual Wage Estimates

	Activities	Wageroll (next twelve months) (£)
Employee & principals wage breakdown	Clerical Or Non Manual Work	50,908
Employee & principals wage breakdown	Manual Work	39,454

PRODUCTS LIABILITY**Covers Requested**

Indemnity limit (£) 10,000,000

Jurisdiction UK

Excess (£) 250



FIDELITY GUARANTEE

Details

Annual wages to employees with direct responsibility for money/stock/accounts (£) 90,362

Additional Covers

	Employee category	Limit of indemnity (£)	Excess (£)
Cover limit for any one loss	Employees & Council Members	500,000	1,000

LEGAL EXPENSES

Standard Cover

Covers Requested

Limit of indemnity (£) 100,000

Annual Turnover Estimates

Turnover (next twelve months) (£) 220,000

ALL RISKS

Cover type All Risks

Covers Requested

Cover basis Reinstatement

Method of adjustment Index Linking

Geographical limit UK

Description of insured risk/property	Geographical limit	Excess (£)	Sum insured/limit of indemnity (£)
Regalia	Worldwide	50	10,986
Christmas lights	UK	50	0
Garden Machinery & Maintenance Equipment	UK	50	22,310
CCTV	UK	50	22,964
Laptops	UK	50	0
Coat of Arms	UK	50	10,138
BOFA Embroidery	UK	50	3,296

OFFICIALS INDEMNITY

Cover type Other

Other cover if not listed Officials Indemnity

Covers Requested

Cover basis Other

Other cover basis if not listed Loss arising from a claim as a result of a Wrongful Act provided that such claim is first made and notified during the period of insurance.

Description of insured risk/property	Geographical limit	Excess (£)	Sum insured/limit of indemnity (£)
Officials Indemnity - Any Employee, Officer or Council Member of The Authority	As per section	0	250,000

TRAVEL

Cover type Travel

Covers Requested

Cover basis Other

Other cover basis if not listed Any authorised journey in connection with the business including any ancillary holiday

Geographical limit Worldwide

Description of insured risk/property	Contingencies	Geographical limit	Excess (£)	Sum insured/limit of indemnity (£)
Medical Expenses	Automatic for cover	As per section	25	1,000,000
Baggage &/or Personal Property	Automatic for cover	As per section	25	2,000
Money & Cheques		As per section	25	1,000
Cancellation, Curtailment or Change of Itinerary	Automatic for cover	As per section		2,000
Travel Delay & Missed Departure		As per section		20
Personal Liability	Automatic for cover	As per section		2,000,000
Hijack	Automatic for cover	As per section		250

PERSONAL ACCIDENT
Group PA - All Clerical Employees
Details

Number of people 2

Activities Clerical Or Non Manual Work

Covers Requested

Cover basis 24 Hour



Accumulation limit any other occurrence (£) 1,000,000

Annual Wage Estimates

Annual wageroll (£) 49,716

Benefits

Benefit amount type	Benefits payable	Weeks payable	Amount of benefit (£)
Flat sum	Death and other capital benefits		40,000
Flat sum	Temporary Total Disablement	104	400
Flat sum	Temporary Partial Disablement	104	200

Group PA - All manual Employees

Number of people 2
Activities Manual Work
Cover basis 24 Hour
Accumulation limit any other occurrence (£) 1,000,000

Annual Wage Estimates

Annual wageroll (£) 38,530

Benefits

Benefit amount type	Benefits payable	Weeks payable	Amount of benefit (£)
Flat sum	Death and other capital benefits		40,000
Flat sum	Temporary Total Disablement	104	400
Flat sum	Temporary Partial Disablement	104	200

Group PA - Council Members

Details

Number of people 14
Cover basis Employment Including Commuting
Accumulation limit any other occurrence (£) 1,000,000

Benefits

Benefit amount type	Benefits payable	Weeks payable	Amount of benefit (£)
Flat sum	Death and other capital benefits		20,000
Flat sum	Temporary Total Disablement	104	200
Flat sum	Temporary Partial Disablement	104	100



Group PA - Volunteers

Covers Requested

Accumulation limit any other occurrence (£) 1,000,000

Benefits

Benefit amount type	Benefits payable
Flat sum	Death and other capital benefits
Flat sum	Temporary Total Disablement
Flat sum	Temporary Partial Disablement

Bovey Tracey Town Council



RISK MANAGEMENT STRATEGY

1. Introduction

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

- What is risk management
- Why the Council needs a risk management strategy
- What the Council's philosophy is on risk management
- The risk management process
- How risk management feeds into the Council's existing policies
- 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
- 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. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standard of conduct and service delivery arrangements'*
Audit Commission - **Worth the Risk: Improving Risk Management in Local Government** (2001:5)

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, but applies to all aspects of the Council's work.

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. The examples below are not exhaustive:

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks - damage to the reputation of the Council, loss of public confidence or in a worst-case scenario Government intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks – exposure to prosecution, judicial review, employment tribunals and 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 Council Tax 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 recover 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 may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costs steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threat but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measure to manage adverse risks are likely to help with managing positive ones.

3. Why the Council needs a Risk Management Strategy

3.1. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2. The Risk Management Strategy will help to ensure that all Committees across the Council have 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.

3.3. There is a requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

4. The Council's philosophy on Risk Management

4.1. Risk Management Policy Statement

Bovey Tracey Town Council recognises that it has a 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.

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

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

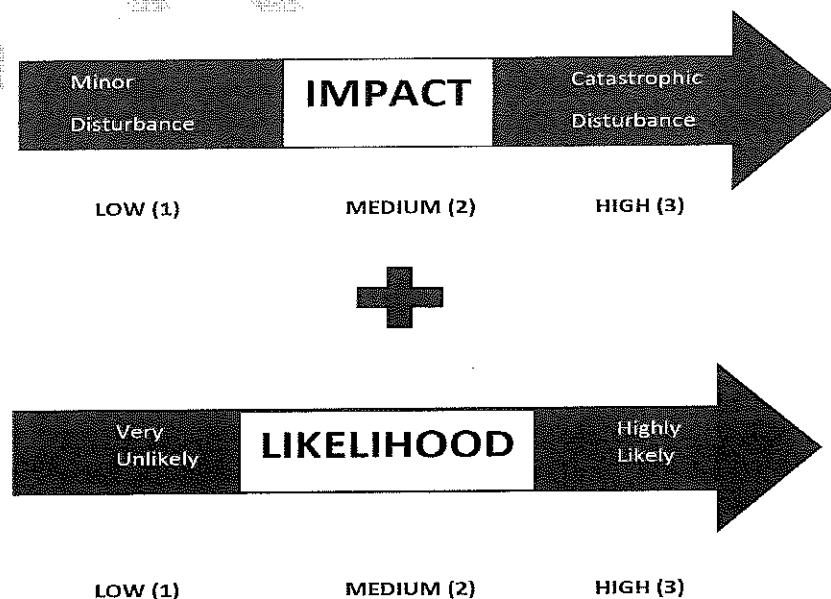
5. The Risk Management Process

5.1. Implementing the Strategy

Risk Identification – identifying and understanding the 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 identified will be recorded in the Council's Risk Register.

Risk Analysis – once risks have been 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 should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).



The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

5.2. 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 and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to other e.g. by revising contractual terms
- **Sharing** – the risk is shared with another party
- **Insuring** – insure against some or all of the risk to mitigate financial impact
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk

5.3. 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.

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.

6. How Risk Management feeds into the Council's existing policies

- 6.1. The identification of Risks will be achieved by Councillors, the Town Clerk and Staff compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Risk Register.
- 6.2. **Projects and Service changes** – Councillors, the Town Clerk and Staff developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented and considered by the Council and its Committees.

6.3. **Partnership Working** – where the Council enters into partnerships with organisations from the public, private, voluntary and community sectors, part of the process will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

7. Roles and Responsibilities

7.1. It is important that risk management becomes 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 that responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must involve staff throughout the organisation.

7.2. **Elected Members** – risk management is seen as a key part of the elected Member's stewardship role and there is an expectation that elected Members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Strategy
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
- Consideration and if appropriate, endorsement of the annual Statement of Internal Control
- Assessment of risks whilst budget setting, including any bids for resources to tackle specific issues

7.3. **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Town Clerk will:

- Provide advice as to the legality of policy and service delivery choices
- Provide advice on the implications for service areas/actions of the Council's corporate aims and objectives
- Update the Council on the implications of new or revised legislation
- Assist in handling any litigation claims
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operation decisions and assist in handling cases of work related illness or injury
- Advice on any health and safety implications of the chosen or proposed arrangements for service delivery
- Report progress to Council via the relevant Committee
- Ensure that Risk Management is an integral part of the business operation

- 7.4. **Responsible Finance Officer (RFO)** – the Town Clerk (as RFO) will:
- Assess and implement the Council's insurance requirements
 - Assess the financial implications of strategic policy options
 - Provide assistance and advice on budgetary planning and control
 - Ensure that the Financial Information System allows effective budgetary controls
 - Effectively manage the Council's investment and loan portfolio

7.5. **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness for the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager or the Town Clerk.

7.6. **Role of Internal Audit** – Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being 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.

Internal Audit reports and any recommendations contained within will help to shape the annual Statement of Internal Control.

7.7. **Finance, Resources & General Purposes Committee** – reviews and future development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee.

7.8. **Training** – Risk Management training will be provided to elected Members, officers and key staff through a variety of mediums. The aim will be to ensure that all have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

8. Future Monitoring

8.1. **Review of Risk Management Strategy** – this strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.

8.2. **Review of Risk Register** – the Register will be reviewed at least annually and updated as new risks emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement as can the sharing of best practice via professional bodies, NALC and relevant council forums.

9. Conclusion

- 9.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.
- 9.2. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.boverytracey.gov.uk and copies of the document and the Risk Register will be available

DRAFT

Time: 2:45 PM

Current Account

List of Payments made between 01-04-2017 and 30-04-2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03-04-2017	Pulse8Communications	D/D	22.00		Broadband
03-04-2017	Aviva	D/D	580.70		Insurance
05-04-2017	UK Fuels Ltd	D/D	64.90		Fuel
10-04-2017	Bim	063	145.00		Photograph
10-04-2017	N Brock	064	724.00		Grave digging
10-04-2017	Mrs H Smith	065	128.38		Printing
10-04-2017	T Morgan	066	900.00		Stage hire
10-04-2017	Moorland Community Care	067	750.00		Grant
10-04-2017	DALC	068	933.81		Annual sub
10-04-2017	Mole Valley Farmers	069	11.99		Growmore bucket
10-04-2017	Devon Matters	070	523.00		Design, print & delivery QU
10-04-2017	C2 Business Solutions	071	300.00		C2 Business Solutions
10-04-2017	Teignbridge District Council	072	6,571.53		Salaries
10-04-2017	PHS Group	073	325.74		Waste collection
10-04-2017	S W Councils	074	474.00		S W Councils
10-04-2017	Viking	075	41.06		Stationery
21-04-2017	EE Phone	D/D	32.94		Mobile phone charge
24-04-2017	Aaron Printers	076	94.14		Aaron Printers
24-04-2017	BT Youth Action	077	1,250.00		Grant Nov16 Apr 17
24-04-2017	D Curtis	078	1,685.00		Repairs
24-04-2017	Teignbridge District Council	079	64.80		Payroll services
24-04-2017	Total Cleaning Services	080	232.50		Cleaning
24-04-2017	M Wells	081	13.50		Reimbursement Frames YCA
24-04-2017	Teignbridge District Council	082	868.52		½ yr rates
24-04-2017	Teignbridge District Council	082	209.87		½ yr rates
24-04-2017	Teignbridge District Council	082	973.10		½ yr rates
28-04-2017	Elitetele.com	D/D	50.18		Elitetele.com

Total Payments	<u>17,970.66</u>
-----------------------	------------------

Current Account

Receipts received between 01-04-2017 and 30-04-2017

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
500327	Banked: 13-04-2017	474.94						
500327	B C Baker & Son	328.00			1400	400	328.00	Ashes Chown
154	Western Power	45.62			1900	100	45.62	Wayleave payt
155	Western Power	101.32			1900	100	101.32	Wayleave payt
500328	Banked: 28-04-2017	652.00						
156	N Hutchings	70.00			1200	100	70.00	Allot rent & deposit
157	Angel Care	50.00			1120	100	50.00	1basket & 1 trough
0469	Coombes & Sons	328.00			1400	400	328.00	E Carpenter
0470	Mr & Mrs J Hocking	204.00			1400	400	204.00	M Hocking Ashes
Total Receipts:		1,126.94	0.00	0.00			1,126.94	

Bovey Tracey Town Council

Finance, Resources & General Purposes

Date: 30th October 2017

Subject: General Data Protection Regulation (GDPR)

Report by: Town Clerk

1. Purpose

- 1.1 To inform members of the forthcoming General Data Protection Regulation.

2. Background

- 2.1 From 25th May 2018, the Data Protection Act (DPA) will be replaced by the EU General Data Protection Regulation (GDPR) which will strengthen the rights of EU citizens to ensure that their data is properly secured and not subject to loss, illegal use or transfer to third parties.
- 2.2 The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

3. What does it cover?

- 3.1 It covers any information from which a living individual can be identified. The definition of '*personal data*' includes name, address, date of birth, telephone number, bank details and location data. The GDPR has expanded this definition to include online identifiers such as Internet Protocol (IP) addresses and cookie IDs.
- 3.2 The scope of '*sensitive personal data*', such as racial or ethnic origin, political opinions, physical or mental health conditions, religious or philosophical beliefs, trade union membership and sexual orientation etc, has also been expanded to include genetic and biometric data. The Council must gain explicit consent before processing any sensitive personal data.

4. Key Changes

4.1 Many of the principles behind the GDPR are the same as those for the current Data Protection Act, however, the GDPR requires new processes to be implemented and some existing processes to be undertaken in a different way to meet the requirements.

For example, the Council must inform individuals how they will process individual's data before the processing takes place but the quantity of information that needs to be provided has increased. The additional information includes:

- the legal basis for processing the data;
- the period for which the data shall be retained;
- that the individual has a right to complain to the Information Commissioner's Office;
- whether there is a statutory or contractual requirement to provide the data; the consequence of not providing the data.

4.2 A summary of the key changes:

Key Issue	Changes introduced by GDPR
Accountability	GDPR introduces the new accountability principle – data controllers must demonstrate compliance with the data processing principles.
Records of processing activities	No more DPA registrations but controllers and processors must maintain internal records of all the data processing activities under their responsibility.
Privacy by Design / Privacy by Default	GDPR introduces new concepts of ' <i>privacy by design</i> ' and ' <i>privacy by default</i> '. The controller must implement appropriate technical and organisational measures which are designed to integrate the necessary safeguards into the processing.
Data Protection Impact Assessments	Data controller must carry out a data protection impact assessment prior to processing data where the processing is

Key Issue	Changes introduced by GDPR
	<p>likely to result in a high risk for the rights / freedoms of individuals due to:</p> <p>the use of new technologies;</p> <p>the nature, scope, context and purposes of processing.</p>
Data breach notification	<p>GDPR introduces an obligation to notify data breaches to the ICO within 72 hours; and to affected individuals without undue delay.</p>
New rules on child privacy	<p>Parental consent must be gained in advance for processing children data who are younger than 13 years old. The UK still needs to set its own rules for the consent requirements for 13 to 15 year olds. Also, affects use of websites.</p>
Stricter consent for processing	<p>Data controllers need to be able to demonstrate clearly how the individual gave their consent to data processing.</p>
Significantly higher financial penalties for data breaches	<p>Much greater enforcement powers with two-tier of fines up to €10m / €20m depending on the type of breach.</p>
Greater rights for data subjects	<p>Much greater emphasis on the information rights of the individual – more transparency how personal data used with privacy notices at point of data collection / or acquisition; no charge for subject access and one month to release; right to data portability; right to erasure of data if given by consent; right to seek compensation for a breach of their rights.</p>

Key Issue	Changes introduced by GDPR
Data Protection Officer	<p>Data controllers and processors must appoint a DPO in case of:</p> <ul style="list-style-type: none"> - Regular and systematic processing of data subjects on a large scale - When the core activities of the controller or the processor consist of processing on a large scale of sensitive data or data relating to criminal convictions and offences. <p>This is a mandatory role for public authorities.</p>

5. Recommendation

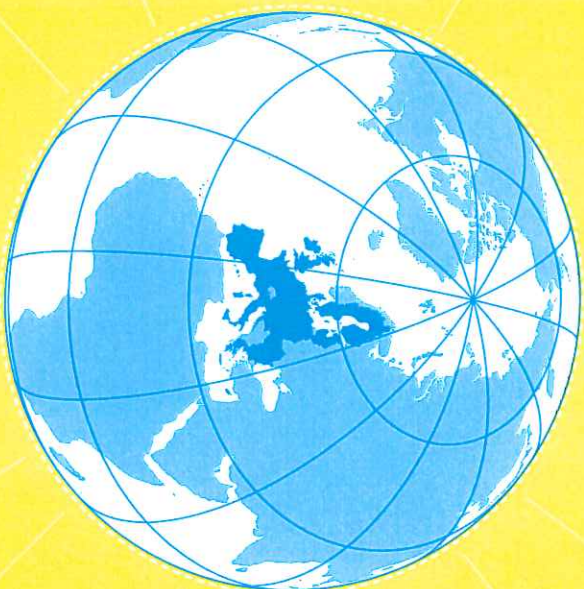
Members are requested:

- 5.1 To note the work to be carried out to ensure the Council complies with the General Data Protection Regulation. This will follow the 12 steps as highlighted in the Information Commissioner's Office checklist (copy attached).
- 5.2 To be fully aware that the law is changing to the GDPR in May 2018 and appreciate the impact this is likely to have.
- 5.3 To undertake an Information Audit to ascertain what personal data the Council holds, where it came from and who the Council share it with.

Preparing for the General Data Protection

Regulation (GDPR)

12 steps to take now



1 Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2 Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3 Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4 Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

7 Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8 Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9 Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10 Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11 Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

5 Subject access requests

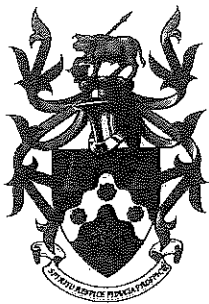
You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6 Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

12 International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

24th October 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 30th October 2017 at 8pm (approx.) following the Finance Resources & General Purposes Committee meeting for the purpose of transacting the business as set out on the agenda below.

AGENDA

Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

PL.17/75 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

PL.17/76 Consideration of Planning Applications:

DNPA Applications listed to 6.10.17: None

TDC Applications listed to 13.10.17:

- a) 17/02490/FUL Extension to form first floor and rear extension for sun room at September Cottage, Lowerdown for Mr P Rose.

DNPA Applications listed to 13.10.17: None

TDC Applications listed to 20.10.17: None

PL.17/77 Planning Decisions:

Approvals:

a) TDC:

- i) Temporary (10 Years) detached wooden building for use as church office at The Vicarage, Coombe Cross. (N/O)
ii) Pruning of a number of trees of various species in woodland area W1 where overhanging property at Treetops, Newton Road. (Referred)

iii) Single storey side extension at 22 Southbrook Road. (N/O)

iv) Reduce height of two beech trees by 33% to clear power lines at Orchard House, East Street. (Referred)

v) Remove lowest primary limb on eastern side of one oak and crown lift two oaks by 8m to clear roof at Fairfax Road, Heathfield Industrial Estate. (Referred)

vi) Covered tennis court structure at Recreation Ground, Newton Road. (Noted)

- b) DNPA:
i) Replacement of existing 400mm diameter culvert through the dam structure with a concrete box culvert and associated upstream and downstream retaining walls at land at Yarner Wood. (N/O)
ii) Extension to existing stables to form hay/feed store and tack room at lane at Haytor Road. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - 0.

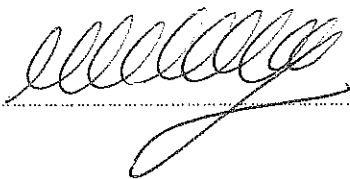
PL.17/78 Neighbourhood Development Plan (NDP) - Councillor Representation:

To consider Councillor nominations as representatives of the Council on the NDP Steering Group.

PL.17/79 General Planning Matters brought forward by Councillors:

(For information only).

SIGNED
M WELLS
TOWN CLERK



DATE

24/10/17