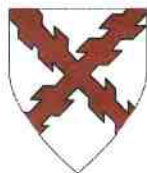


St Austell Town Council



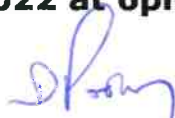
Finance and General Purposes Committee

To: All Members of the Finance and General Purposes Committee

(Councillors: Brown, Bull, Clemo, French, George, Lanxon, Nott, Pearce, Pears, Rowse and Young).

Dear Councillor

You are summoned to attend a **Meeting of the Finance and General Purposes Committee** to be held in **The Council Chamber, Penwinnick Road, St Austell, Cornwall, PL25 5DR** on **Monday 21st February 2022 at 6pm**



David Pooley
Town Clerk

15th February 2022

Tel: 01726 829859

E.mail: david.pooley@staustell-tc.gov.uk

Website: www.staustell-tc.gov.uk

AGENDA

1.	Apologies for absence	
2.	Declarations of Interest (Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).	

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

3.	Dispensations (Purpose: To receive requests for dispensations under the Code of Conduct).	
4.	Minutes of meeting held on the 8th November 2021 (Purpose: To agree that the minutes of the above meeting be signed as a correct record). (Attached).	Pages 1 - 4
5	Matters to Note A verbal update from the Town Clerk on the actions taken since the last meeting. Note: No decision may be made under this agenda item.	
6.	Public participation (15 minutes maximum) The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.	
7.	Budget Monitoring Report (Purpose: To review the Town Council's budget monitoring report for the period 1 st April 2021 to 31 st January 2022). (Report attached).	Pages 5 - 10
8.	Ride on Mower – Replacement (Purpose: To consider purchasing a ride on mower in preparation of the current lease arrangements coming to an end).(Report to follow).	
9.	Treasury Management (Purpose: To consider an update on Treasury Management activity and approve a strategy for 2022/23). (Report attached).	Pages 11-18
10.	Risk Management (Purpose: To review and update the Council's Risk Management Strategy and Register). (Report attached).	Pages 19-28

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11.	Insurance Tenders (Purpose: To provide an update on Insurance tenders sought and if possible agree an appropriate solution) (Report to follow).	
12.	WorkNest Health and Safety Audit (Purpose: To note the report of independent Health and Safety advisors). (Report attached).	Pages 29-40
13.	CCTV (Purpose: To note CCTV activity for 2021) (Report attached).	Pages 41-44
14.	CIL Levy (Purpose: To note the CIL payments received to date) (Report to follow).	
15.	St Austell Library (Purpose: To provide Members with an update on the operational activities of St Austell Library). (Verbal update).	
16.	Dates of Next Meetings (Purpose: To note the date of forthcoming meeting – 4 th April 2022).	

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MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 8th NOVEMBER 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, PL25 5DR (Cornwall Council Offices) at 6pm.

Present: Councillors: Brown, Bull, Clemo, French, George, Lanxon, Nott, Rowse and Young.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

F/21/41) Apologies for absence

Apologies of absence were received from Councillors Pearce and Pears.

F/21/42) Declarations of Interest

None.

F/21/43) Dispensations

None.

F/21/44) Minutes of meeting held on 20th September 2021

It was **RESOLVED** that the minutes of the meeting held on the 20th September 2021 be approved and signed as a correct record.

F/21/45) Matters to Note

The Clerk advised that further to minute number F/21/28, an opportunity has arisen to trial a mobile telephone payment system developed by Falmouth University, with assistance from Cornwall Council that does not require an app. It is called Find Park Pay and, if successful, could be a much cheaper solution than installing contactless payment software on the car park machines which at the current time, incur significant transaction charges. He added that the Operations Manager is liaising with the company to check that their data protection procedures are robust before proceeding with a trial.

Further to minute number F/21/37 the Clerk advised that he had facilitated a tender exercise with the Historic Environment Strategy Manager, in consultation with Councillor French, for Tregarne Sunday School and that a suitable contractor has been identified to carry out the works.

The Clerk advised that further to minute number F/21/38, the BID has asked the Town Council if it would be prepared to allow free parking in Priory Car Park from 12pm onwards instead of 1pm onwards on each of the five Saturdays before Christmas to be in line with White River Place Car Park.

It was **RESOLVED** that Priory Car Park should be free from 12pm on Saturday 20th November 2021, Saturday 27th November 2021, Saturday 4th December 2021, Saturday 11th December 2021 and Saturday 18th December 2021 to coincide with the St Austell BID Christmas entertainment.

F/21/46) Public participation

There were no members of the public present.

F/21/47) Budget Monitoring Report

The Clerk explained the variances regarding car park income, salaries, rates, election expenses, IT costs and subscriptions. He advised that generally expenditure is comfortably within budget and that he had no concerns with any of the variances reported at this stage.

It was **RESOLVED** to note the report.

F/21/48) Medium Term Plan and Budgets 2021/22 and 2022/23

The Clerk explained that he had produced a draft budget for this committee to consider and make a recommendation to full Council in December and that his recommendation is based on Members' views expressed at the informal meeting held back in October. He advised that the budget produced is a "stand still" budget and made no provision for growth. He reminded Councillors that St Austell Town Council's precept and Council Tax are still very low in comparison to other Town Councils and that the Staffing Committee had recently expressed concern with regard to the lean staffing structure and the need for more resource. He clarified that provision for the Regeneration Officer had been included within the budget and that he was recommending an absolute minimum Council Tax increase of 6.95%.

During discussion, Members raised the following issues:

- The need to make provision for more staffing resource
- The role and envisaged capacity of the Regeneration Officer
- The Repairs and Renewals Reserve for playground replacement
- The need to make provision for a possible office/depot re-location
- The phasing out of Council Tax support grant

It was **RECOMMENDED** that a budget be set to achieve a 9.95% increase in Council Tax in order to provide for the rising inflation, to make provision for future staffing requirements to be worked up by the Staffing Committee in due course and to reflect the risks associated with the pandemic, Cornwall Council's property review, aging playground equipment and the possible loss of income.

Councillor Rowse abstained from voting on this item

F/21/49) Health and Safety Audit

The Clerk advised that the Town Council had recently been the subject of a thorough Health and Safety audit and apart from a number of minor issues, the inspection had gone very well. The Clerk advised that most of the issues raised have since been actioned, with the exception of the library electrical testing, staff training, checking of drivers' licences and the distribution of e-learning, all of which are in hand.

It was **RESOLVED** to note the report.

F/21/50) Priory Car Park – Cash Collection Contract

The Clerk advised that the cash collection contract issue raised at the last meeting had been resolved and there have been no issues for a number of weeks until Friday when the cash was not collected. The local contract manager apologised for the error and promised that the cash would be collected imminently. The Clerk advised that he would continue to keep a close eye on the service which although not perfect, had improved considerably.

It was **RESOLVED** to note the update.

F/21/51) St Austell Library

The Deputy Town Clerk advised that the library is averaging a daily footfall of 170 customers which has increased significantly from the 80-90 customers a day when the library was only partially open. 5 public computers are in operation for bookable sessions of 45 mins each and are all well used. Weekly charges for printing and photocopying requests remain high. The sale of seagull proof sacks has been extremely well received, although demand has dropped off slightly recently. Cornwall Council's Health and Safety Team have been out to monitor the CO2 in the building as part of their Covid19 safety measures and has returned a result well within acceptable parameters. The Library is currently supporting three Duke of Edinburgh volunteers and SALSA are launching their new potting shed and garden club for Veterans on the 11th November which will be attended by the Mayor and Deputy. A small craft fare has been arranged for the 9th November and hessian bags have been purchased with a picture of the library, logo and contact details which SALSA are hoping to sell to help raise funds for the library.

Arising from a question, the Deputy Town Clerk confirmed that library fees will be withdrawn with effect from January 2022 in line with other Cornish libraries and that she will liaise with the Library Manager about the potential to reinstate the coffee machine.

F/21/52) Small Business Saturday – Saturday 4th December 2021

The Clerk advised that he had received a request from St Austell BID to make Priory Car Park free all day on Saturday 4th December 2021 by way of a gesture to help support Small Business Saturday.

It was **RESOLVED** that Priory Car Park be free all day on Saturday 4th December 2021.

F/21/53) St Austell & Mevagissey Community Network - Community Network Officer (Councillor Brown)

Councillor Brown advised that since expressing his concern about the changing role of Cornwall Council's Community Link Officers (CLO) at the last Council meeting, Simon Mould, Head of Communities, had offered to speak to him about the recent restructuring exercise for CLO's and their role going forward. Councillor Brown reiterated that he is particularly concerned that the CLO secretariat had been withdrawn from SABEF and that their focus appeared to be mainly supporting Cornwall Councillors and Cornwall Council projects which might affect their capacity to assist and advise Town and Parish Councils.

During discussions, Members expressed their support for the Community Link Officers and that they should be actively involved with SABEF. It was suggested that the three CLO's on the St Austell and Mevagissey Community Network could take it in turns to provide secretarial support to SABEF.

Councillor Brown advised that he would report back to the Committee once he has received an update from Simon Mould.

F/21/54) NALC Survey – Remote Meetings (Councillor Brown)

Councillor Brown advised that NALC were promoting a survey published by the Local Government Association requesting views on the impact of the return to in person Council meetings and expressed a view that it would be helpful if legislative changes could take place to allow Councils the flexibility to hold meetings virtually, in person or in a hybrid manner.

During discussion, Members expressed support for Councillor Brown's suggestion and felt that the Town Clerk should be asked to complete the Local Government Association Survey expressing this view.

It was **RESOLVED** that the Town Clerk be authorised to complete the Local Government Association Survey on the impact of in person Council meetings expressing the view that legislative changes should be made to allow Councils the flexibility to hold meetings virtually, in person or in a hybrid manner.

F/21/55) Dates of Next Meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on the 21st February 2022.

The meeting closed at 7.30pm.

ST AUSTELL TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21st FEBRUARY 2022
BUDGET MONITORING REPORT

1. PURPOSE OF REPORT

To provide Members with an update on expenditure and income to the 31st January 2022 and a copy of the Council's latest bank reconciliation statements.

2. LEGAL AND RISK MANAGEMENT ISSUES

It is a legal requirement for the Town Council to set a budget annually and it is good practice to monitor that budget at regular intervals. The Town Clerk monitors budgets regularly and provides budget monitoring reports to the Finance and General Purposes Committee. It is part of the remit of the Committee to monitor and manage budgets on behalf of the Town Council.

3. RESOURCE ISSUES

None outside of existing budgets. There are a number of outstanding expenses which will be explained at the meeting.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

It is recommended that Members note the attached budget monitoring reports and bank reconciliation statement.

DAVID POOLEY - TOWN CLERK

Profit & Loss

St Austell Town Council 1 Jan 2022 to 31 Jan 2022

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
Income								
Car Park Income	22,776	16,667	6,109▲	36.7%▲	200,545	166,670	33,875▲	20.3%▲
Council Tax Grant	-	-	-	0.0%	30,200	30,200	-▲	0.0%▲
Interest Income	256	167	89▲	53.2%▲	2,847	1,670	1,177▲	70.5%▲
Library Income	501	417	84▲	20.1%▲	4,935	4,170	765▲	18.4%▲
Other Grants and Contributions	-	1,402	(1,402)▼	-100.0%▼	237,971	14,020	223,951▲	1597.4%▲
Other Income	3,462	74	3,388▲	4577.9%▲	8,933	740	8,193▲	1107.2%▲
Precept Payments	-	-	-	0.0%	795,350	795,350	-	0.0%
Public Convenience Charges	132	125	7▲	6.0%▲	2,540	1,250	1,290▲	103.2%▲
Rent Received	2,500	868	1,632▲	188.0%▲	7,885	8,680	(795)▼	-9.2%▼
Total Income	29,626	19,720	9,906	50.2%	1,291,206	1,022,750	268,456	26.2%
Gross Profit	29,626	19,720	9,906	50.0%	1,291,206	1,022,750	268,456	26.0%
Less Operating Expenses								
Employee Expenses								
Recruitment	240	145	95▲	65.5%▲	435	1,450	(1,015)▼	-70.0%▼
Salaries / Wages	42,746	43,769	(1,023)▼	-2.3%▼	419,929	437,690	(17,761)▼	-4.1%▼
Training	-	558	(558)▼	-100.0%▼	2,385	5,580	(3,195)▼	-57.3%▼
Total Employee Expenses	42,986	44,472	(1,486)	-3.3%	422,749	444,720	(21,971)	-4.9%
Premises Expenses								

Profit & Loss

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
Cleaning & Domestic Supplies	491	679	(188)▼	-27.7%▼	6,270	6,790	(520)▼	-7.7%▼
Electricity	1,588	700	888▲	126.9%▲	5,566	7,000	(1,434)▼	-20.5%▼
Gas	352	260	92▲	35.5%▲	1,607	2,600	(993)▼	-38.2%▼
Grounds Maintenance Supplies	1,144	1,820	(676)▼	-37.2%▼	17,237	18,200	(963)▼	-5.3%▼
Play Equipment	-	3,750	(3,750)▼	-100.0%▼	22,671	37,500	(14,829)▼	-39.5%▼
Rates	6,167	6,877	(710)▼	-10.3%▼	61,116	68,770	(7,654)▼	-11.1%▼
Rent / Room Hire	354	444	(90)▼	-20.3%▼	5,102	4,440	662▲	14.9%▲
Repairs / Maintenance Premises	2,507	2,537	(30)▼	-1.2%▼	21,909	25,370	(3,461)▼	-13.6%▼
Water	457	183	274▲	149.8%▲	(1,937)	1,830	(3,767)▼	-205.8%▼
Total Premises Expenses	13,060	17,250	(4,190)	-24.3%	139,542	172,500	(32,958)	-19.1%
Supplies and Services								
Books and Publications	-	-	-	0.0%	-	150	(150)▼	-100.0%▼
Contract Payments	4,160	13,492	(9,332)▼	-69.2%▼	118,215	134,920	(16,705)▼	-12.4%▼
Election Expenses	5,282	2,083	3,199▲	153.6%▲	5,282	20,830	(15,548)▼	-74.6%▼
Insurances	-	-	-	0.0%	5,945	5,990	(45)▼	-0.7%▼
IT / Communications	1,332	1,570	(238)▼	-15.1%▼	17,865	15,700	2,165▲	13.8%▲
Mayors Allowances	-	63	(63)▼	-100.0%▼	-	630	(630)▼	-100.0%▼
Members Allowance	-	20	(20)▼	-100.0%▼	-	200	(200)▼	-100.0%▼
Miscellaneous Expenses	430	2,730	(2,300)▼	-84.2%▼	20,470	27,300	(6,830)▼	-25.0%▼
Miscellaneous Grants	468	3,333	(2,865)▼	-86.0%▼	36,571	33,330	3,241▲	9.7%▲
Office Supplies	99	354	(255)▼	-71.9%▼	1,501	3,540	(2,040)▼	-57.6%▼
Printing and Stationery	80	273	(193)▼	-70.7%▼	2,107	2,730	(623)▼	-22.8%▼
Protective Clothing	-	154	(154)▼	-100.0%▼	2,595	1,540	1,055▲	68.5%▲
Publicity	-	158	(158)▼	-100.0%▼	1,488	1,580	(92)▼	-5.8%▼
Small Grants Scheme	-	666	(666)▼	-100.0%▼	3,818	6,660	(2,842)▼	-42.7%▼

Profit & Loss

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
Subscriptions	270	583	(313)▼	-53.7%▼	7,362	5,830	1,532▲	26.3%▲
Total Supplies and Services	12,122	25,479	(13,357)	-52.4%	223,219	260,930	(37,711)	-14.5%
Transport Related Expenses								
Contract Hire and Operating Leases	940	1,087	(147)▼	-13.5%▼	9,995	10,870	(875)▼	-8.0%▼
Fuel	238	542	(304)▼	-56.1%▼	5,959	5,420	539▲	9.9%▲
Other Transport/plant expenses	-	146	(146)▼	-100.0%▼	267	1,460	(1,193)▼	-81.7%▼
Repairs/ Maintenance-Vehicles/Plant	8	433	(425)▼	-98.2%▼	3,585	4,330	(745)▼	-17.2%▼
Road Fund / Taxes	-	88	(88)▼	-100.0%▼	784	880	(96)▼	-10.9%▼
Transport Insurance	-	225	(225)▼	-100.0%▼	3,035	2,250	785▲	34.9%▲
Travel and Subsistence	27	76	(49)▼	-64.4%▼	383	760	(377)▼	-49.7%▼
Total Transport Related Expenses	1,213	2,597	(1,384)	-53.3%	24,008	25,970	(1,962)	-7.6%
Total Operating Expenses	69,381	89,798	(20,417)	-22.7%	809,518	904,120	(94,602)	-10.5%
Net Profit	(39,755)	(70,078)	30,323	43.0%	481,688	118,630	363,058	306.0%

ST AUSTELL TOWN COUNCIL

BANK RECONCILIATION AS AT:

31.1.22

	£	£
Business Current Account		333,811.93
Mayor's Charity Account		0.00
Business Direct Reserve Account		0.00
Petty Cash		167.00
Library Float		100.00
Total in Bank		334,078.93

Total Unpresented Cheques	0.00
	334,078.93

Outstanding receipts

Late Bankings - Car park season tickets	0.00
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334,078.93

Accounting System Bank Balance:

Opening Bank Balance	217,569.90
Expenditure to date	1239214.39
Income to date	1355723.42
	334,078.93

Accounting System Payment Recorded but yet paid

0.00

Accounting System Bank Balance

334,078.93

0.00
balanced

Note:

Attach Accounting Statement and remember to adjust for the Outstanding Accounting System Entries after balancing.

Reconciliation Completed:

Date: 3.2.22

Reviewed:

Date: 3.2.22

ST AUSTELL TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

21st FEBRUARY 2022

TREASURY MANAGEMENT

1. PURPOSE OF REPORT

To provide Members with a breakdown of the Council's Treasury Management activity during the 2021/22 financial year and re-confirm the Council's Treasury Management Strategy.

2. LEGAL AND RISK MANAGEMENT ISSUES

Borrowing and investments by Parish and Town Councils are governed by the Local Government Act 2003. Furthermore, the Town Clerk, by virtue of being a Member of the Chartered Institute of Public Finance and Accountancy (CIPFA) is required to comply with guidance issued by that body. CIPFA has issued a Code of Practice and cross sectoral guidance notes relating to Treasury Management. This strategy complies with the legal and professional guidance.

The Town Council is outside of the scope of the Financial Services Compensation Scheme (FSCS). The protection of up to £85,000 for each bank account does not therefore apply to the Council.

The Clerk is authorised to manage investments on behalf of the Council in accordance with the Council's Treasury Management Strategy.

3. RESOURCE ISSUES

None outside of existing budgets. The strategy assumes a low risk approach to investment which means that investment income will be lower than might be achieved through a higher risk strategy. It however does mean that the Council's reserves are safeguarded.

To the end of January, interest received on investments during the 2021/22 financial year stands at £2846.69.

4. EQUALITY ISSUES

None.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

It is recommended that the report be noted and the Treasury Management Strategy be approved for a further year.

DAVID POOLEY
TOWN CLERK

Summary of Investments

Investments

<u>Date</u>	<u>Investment</u>	<u>Amount</u>
As at 31.01.22	Business Reserve Account (Natwest)	£0.00
As at 31.01.22	Variable Rate Deposit Account Cornwall Council	£821,949.46

Interest Received

<u>Date</u>	<u>Amount £</u>
2020/21	3,051.06
2021/22 to date (excluding accrual)	2,846.69



ST AUSTELL TOWN COUNCIL

TREASURY MANAGEMENT STRATEGY

1 Overview

This document gives guidance on borrowing and investments by St Austell Town Council in accordance with 'the Local Government Act 2003'. It highlights that the Council is committed to professional Treasury Management practices to ensure that:

- Capital expenditure plans are affordable.
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as:

'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'

2 INVESTMENT STRATEGY

2.1 Introduction

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Strategy complies with the requirements set out in the Ministry for Housing, Communities and Local Government's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of Section 15(1)(a) of the Local Government Act 2003.

2.2 Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to (a) such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.*

The Council's investment priorities are to maintain the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Ministry of Housing, Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

2.3 Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, St Austell Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government
- Cornwall Council variable deposit scheme
- CCLA Public Sector Deposit Fund.

2.4 Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, St Austell Town Council will not use this type of investment.

2.5 Liquidity of Investments

The Town Clerk, as Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity and may transfer up to £20,000 between bank accounts as appropriate to take advantage of interest bearing deposit accounts while maintaining sufficient liquidity. Larger investments should be in accordance with this strategy and only be undertaken following consultation with the Chair and Vice Chair of the Finance and General Purposes Committee. Such investments will be subject to two signatures as with all payments.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

2.6 Long Term Investments

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long-term investments.

No long-term investments are currently envisaged.

2.7 **End of Year Investment Report**

Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Town Clerk will report on investment activity to the Finance and General Purposes Committee.

3 **EXTERNAL BORROWING STRATEGY**

3.1 **Introduction**

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and the local community. The Council will agree borrowing for specific capital projects (as defined in section 16 of the 2003 Act) and gain approval for borrowing by sending an application to the National Association of Local Councils (NALC). All borrowings must be approved by the full Council.

3.2 **Principles**

Before a council can borrow a sum of money, it must first receive an approval to borrow (loan sanction) from the Secretary of State by way of the Ministry of Housing, Communities and Local Government (MHCLG), unless it is for a temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet revenue expenditure.

The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by MHCLG and NALC.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year for any single purpose.

The Council will ensure the following criteria when considering requesting a borrowing approval:

- The borrowing should be only be used for the purpose of Capital expenditure as defined by Section 16 of the Local Government Act 2003.
- The borrowing amount should not be less than £5 multiplied by the number of local government electors in the area of the Council on the first day of the current financial year (1 April)
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for money borrowed.

3.3 **Interest Rates**

The Council will look around for the best possible terms when borrowing but will usually use the Public Works Loan Board (PWLB).

The Council feels that the fixed term rates offered by the PWLB are relatively cheap and that PWLB loans are most likely to offer stability for the financial planning of the council.

3.4 **Period of Loan**

The Council will determine the period of each loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council i.e. useful life of the asset.

The maximum period will begin on the date on which the money is borrowed, and will be;

- 50 years for acquisition of, or work on or to, land, buildings, roads or structures or
- 10 years in all other cases.

3.5 **Current External Borrowing**

The Town Council currently has no external borrowing.

3.6 **Further Anticipated External Borrowing**

The Council has no plans currently to incur capital expenditure which will require a loan sanction or external borrowing.

4 **Review and Amendment of Regulations**

This Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval to the Finance and General Purposes Committee.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

5 **Disability Discrimination Act 1995**

Copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01726 829859 or e-mailing david.pooley@staustell-tc.gov.uk

The Council can also arrange to provide versions in other languages.

6 **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's website.

**ST AUSTELL TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE**

21st FEBRUARY 2022

RISK MANAGEMENT

1. PURPOSE OF REPORT

To approve an updated Risk Management Strategy and Strategic Risk Register (e-mailed separately) which are required as part of the annual internal audit.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council is required as part of its governance arrangements to have suitable risk management processes in place and to review these processes from time to time. The nature and scale of risks experienced by the Town Council is changing as services and assets are devolved from Cornwall Council.

3. RESOURCE ISSUES

None outside of existing budgets.

4. EQUALITIES ISSUES

Equality Impact Assessments are undertaken as and when appropriate as part of the Council's Risk Management process.

5. ENVIRONMENT ISSUES

The Council has declared a Climate Emergency and has committed to improving its environmental impact.

6. RECOMMENDATIONS

It is recommended that the Committee:

1. Approves the updated Risk Management Strategy (Appendix 1) and Strategic Risk Register (e-mailed separately).

DAVID POOLEY
TOWN CLERK



ST AUSTELL TOWN COUNCIL

RISK MANAGEMENT STRATEGY

1. Introduction

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

- What is meant by risk management;
- Why the Council needs a risk management strategy;
- The philosophy of the Council's risk management;
- An overview of the methodology to be adopted and its links with existing processes;
- A summary of the implementation timetable;
- An outline of the associated roles of Elected Members and officers; and
- A summary of future monitoring and reporting lines for risk management.

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; and
- 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, standards 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:

2.3.1 **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, in a worse case scenario Government Intervention.

- 2.3.2 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, inability to enforce contracts.
- 2.3.3 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.
- 2.3.4 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.
- 2.3.5 Reputational Risk** – damage to reputation through the actions or inaction of officers and/or members.
- 2.4** Not all of these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may 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 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 an Audit requirement under the Accounts and Audit Regulations 2015 (SI 2015/234) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

4. What is the Council's Philosophy on Risk Management?

4.1 Risk Management Policy Statement

St Austell Town Council recognises that, in addition to its statutory duties, there are cogent moral and economic reasons to take all practicable and reasonable measures to safeguard people and the natural and built environments. Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, St Austell

Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised.

5. What is the Risk Management Process?

- 5.1** Implementing the Strategy involves identifying, analysing, prioritising, managing and monitoring risks.
- 5.2 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.
- 5.3 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 it or respond to it.
- 5.4 Risk Prioritisation** - An assessment should be undertaken of the impact or consequence and likelihood of risks occurring, with impact and likelihood being scored on a scale from 1 to 5 with 1 being low and 5 high.

The scores for impact and likelihood are multiplied together. Risks scoring 10 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

- 5.5 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:

- 5.5.1 Elimination** – the circumstances from which the risk arises are ceased so that the risk no longer exists;
- 5.5.2 Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;
- 5.5.3 Transfer** – the financial impact is passed to others e.g. by revising contractual terms;

5.5.4 Sharing the risk with another party;

5.5.5 Insuring against some or all of the risk to mitigate financial impact; or

5.5.6 Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.6 Risk Register – a register of strategic risks will be collated and an additional system of risk assessments will be maintained for all identified operational risks. Each will be reviewed at least annually.

5.7 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 will it feed into the Council's existing policies?

6.1 All reports to Council or Committees will consider risk management issues. Initial identification of strategic and operational risks will be by officers who will compile lists of strategic and operational risks. Regular reports on risk management will be presented to the Finance and General Purposes Committee for consideration.

6.2 Best Practice – the current economic climate means that risk management is now more important than ever, it is important for the Council to reassess its objectives and the threats to achieving these objectives. The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement

6.4 Localism and Partnership Working – the Council enters into contracts and partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships 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 responsibility for risk is located in the right place. Those who best know the risks to a particular service or function are those responsible for it. The process must be driven by members but must also involve officers.

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; and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

7.3 Town Clerk and Responsible Finance Officer – will act as the Lead Officer on Risk Management, 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 of potential service actions for the Council's corporate aims and objectives;
- update Council on the implications of new or revised legislation;
- assess and implement the Council's insurance requirements;
- assess the financial implications of strategic policy options;
- ensure that the Financial Information System allows effective budgetary control;
- inform investment decisions made by the Council.
- assist in handling any litigation claims;
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury;
- advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- consider the environmental implications of policy and service delivery choices;
- have due regard to the Equality Act 2010 when dealing with Risk Management issues; and
- report progress to Council via the Finance and General Purposes Committee as detailed in para 8.3 below.

7.4 The Operations Manager will act as the Lead officer for Risk Management and Health and Safety matters associated with the operational services of the Council.

7.5 The Deputy Town Clerk will act as the Lead Officer for Risk Management in connection with employees' health and wellbeing and human resources issues.

7.6 Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively. All employees will maintain an awareness of 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 the Clerk or their line manager.

- 7.7 Role of Internal Audit** – the Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Finance and General Purposes Committee and 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.

The Internal Audit Report, and any recommendations contained within it, will help to shape the Annual Statement of Internal Control.

- 7.8 Training** – Risk Management training will be provided to Elected Members, and key staff. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly. To assist with this aspect, the Council will develop and maintain an Anti-Fraud and Corruption Policy, a Confidential Reporting ('whistleblowing') Policy, Employee Handbooks and Health and Safety Handbooks.

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. Recommendations for change will be reported to the Finance and General Purposes Committee. The date of the next review will be February 2023.
- 8.2** Once the initial work to establish Risk Registers has been completed, it is crucial that the information is regularly reviewed and updated. New risks will 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 such as the National Association of Local Councils.
- 8.3 Reporting on Progress** – The Town Clerk will present an annual report to the Finance and General Purposes Committee detailing progress on risk management over the year and providing a summary of the Risk Register(s) and control assurance statements.

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 demonstrating effective corporate governance.

10. Freedom of Information

- 10.1.** In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website and copies of this document and the Risk Register will be available for inspection on deposit in the Council Office.

**ST AUSTELL TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE**

21st FEBRUARY 2022

**WORKNEST
HEALTH AND SAFETY REPORT**

1. PURPOSE OF REPORT

To provide Members with a summary report of a recent inspection by the Town Council's independent Health and Safety Advisors.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council is required to have a Health and Safety Policy under the Health and Safety at Work etc Act 1974. The Council is committed to managing Health and Safety effectively to protect its employees and other persons with whom it interacts. It is recognised that the Council has not only a morale and legal duty but also that its employees are its greatest asset.

3. RESOURCE ISSUES

The Council has employed WorkNest (formally Ellis Whittam) to advise on Health and Safety matters. Comprehensive risk assessments have been completed, an action plan created and monitoring of health and safety arrangements put in place.

4. EQUALITY ISSUES

None.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

It is recommended that the report be noted.

Background

An independent Audit of the Council's health and safety arrangements has been undertaken by a representative of WorkNest (formally Ellis Whittam). An extract from his report is attached which shows the actions identified, those which have been completed and two outstanding actions. A fuller report which is 87 pages long is available for inspection if required.

DAVID POOLEY
TOWN CLERK

Assessment/Inspection - Yr1 Visit 2021

St Austell Town Council

Score Band

Amber

20 Oct 2021 at 9:30am

Manager Name

Steve Skinner

Job Title





Operations Manager

Auditor

James Stowe

Action Status

Contents

Key	 Low	 Medium	 High	 Critical	
Open	1	1	-	-	A Executive Summary
Closed	-	18	2	-	B Safety Action Plan
					C Assessment/Inspection Report

A Executive Summary

Scope:

This is a General Risk assessment that covers the significant health & safety issues at:

St Austell Town Council,
The Stable Block, Pondhu House,
Penwinick Road,
ST. AUSTELL
Cornwall
PL25 5DP.

It is an assessment of the health, safety risks arising from the premises and the activities within in order to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

St Austell town council consists of 22 employees. It is responsible for grounds maintenance, playground maintenance for around 17 sites, one set of public toilets, a car park and a library. The client also lets St Austell Youth Centre to a third party and has some landlord responsibilities there.

Activities/Areas/Premises covered/not covered:

This assessment covers the town council offices, operations of the Grounds maintenance team and the library. Some areas of operations of the council were not covered in this report due to time restrictions, please see previous reports for a full summary of operations in areas not covered here.

Attendees:

Steven Skinner, Operations manager
David Pooley, Town Clerk
Jim Stowe, H&S consultant

Introduction

Purpose of Report

This document has been prepared on your behalf by WorkNest and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where WorkNest are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Any improvements required are identified as actions and appear in Section B 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section C 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the SafetyNest.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances WorkNest will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section C will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the WorkNest Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your WorkNest H&S Consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an '**absolute** duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to **Priority** and **Risk**. An explanation of these descriptors together with the section of the report they are found in is provided below:

Priority Rating - Section B Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

"Critical" Immediate risk. Complete within 48hrs.

"High" Serious legal contravention. Complete within 7 days.

"Medium" Legal contravention. Complete within 3 months.

"Low" Minor contravention. Complete within 6 months.

Risk Rating – Section C Assessment/Inspection Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.

"High Risk" relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

"Medium Risk" relates to the possibility of a serious injury or serious health effect.

"Low Risk" relates to the occurrence of a minor injury or reversible minor health effect.

B Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
ELECTRICAL SAFETY - FIXED WIRING - Action: Fixed wiring tests overdue	(H)	Fixed wiring checks are required for the following locations and records kept of outcomes. Where needed remedial works should also be certificated by the installation electrician and records kept: The House (completed but corrective actions outstanding) Stable block (no records found) Library (no records found)	02/11/2021	Steve Skinner
CLEANING- GLASS AND SHARPS - Action: Needle stick procedure	(H)	Clarify the needle stick procedures carried out by the cleaning contractor and confirm that necessary training has been completed.	02/11/2021	Steve Skinner
MANAGEMENT OF H&S- TRAINING - Action: Training records not kept	(M)	Obtain copies of recent LANTRA training certificates for most recent starters in grounds team.	24/01/2022	Steve Skinner
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Risk assessment reviews not undertaken	(M)	Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.	24/01/2022	Steve Skinner
WORKPLACE-CLEANLINESS & WASTE - Action: General housekeeping inadequate	(M)	Timber is being stored on the floor of the grounds keeping store building at Pondhu that is a potential trip hazard. Move away from the present location to one away from walkways and work benches etc.	24/01/2022	Steve Skinner
CLEANING- SAFE SYSTEMS OF WORK - Action: Safe system of work not developed	(M)	Risk assessments and safe systems of work not available for contract cleaners. See contractor control section for required actions.	24/01/2022	Steve Skinner
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Safety data sheets not obtained for all hazardous substances	(M)	Ensure that contract cleaners provide safety data sheets and COSHH assessments for items they use.	24/01/2022	Steve Skinner
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractor should provide RAMS	(M)	The contractor should supply relevant, comprehensive, current risk assessments and where appropriate method statements for the tasks to be undertaken. RAMS not available for cleaning contractors used on Priority toilets and office block.	24/01/2022	Steve Skinner
DISPLAY SCREENS- WORKSTATIONS - Action: Assessment reviews required	(M)	Review your workstation assessments at least annually or where there are equipment changes or staff changes.	24/01/2022	Steve Skinner

Category	Priority Rating	Action Required	Suggested Completion	Completed By
FIRE SAFETY OVERVIEW - RISK ASSESSMENT - Action: Risk assessment not reviewed periodically	(M)	Review your fire risk assessment at least annually or more frequently if you make significant changes to your building. Form to allow this to be recorded has been passed to Steve.	24/01/2022	Steve Skinner
FIRST AID AT WORK- PERSONNEL - Action: Adequate number of first aiders (FAW trained) required	(M)	4 staff identified as requiring first aid at work training. This is being arranged.	24/01/2022	
MANAGING MANUAL HANDLING OPERATIONS - Action: Manual handling training required	(M)	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training. WorkNest consultant has offered to do this as part of existing support contract, details to be agreed with Steve.	24/01/2022	Steve Skinner
STRESS MANAGEMENT - CONTROLS - Action: Stress assessment required	(M)	Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.	24/01/2022	Steve Skinner
LADDERS- CONTROLS - Action: Ensure ladder users competent	(M)	Grounds staff to be trained in safe use of step ladders. Agreed with WorkNest Consultant to cover off during training day.	24/01/2022	Steve Skinner
RIDE ON MOWERS- INSPECTION/TEST ETC - Action: Ensure regular inspection & testing undertaken	(M)	Pre use inspection and testing should be carried out to ensure that all guards are correctly adjusted and working, and that all safety systems are operational. All checks and tests must be recorded at least weekly.	24/01/2022	Steve Skinner
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Infrequently used outlets not identified/controlled	(M)	The hosepipe in Grounds keeping store shed is not used every week. Ensure this is run weekly to prevent build up of legionella bacteria.	24/01/2022	Steve Skinner
PESTICIDES-OTHER - Pesticides- Additional observation 1	(M)	Ensure that all certificated sprayer maintain their professional development. Advice on how to do this is available on the link below. https://www.nroso.org.uk/default.aspx	24/01/2022	Steve Skinner
CHAINSAWS- ADDITIONAL CONTROLS - Action: PPE issue records not kept	(M)	Keep records of the issue of personal protective equipment.	24/01/2022	Steve Skinner

Category	Priority Rating	Action Required	Suggested Completion	Completed By
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Pre-journey checks required	M	Instruct drivers of company owned vehicles to carry out pre-journey safety checks including internal and external safety checks and where appropriate load security. Drivers using their own vehicles must be made aware that their vehicles must be safe and legal for the public highway when used on behalf of the company	24/01/2022	Steve Skinner
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Drivers licences not checked	M	Check the licences for drivers of company vehicles on an annual basis and keep a copy on file.	24/01/2022	Steve Skinner
NOTES - Additional observation 1	M	Roadside working: Consider where needed creating work diagrams for traffic control layouts that are needed at known roadside working points. Review chapter 8 paperwork to see if this is already in place.	24/01/2022	Steve Skinner
MANAGEMENT OF H&S- TRAINING - Recommendation: E-learning	L	As discussed previously, online e-learning is available from WorkNest and may help to cover training gaps: Specifically we recommend the following courses: Fire safety awarenessManual handlingWinter workingStress awareness for employeesStress awareness for managers (where appropriate)Ladder & stepladder training	24/04/2022	

CCTV Statistics 2021

JANUARY 2021

Newquay:

Incidents – 118 (*Where CCTV has been involved*)

Arrests – 3 (*Where CCTV has been involved*)

St Austell:

Incidents – 57 (*Where CCTV has been involved*)

Arrests – 11 (*Where CCTV has been involved*)

FEBRUARY 2021

Newquay:

Incidents – 96 (*Where CCTV has been involved*)

Arrests – 6 (*Where CCTV has been involved*)

St Austell:

Incidents – 40 (*Where CCTV has been involved*)

Arrests – 4 (*Where CCTV has been involved*)

MARCH 2021

Newquay:

Incidents – 163 (*Where CCTV has been involved*)

Arrests – 16 (*Where CCTV has been involved*)

St Austell:

Incidents – 40 (*Where CCTV has been involved*)

Arrests – 2 (*Where CCTV has been involved*)

APRIL 2021

Newquay:

Incidents – 171 (*Where CCTV has been involved*)

Arrests – 11 (*Where CCTV has been involved*)

St Austell:

Incidents – 40 (*Where CCTV has been involved*)

Arrests – 4 (*Where CCTV has been involved*)

MAY 2021

Newquay:

Incidents – 208 (*Where CCTV has been involved*)

Arrests – 21 (*Where CCTV has been involved*)

St Austell:

Incidents – 82 (*Where CCTV has been involved*)

Arrests – 15 (*Where CCTV has been involved*)

JUNE 2021

Newquay:

Incidents – 158 (*Where CCTV has been involved*)

Arrests – 12 (*Where CCTV has been involved*)

St Austell:

Incidents – 12 (*Where CCTV has been involved*)

Arrests – 4 (*Where CCTV has been involved*)

JULY 2021

Newquay:

Incidents – 227 (*Where CCTV has been involved*)

Arrests – 13 (*Where CCTV has been involved*)

St Austell:

Incidents – 55 (*Where CCTV has been involved*)

Arrests – 3 (*Where CCTV has been involved*)

AUGUST 2021

Newquay:

Incidents – 218 (*Where CCTV has been involved*)

Arrests – 17 (*Where CCTV has been involved*)

St Austell:

Incidents – 38 (*Where CCTV has been involved*)

Arrests – 1 (*Where CCTV has been involved*)

SEPTEMBER 2021

Newquay:

Incidents – 179 (*Where CCTV has been involved*)

Arrests – 18 (*Where CCTV has been involved*)

St Austell:

Incidents – 34 (*Where CCTV has been involved*)

Arrests – 4 (*Where CCTV has been involved*)

OCTOBER 2021

Newquay:

Incidents – 149 (*Where CCTV has been involved*)

Arrests – 14 (*Where CCTV has been involved*)

St Austell:

Incidents – 21 (*Where CCTV has been involved*)

Arrests – 2 (*Where CCTV has been involved*)

NOVEMBER 2021

Newquay:

Incidents – 92 (*Where CCTV has been involved*)

Arrests – 11 (*Where CCTV has been involved*)

St Austell:

Incidents – 22 (*Where CCTV has been involved*)

Arrests – 4 (*Where CCTV has been involved*)

DECEMBER 2021

Newquay:

Incidents – 119 (*Where CCTV has been involved*)

Arrests – 9 (*Where CCTV has been involved*)

St Austell:

Incidents – 20 (*Where CCTV has been involved*)

Arrests – 2 (*Where CCTV has been involved*)