

Bletchley and Fenny Stratford Town Council Risk Management Register

Risk Number	Description of Risk	Type of impact	Likelihood	Impact	Overall Risk Rating	Internal Controls	Further Action needed
Governance							
A1	Breach of confidentiality	<ul style="list-style-type: none"> financial reputational strategic 	2	2	4	<ul style="list-style-type: none"> Confidentiality clause in employee contract. Members and employees agree to code of conduct. Data protection policy in place. Confidential data issued is clearly marked Training for employees and members of Employment Policy committee 	Additional training for all members
A2	Non compliance resulting in legal proceedings against the council	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> insurance including fidelity guarantee qualified Town Clerk and RFO access to legal advice via NALC, SLCC WorkNest and local solicitors risk assessments on processes and projects reviewed by WorkNest training programme for employees and members. VAT and long term financial planning. Has been obtained and council has access to specialist advisors members have been alerted to the need for VAT partial exemption calculation annually. 	Additional training for new members following elections 2024

						<ul style="list-style-type: none"> members have also been advised of need to take professional advice before beginning capital projects. option to tax on Sycamore Buildings, Newton Leys and FSCC 	
A3	Resources inadequate for council's priorities/needs	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> Annual revenue and capital budget planned and monitored monthly by either Full Council or Finance & Governance Committee supported by RFO Reserves and investment policies in place Financial regulations applied 	Seek additional advice on Borrowing/Sycamore Project
A4	Ineffective management and use of assets	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> monitoring of standard operating procedures by officers relevant reports to Employment Policy and Finance & Governance committees regular review of financial reports/information at committees and full council performance management of all employees 	
A5	Reduction in income	<ul style="list-style-type: none"> financial strategic 	2	2	4	<ul style="list-style-type: none"> revenue budget planned annually capital budget is planned annually medium term financial plan in place prudent estimates of income all charges reviewed annually regular monitoring at full council or Finance & Governance Committee 	obtain additional external advice?

A6	Budget overspend/variation	<ul style="list-style-type: none"> financial reputational strategic 	1	2	2	<ul style="list-style-type: none"> progress against budget reviewed monthly either by council or finance and governance committee earmarked and general reserves held in line with current council policy written scheme of delegations and financial regulations include arrangements for virements and budget amendments 	ensure all officer led decisions are on website – update needed
A7	Planning applications and other consultations not responded to within timescales	<ul style="list-style-type: none"> reputational financial, strategic 	1	3	3	<ul style="list-style-type: none"> qualified town clerk and RFO written scheme of delegations adopted Use of ModGov software for committee management 	
A8	Inadequate record keeping leading to poor decision making	<ul style="list-style-type: none"> reputational financial, strategic 	1	3	3	<ul style="list-style-type: none"> digital record keeping improved through introduction of new software system employees understand the importance of data control (see IT/cyber security section) 	<p>archival material not well organised and gaps in records, review and scanning of all paperwork recommended</p> <p>improvements to system of centralised record keeping and documenting of procedures</p>
A9	Loss of proper officer - eg long term sickness, vacancy	<ul style="list-style-type: none"> financial legal strategic 	1	2	2	<ul style="list-style-type: none"> Locum clerk services available via LGRC, SLCC and others Staff structure with Deputy Clerk, EPM and RFO in addition to clerk and segregated duties mitigates risk 	

						<ul style="list-style-type: none"> Ongoing CPD and training of employees to build capacity 	
Services and activities							
B1	Compliance eg failure to obtain necessary licenses	<ul style="list-style-type: none"> financial, reputational legal 	1	2	2	<ul style="list-style-type: none"> risk assessment for all events and activities H&S and legal advice available from NALC, WorkNest, insurers. Insurers notified of all new activities All activities to be authorised by council in accordance with scheme of delegations See H&S general risk assessment 	
B2	Public liability ie damage to people or property caused by council, employees or contractors	<ul style="list-style-type: none"> financial, reputational legal 	2	3	6	<ul style="list-style-type: none"> Insurance including public liability, H&S advice available from WorkNest risk assessments completed for all services and events. 	
B3	Bandstand and street furniture	<ul style="list-style-type: none"> financial, reputational legal 	1	2	2	<ul style="list-style-type: none"> Insurance of property risk assessment and regular inspection new acquisitions added to asset register 	Clarify management of street furniture on the public highway

B4	Large scale community events run by town council	<ul style="list-style-type: none"> • financial • legal • reputational • public safety/terrorism 	2	3	6	<ul style="list-style-type: none"> • public liability insurance • public safety considered from planning stage and included in risk assessments including planning for terrorist threat or civil emergency • H&S advice available from WorkNest • risk assessments completed for all individual events • H&S safety training provided to all employees • advice taken from MKCC and other statutory bodies for large scale events • permission of landowner and relevant licences obtained • security staff and road closures employed if necessary • adequate staffing levels from town council agreed before event can proceed 	<p>Improve contractor management system</p> <p>Implement safe systems of work for aspects of event management</p> <p>Additional training on event safety to be provided to key staff during first half of 2024</p> <p>Introduce bystander and UK protect training for all employees</p>
B5	Small scale community events run by town council eg warm spaces activities, coffee mornings, indoor or outdoor public consultations etc	<ul style="list-style-type: none"> • financial • legal • reputational 				<ul style="list-style-type: none"> • public liability insurance • H&S advice available from WorkNest • Risk assessments completed for all events or type of events • H&S training provided to all employees • adequate staffing levels 	

B6	Youth Work and Play Schemes	<ul style="list-style-type: none"> • financial • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • youth activities outsourced to specialist providers who are required to provide risk assessments, proof of insurance and policies etc • insurance • council has safeguarding policy in place
B7	Publications/media	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<p>See IT/cyber security section.</p> <ul style="list-style-type: none"> • editorial control with senior employees, • employees trained and understand copyright, GDPR, principles of defamation etc. • Four eyes principle on all postings and public statements • Social media protocol for members and training and advice available to them from County Association, NALC etc
B8	Managed CCTV Service	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<ul style="list-style-type: none"> • Data processing by contractor, • equipment owned by contractor who is responsible for maintenance • agreed policy on placement of cameras which is undertaken in consultation with TVP
B9	CCTV - in house	<ul style="list-style-type: none"> • financial • legal • reputational 	1	3	3	<p>See IT/cyber security section.</p> <ul style="list-style-type: none"> • potential for data breach or misuse mitigated by internal procedures for employees • privacy policy adopted and published on website • password protected limited access to footage • CCTV policy adopted and enforced

						<ul style="list-style-type: none"> • signage in all buildings with CCTV 	
B10	War Memorial	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<ul style="list-style-type: none"> • Insurance • regular inspection and maintenance as required • annual memorial service covered under community events section of document 	
B11	Dog Bins	<ul style="list-style-type: none"> • financial • legal • reputational • public health 	1	2	2	<ul style="list-style-type: none"> • Waste collection outsourced to specialist waste collector • Insurance • relevant risk assessments eg for maintenance work or replacement • regular inspection and signage inviting public to report when full 	
B12	Market (under licence from MKCC)	<ul style="list-style-type: none"> • financial • legal • reputational • public health 	2	2	4	<ul style="list-style-type: none"> • insurance • regular risk assessment • regular inspections in place • individual traders required to provide relevant documentation • specialist market contractors required to provide relevant documentation 	

B13	Community centres – interruption of hire of premises, delivery of activities services	<ul style="list-style-type: none"> • Financial • Legal • reputational 	2	2	4	<p>See section on property and premises.</p> <ul style="list-style-type: none"> • Unlikely that all community buildings would be unusable at once, if one building had to close users would be accommodated at alternative council premises or other premises or compensation would be offered 	
B14	Double bookings of premises	<ul style="list-style-type: none"> • Financial • Reputational 	2	2	4	<ul style="list-style-type: none"> • RBS bookings software mitigates risk • Employee responsibilities clarified on JDs • Training provided and limited number of employees manage bookings • Regular audit of procedures 	
B15	Tenancy Management - allotments	<ul style="list-style-type: none"> • Financial • reputational • legal • strategic 	1	2	2	<ul style="list-style-type: none"> • Legal advice available on allotment tenancies from NALG, NALC and SLCC • Employees are trained and RBS allotment software mitigates against poor record keeping • Regular inspections of all plots and consistent standards applied via RBS inspection recording 	
B16	Grasscutting and landscaping activities	<ul style="list-style-type: none"> • financial • reputational • legal • health • strategic 	2	2	4	<p>See separate H&S risk assessments, H&S handbook, safe systems of work and other documentation.</p> <ul style="list-style-type: none"> • public liability insurance • risk assessments for all activities and safe systems of work where appropriate 	Identify suitable temp agency in the event of long term staff sickness or absence

						<ul style="list-style-type: none"> specialist H&S advice available from WorkNest employees are experienced and provided with appropriate training, equipment and PPE 5 year contract 	
Employees/members/others							
C1	Theft, fraud, property crimes by staff - deliberate action by individuals	<ul style="list-style-type: none"> financial legal reputational 	1	3	3	<ul style="list-style-type: none"> financial regulations and procedures regularly updated regular internal audit segregation of duties within officer team appropriate recruitment selection procedures Physical cash handled verified by second member of staff whenever practicable though few occasions where cash is used regular review of internal controls regular inspection of council property including tools and equipment, uniform, PPE etc 	Members are not proactive in carrying out regular scrutiny
C2	Inappropriate behaviour by employees	<ul style="list-style-type: none"> reputational financial legal 	2	3	6	<ul style="list-style-type: none"> compulsory training provided for all employees employee handbook sets out expected behaviours appropriate performance management procedures for all employees officer code of conduct adopted clear complaints and grievance procedures as well as disciplinary processes advice available from WorkNest and other sources 	

						<ul style="list-style-type: none"> insurance 	
C3	Inappropriate behaviour by councillors	<ul style="list-style-type: none"> reputational Financial legal 	2	3	6	<ul style="list-style-type: none"> training offered to all councillors code of conduct and associated documents eg civility and respect documents set out expected behaviours member/officer protocol adopted insurance 	Training policy statement to be strengthened and training records of councillors published on website
C4	Inappropriate behaviour by others eg members of public, contractors etc	<ul style="list-style-type: none"> reputational financial legal 	2	3	6	<ul style="list-style-type: none"> civility and respect policies adopted and harassment or bullying is not tolerated lone working avoided where possible employees and members supported to carry out their work through training and guidance 	
C4	Lone working - general	<ul style="list-style-type: none"> legal reputational financial 	2	2	4	<ul style="list-style-type: none"> Lone working is avoided where possible but applies to employees and councillors Lone workers (employees) are provided with a mobile phone or have chosen to use their own mobile phone and are given lone working training Lone workers (employees and councillors) are encouraged to consider their personal safety, to ensure someone else 	<p>Personal safety training to be provided to members</p> <p>New What'sApp check in group to be consulted upon with staff teams</p> <p>Improvements to be made to communication</p>

						<ul style="list-style-type: none"> knows where they are and when they are expected back Employees are responsible for keeping line managers informed of their movements at all times Safe space available at Spotlight and Newton Leys 	channel between family members of employees and councillors and the council especially outside the normal working day
C6	Accident or injury in course of duties	<ul style="list-style-type: none"> legal reputational financial health 	1	3	3	<p>See separate general H&S risk assessments and other documentation.</p> <ul style="list-style-type: none"> H&S Handbook issued and signed for by all employees H&S training provided to all workers H&S advice available from WorkNest, insurers and HSE etc risk assessments undertaken for all activities PPE issued and use of PPE monitored 	
C7	Loss of experienced employees - high staff turnover	<ul style="list-style-type: none"> legal reputational financial 	2	2	4	<ul style="list-style-type: none"> council offers green book compatible contracts/pay and regularly reviews local and sector marketplace council uses Buckinghamshire LGPS training, CPD and appropriate performance management procedures are in place general workplace stress risk assessment is regularly reviewed and individual stress risk assessments are introduced when necessary 	Exit interviews to be introduced

						<ul style="list-style-type: none"> • Employment policy committee reviews staff turnover • Employee assistance programme available to employees • Locum cover and consultancy support available from a range of sources to cover clerk or RFO absence (eg LCRC, SLCC, Rialtas, DKB, etc) 	
C8	Employment issues eg high absence levels, poor performance, poor management affecting productivity and well being	<ul style="list-style-type: none"> • Financial • Reputational • legal 	2	2	4	<ul style="list-style-type: none"> • Employment policy committee reviews overall performance and productivity and can meet as frequently as required • Employment policy committee members must have relevant experience or must undertake training on the council's responsibilities as an employer • Employee handbook and other HR policies set out what is expected of staff • Performance appraisal system in place and outcomes of annual appraisals summarised for the Employment Policy Committee • All formal disciplinary action is reported to Employment Policy Committee • Return to work interviews conducted by line manager after any absence and sickness levels are reported to Employment policy committee if problematic or on request 	

						<ul style="list-style-type: none"> Occupational health specialist provider used if necessary to assess capacity or seek advice Employment Law advice available from WorkNest 	
C9	Contractor Issues - underperformance or other losses caused by delivery of services by third parties	<ul style="list-style-type: none"> Financial Reputational legal 	2	2	4	<ul style="list-style-type: none"> procurement procedures and checking of contractors are documented and followed risk assessments and safe systems of work required from all contractors alongside any other relevant documentation ie public liability insurance etc regular visual inspection of works before payment is authorised service level agreement for all new or ongoing contracts are reviewed regularly 	
Finance							
D1	Failure to set or demand precept	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> Precept meeting date set in annual calendar a year in advance ModGov system used to regulate committee work trained clerk and RFO with segregated duties financial regulations and budgeting process understood by officers and councillors especially Finance and Governance Committee medium Term Financial Plan adopted annually. 	

D2	Failure to review and collect charges	<ul style="list-style-type: none"> financial reputational 	2	2	4	<ul style="list-style-type: none"> income reported to council on a monthly basis policies in place for review of charges in alignment with CPI in July review date included in RFO's work plan Rialtas bookings system used in conjunction with World Pay Safer Payments and Rialtas Omega financial system 	
D3	Unauthorised expenditure and or purchasing resulting in loss	<ul style="list-style-type: none"> financial reputational 	2	2	4	<ul style="list-style-type: none"> decision making structure laid out in scheme of delegations financial regulations in place and reviewed at annual meeting purchase order (PO) system in place POs raised by managers and authorised by RFO or clerk Invoices matched to POs. All expenditure reported to and approved by council. Dual councillor authorisations for all payments (except individual petty cash and bank card transactions) RFO and clerk bank authority is limited to setting up payments for authorisation an making internal transfers between accounts any credit accounts with suppliers authorised by council all direct debits authorised by council when set up and reviewed on an annual basis 	Councillors must review

D4	RBS allotment, accounts and booking systems - failure of system, access to records.	Financial and strategic	1	3	3	<ul style="list-style-type: none"> Data regularly backed up and stored on cloud More than one user has access to RBS systems so access available to the council during holidays and sickness absences 	
D5	Unexpected expenses	<ul style="list-style-type: none"> Financial reputational 	2	2	4	<ul style="list-style-type: none"> insurance arrangements aim to prevent unanticipated losses appropriate level of general reserves maintained appropriate level of earmarked reserves maintained 	
D6	Control of bank accounts eg insufficient monies to cover expenditure, inability to access accounts, misuse of bank accounts by staff	<ul style="list-style-type: none"> Financial reputational 	2	2	4	<ul style="list-style-type: none"> Financial regulations and procedures in place which include internal controls ie segregation of duties, all payments require two councillor authorisations, passwords and IDs kept securely etc No payments authorised without supporting paperwork bank reconciliations reviewed against statements and cashbooks RFO has access to online statements and check balance and cash flow on a regular basis. Transfers of funds between accounts conducted in accordance with financial regulations. 	Councillors must review original bank statements against cashbooks on a regular basis and report this to council.

						<ul style="list-style-type: none"> Working funds of at least £50,000 is transferred to current account each month from reserves. Cash and cheques are banked but discouraged as much as possible. 	
D7	Payment card	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> Financial regs allow for use of one Lloyds payment card for online purchases and for fuel cards. All purchases reported to full council. 	
D8	Petty cash and cash handling	<ul style="list-style-type: none"> financial reputational 	1	1	1	<ul style="list-style-type: none"> Imprest petty cash operated using voucher system, signatures and receipts required for all transactions. Cross referencing of all payments. Petty cash and all other cash held in safe. Receipts issued for all cash received in office. Restricted access to safe. Building fitted with alarm. Very low levels of cash now held. 	

D9	Collapse of banks	Financial, reputational, strategic	1	3	3	<ul style="list-style-type: none"> all funds held in UK banks accounts held with more than one provider investment policy adopted. 	Consider distributing funds more widely?
D10	Debtors - payments not received	<ul style="list-style-type: none"> financial 	1	2	2	<ul style="list-style-type: none"> Debtor reports can be run from Omega all debtors monitored monthly and progressed legal action taken if necessary but costly option 	
D11	Outsourced payroll - salaries not paid, NI and PAYE not collected correctly, overpayments or payments for hours not worked. Misconduct by employee. Loss of payroll provider.	<ul style="list-style-type: none"> Financial reputational 	1	2	2	<ul style="list-style-type: none"> payroll expenditure reported to council on a monthly basis and authorised at council meeting all overtime and expenses supported by documents and authorisation from line manager minute references for changes to contract. payroll provider provides monthly reports checked by RFO payroll agent suitably qualified and insured other payroll providers available in event of problem with current provider 	

D12	Direct debits misused or not controlled eg collected after contract expired	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> financial regulations determine procedures for direct debit use (see above) bank statements checked monthly list of all direct debits reviewed annually by council 	
D13	VAT	<ul style="list-style-type: none"> financial reputational legal 	1	3	3	<ul style="list-style-type: none"> Council is aware of need to undertake VAT partial exemption calculation annually External VAT advice obtained on projects Option to tax on specific buildings 	
IT/Cyber security							
E1	Loss of data due to system failure	<ul style="list-style-type: none"> legal Reputational Strategic financial 	1	3	3	<ul style="list-style-type: none"> data is held in the cloud offsite and or backed up regularly so retrieval of data should always be possible with minimal loss 	
E2	Cyber security –data breach through malicious actor, hacking etc		2	2	4	<ul style="list-style-type: none"> IT support contract with accredited provider who provide advice on security of hardware and software all software is regularly updated 	<p style="color: red;">Consider cyber security insurance and seek professional advice further measures to enhance security in light of increasing security risks, consider a cyber essentials accreditation for council</p>

E3	Data breach - failure to comply with data protection or other legislation through employee/councillor error	<ul style="list-style-type: none"> • financial • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • access to information segregated and staff profiles and access are restricted according to need • password protection on highly sensitive information • council registered with ICO and NALC GDPR Toolkit policies adopted. • payroll data transferred using password protected documents • employees are required to use council provided email accounts for councillors and may not send council information to private email addresses • employees are aware that email addresses and personal data may not be shared without consent • councillors are advised to only use council provided email account for council business • councillors are advised not to share email addresses or personal data which they gather in course of their council work unless the council holds a consent 	<p>See above</p> <p>Review encryption procedures for transfer of sensitive information</p> <p>Provide further training for employees and councillors on risks of data breaches via phone or tablet as well as pc</p>
E4	Website failure or inaccessibility	<ul style="list-style-type: none"> • financial • reputational • legal • Strategic • IT 	2	2	4	<ul style="list-style-type: none"> • .gov.uk domain name • website hosted by external provider with appropriate back up facilities • website complies with current accessibility legislation • website regularly checked by employee team 	

E5	Fire/Flood or other catastrophe leading to physical loss of documents	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	3	3	<ul style="list-style-type: none"> • physical deeds and legal documents stored in safe at Sycamore House (not fireproof) • digital copies of key documents held 	archived documents remain to be digitised
E6	Use of own devices and memory sticks etc	<ul style="list-style-type: none"> • IT • legal • financial • reputational 	2	2	4	<ul style="list-style-type: none"> • usage of USB devices with council IT equipment not permitted • employees' use of own devices avoided where possible • councillors supplied with council tablets but may log into Office 365 and ModGov accounts on own devices using password protection 	
E7	Misuse of IT and improper use of council documents eg copying to home computer	<ul style="list-style-type: none"> • IT • legal • financial • reputational 	1	3	3	Confidentiality clause in staff contract, members agree to code of conduct, data protection policy in place, confidential data issued to members is clearly marked, training for staff and councillors.	
Property and premises							
F1	Asbestos management - all council owned and leased buildings	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	See separate H&S risk assessments and documentation. <ul style="list-style-type: none"> • asbestos register maintained for all premises. H&S handbook contains guidance. 	

F2	Buildings not maintained resulting in damage to property or people – all council owned and leased buildings	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • public liability insurance • all premises inspected and included in annual H&S review • regular reports on condition of premises to full council • budgeting includes maintenance for all council owned premises
F3	Criminal damage/vandalism - all property and premises	<ul style="list-style-type: none"> • financial • legal • reputational • health 	2	2	4	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • public liability insurance • security of all premises regularly reviewed • security alarms and CCTV at some premises • regular checks of Albert Street WCs (daily), Fenny Chapel and council run allotment sites (weekly) • appropriate lighting installed
F4	Theft - all property	<ul style="list-style-type: none"> • financial • reputational • legal 	1	3	3	<ul style="list-style-type: none"> • insurance • asset register and equipment list kept up to date • key holding arrangements for each property regularly reviewed • padlock codes at allotments changed at least annually • access arrangements to all premises reviewed annually • allotment tenants advised to seek own insurance • terms and conditions of hire of buildings specify no cover of third party property

F5	Fire - all locations	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	3	3	<p>See separate H&S risk assessments and documentation</p> <ul style="list-style-type: none"> • insurance • fire risk assessment completed for all premises (except allotments) and firefighting equipment and alarms regularly tested and renewed • bonfires at allotments permitted on specific dates, tenants are not permitted to leave fires unattended 	
F6	Flood - all locations	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	<ul style="list-style-type: none"> • insurance • currently deemed unlikely at all premises 	
F7	Business interruption at any of council premises	<ul style="list-style-type: none"> • financial • legal • reputational • strategic 	1	3	3	<ul style="list-style-type: none"> • limited insurance cover • all office staff are equipped for agile working and can relocate to different premises or work from home • voice over internet telephone system can be answered from any location • unlikely that all premises would be unavailable at once • Barton Road is sole suitable premises for landscaping equipment and if unavailable temporary accommodation for equipment would be necessary, employees could 	<p>Explore emergency arrangements for landscaping team with neighbouring councils in event of loss of premises or equipment – also contractors who could provide short term support</p>

						start and finish work from office premises	
F8	Personal injury - all locations	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	See separate H&S risk assessments and documentation.	
F9	Inadequate budget provision - all locations	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	2	2	<ul style="list-style-type: none"> • all locations included in budget planning • regular condition surveys to anticipate needs 	
F10	Vehicles - loss, accident, theft at all locations	<ul style="list-style-type: none"> • financial • legal • reputational 	1	3	3	See separate H&S documentation and council policies and procedures for vehicle use by employees <ul style="list-style-type: none"> • fleet insurance • secure overnight storage at Barton Road depot 	

F11	Faulty equipment eg electrical equipment causing fire, guards not on machine resulting in accident etc (all premises)	<ul style="list-style-type: none"> • financial • reputational • legal • strategic • health 	1	3	3	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • Regular inspection of all equipment before use
F12	Purchase of unnecessary equipment (all premises)	<ul style="list-style-type: none"> • Financial • reputational 	1	3	3	<ul style="list-style-type: none"> • All spending approved by council, two members to authorise all purchases and budget must be available before officer raises PO • PO system in place includes checks and authorisation by more than one officer • Scheme of delegations lays out decision making process on spending
F13	Lack of PPE (all premises)	<ul style="list-style-type: none"> • Financial • Legal • Reputational • health 	1	3	3	<p>See separate H&S documentation.</p> <ul style="list-style-type: none"> • provision for PPE made in annual budgeting process and appropriate stock levels held to avoid running out • employees instructed not to undertake tasks without PPE
F14	Stock control - goods billed and not supplied	<ul style="list-style-type: none"> • financial 	1	1	1	<ul style="list-style-type: none"> • financial regulations and delivery note procedures in place
F15	Manor Road site	<ul style="list-style-type: none"> • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • insurance • site regularly monitored

F16	Fenny Stratford Community Centre	<ul style="list-style-type: none"> • financial • property • legal • reputational 	2	3	6	<ul style="list-style-type: none"> • insurance • recent valuation undertaken (January 2024) • risk assessment and appropriate procedures in place • regular inspections 	<p>Victorian building with attendant physical challenges</p> <p>Inspection by councillors would be welcomed</p> <p>Loss of anchor tenant would have severe impact on financial viability</p>
F17	War Memorial (management agreement)	<ul style="list-style-type: none"> • financial • reputational 	1	1	1	<ul style="list-style-type: none"> • insurance • regular inspections 	<p>Licence agreement expires in May 2024, to be renewed with MKCC</p>
F18	Fenny Chapel	<ul style="list-style-type: none"> • financial • legal • reputational • security 	1	3	3	<ul style="list-style-type: none"> • Insurance • Regular inspections 	<p>Consider long term future of building, currently used for storage as sits within a consecrated cemetery.</p>
F19	Community Orchard	<ul style="list-style-type: none"> • Financial • Legal • Reputational • health 	1	2	2	<ul style="list-style-type: none"> • insurance • regular inspection and maintenance 	

F22	Sycamore House (Sycamore Buildings Project)	<ul style="list-style-type: none"> • financial • legal • reputational • property 	2	3	6	<p>See separate H&S workplace risk assessment for location.</p> <ul style="list-style-type: none"> • insurance • building has been brought up to satisfactory H&S standards as office workplace • currently building is in satisfactory condition 	<p>Work to improve disabled access via Sycamore Hall still required.</p> <p>Listed building status and age of building has impact on maintenance which must be considered in future maintenance programme</p>
F23	Sycamore Hall (Sycamore Buildings Project)	<ul style="list-style-type: none"> • financial • legal • reputational • property 	2	3	6	<p>Separate H&S risk assessment for workplace location will be needed, building currently mothballed pending refurbishment.</p> <ul style="list-style-type: none"> • insurance cover in place 	
B8	Newton Leys Pavilion/FS Community Centre/Sycamore Hall	Financial, reputational, legal, property, security, IT.	2	2	4	Insurance, risk assessment and regular inspection. Separate H&S Cover from see Action Plan in place. H&S audit undertaken by EW and action plan in place for FSCC and NLP, to be undertaken for SY as soon as property transferred.	

B9	Allotments	Financial, reputational, legal, security, property, strategic.	1	2	2	Individual site risk assessments outstanding. Insurance. Regular inspection.
B15	Public Conveniences	Financial, reputational, legal, security, property.	2	3	6	<ul style="list-style-type: none"> • Insurance • regular inspection and risk assessment • High usage and high levels of damage.