

Budget Detail - By Committee

Note : P&R Budget Statement 2016/17

| | | - | | |
|--------------------------------------|---|------------------|------------|---------------------|
| | | Agreed Budget | Actual YTD | Projected Actual |
| <u>Policy & Resources</u> | | | | |
| <u>200</u> | <u>Salaries - Policy & Resources</u> | | | |
| 4000 | Salaries | 82,200 | 78,386 | 82,200 |
| 4020 | PAYE & NI | 35,600 | 33,648 | 35,600 |
| 4030 | Superannuation | 32,500 | 27,403 | 32,500 |
| 4050 | Training & Conferences | 1,350 | 2,198 | 2,000 |
| 4055 | Travelling Expenses | 2,225 | 1,551 | 2,225 |
| | OverHead Expenditure | 153,875 | 143,187 | 154,525 |
| | 200 Net Expenditure | 153,875 | 143,187 | 154,525 |
| <u>210</u> | <u>General Administration</u> | | | |
| 4055 | Travelling Expenses | 0 | 5 | 0 |
| 4100 | Website | 1,200 | 961 | 1,200 |
| 4105 | Photocopying | 3,800 | 2,661 | 3,800 |
| 4110 | Postage | 1,340 | 967 | 1,340 |
| 4115 | Stationery & Office Equipment | 1,600 | 1,014 | 1,600 |
| 4120 | Subscriptions & Donations | 2,500 | 2,353 | 2,500 |
| 4125 | Office Cleaning | 500 | 310 | 500 |
| 4130 | Office Maintenance | 1,725 | 1,494 | 1,725 |
| 4135 | Computer | 4,500 | 3,255 | 4,500 |

**Chorleywood Parish Council
Budget Detail - By Committee**

Note : P&R Budget Statement 2016/17

| | | - | | |
|------------|-----------------------------|------------------|------------|---------------------|
| | | Agreed Budget | Actual YTD | Projected Actual |
| 4140 | Village Day | 2,500 | 5,256 | 5,260 |
| 4145 | Christmas Lights | 3,000 | 3,427 | 3,000 |
| 4146 | Quiz Night | 0 | 9,825 | 0 |
| 4150 | Purchase of Caddy Sacks | 200 | 226 | 200 |
| 4155 | Chorleywood in Bloom | 3,000 | 3,030 | 3,000 |
| 4160 | Mapping System | 2,725 | 200 | 725 |
| 4370 | Health & Safety | 0 | 479 | 0 |
| 4900 | Misc Expenditure | 1,000 | 5,886 | 4,950 |
| | OverHead Expenditure | 29,590 | 41,349 | 34,300 |
| 1200 | Chorleywood in Bloom | 1,500 | 183 | 1,500 |
| 1206 | Quiz Night Income | 0 | 9,027 | 0 |
| 1210 | Village Day Income | 5,000 | 5,203 | 5,900 |
| 1220 | Sale of Parish Map | 50 | 0 | 50 |
| 1230 | Caddy Sacks | 250 | 275 | 250 |
| 1250 | Contribution from WMH | 1,340 | 1,437 | 1,340 |
| 1255 | Contribution from RBL | 380 | -479 | 380 |
| 1260 | Community/NHP Income | 0 | 1,000 | 0 |
| 1900 | Miscellaneous Income | 750 | 14,872 | 12,750 |
| | Total Income | 9,270 | 31,517 | 22,170 |
| 210 | Net Expenditure | 20,320 | 9,832 | 12,130 |

Budget Detail - By Committee

Note : P&R Budget Statement 2016/17

| | | - | | |
|------------|------------------------------------|------------------|------------|---------------------|
| | | Agreed Budget | Actual YTD | Projected Actual |
| 220 | <u>Services - General</u> | | | |
| 4030 | Superannuation | 0 | 5,059 | 0 |
| 4055 | Travelling Expenses | 0 | 187 | 0 |
| 4200 | Rates | 4,545 | 2,835 | 4,545 |
| 4201 | Recycling Office | 0 | 79 | 158 |
| 4205 | Gas | 4,050 | 578 | 4,050 |
| 4210 | Electric | 0 | 1,141 | 0 |
| 4215 | Water | 0 | 49 | 0 |
| 4220 | Telephone | 4,550 | 4,080 | 4,550 |
| | OverHead Expenditure | 13,145 | 14,008 | 13,303 |
| | 220 Net Expenditure | 13,145 | 14,008 | 13,303 |
| 230 | <u>Community Engagement</u> | | | |
| 4250 | Chorleywood Matters | 5,150 | 2,895 | 5,150 |
| 4255 | PCSOs | 28,500 | 26,125 | 28,500 |
| 4256 | Community/Neighbourhood Plan | 0 | 4,341 | 4,341 |
| | OverHead Expenditure | 33,650 | 33,361 | 37,991 |
| | 230 Net Expenditure | 33,650 | 33,361 | 37,991 |

Note : P&R Budget Statement 2016/17

| | | - | | |
|------------|---|------------------|------------|---------------------|
| | | Agreed Budget | Actual YTD | Projected Actual |
| 250 | <u>Grants & S137 Payments</u> | | | |
| 4300 | Grants Given | 1,000 | 250 | 1,000 |
| 4305 | S137 Payments | 0 | 75 | 0 |
| 4310 | War Memorial Hall Grant | 20,000 | 20,000 | 20,000 |
| | OverHead Expenditure | 21,000 | 20,325 | 21,000 |
| | 250 Net Expenditure | 21,000 | 20,325 | 21,000 |
| 260 | <u>Professional Fees - P&R</u> | | | |
| 4350 | Audit | 3,000 | 2,425 | 3,000 |
| 4355 | Legal & Professional Fees | 1,500 | 0 | 1,500 |
| 4360 | HR Service Contract | 4,500 | 3,800 | 4,500 |
| 4365 | Insurance | 10,500 | 9,868 | 10,500 |
| 4370 | Health & Safety | 1,000 | 163 | 1,000 |
| | OverHead Expenditure | 20,500 | 16,256 | 20,500 |
| | 260 Net Expenditure | 20,500 | 16,256 | 20,500 |
| 270 | <u>Civic</u> | | | |
| 4400 | Chairman's Allowance | 450 | 339 | 450 |
| 4405 | Chairman's Charity | 400 | 0 | 400 |
| | OverHead Expenditure | 850 | 339 | 850 |

Budget Detail - By Committee

Note : P&R Budget Statement 2016/17

| | - | | |
|---|------------------|------------|---------------------|
| | Agreed Budget | Actual YTD | Projected Actual |
| 1270 Chairman's Charity Income | 400 | 169 | 400 |
| Total Income | 400 | 169 | 400 |
| 270 Net Expenditure | 450 | 170 | 450 |
| Policy & Resources - Expenditure | 272,610 | 268,825 | 282,469 |
| Income | 9,670 | 31,687 | 22,570 |
| Net Expenditure | 262,940 | 237,138 | 259,899 |
| Total Budget Expenditure | 272,610 | 268,825 | 282,469 |
| Income | 9,670 | 31,687 | 22,570 |
| Net Expenditure | 262,940 | 237,138 | 259,899 |

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 12 6th March 2017

| <u>A/c</u> | <u>Account Description</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> |
|--|--------------------------------|----------------|---------------|-----------------|
| <u>Current Assets</u> | | | | |
| 100 | Debtors | 5,100 | 0 | 5,100 |
| 101 | Reserve Debtors 2015/16 | 692 | 0 | 692 |
| 105 | VAT Control Account | 2,576 | 0 | 2,576 |
| 200 | Current Account | -11,082 | 0 | -11,082 |
| 210 | Bank Instant Access Account | 268,466 | 0 | 268,466 |
| 220 | Natwest Account | 71,508 | 0 | 71,508 |
| 240 | Scottish Widows 60 Day Account | 81,817 | 0 | 81,817 |
| 280 | Petty Cash | 468 | 0 | 468 |
| Total Current Assets | | 419,545 | 0 | 419,545 |
| <u>Current Liabilities</u> | | | | |
| 500 | Creditors | -1,819 | 0 | -1,819 |
| 501 | Reserve Creditors | 7,722 | 0 | 7,722 |
| 505 | Receipts in Advance | 53 | 0 | 53 |
| 520 | Easement Income | 1,338 | 0 | 1,338 |
| 540 | Chorleywood Library Volunteers | -600 | 0 | -600 |
| 565 | Village DayAdvance Receipts | 120 | 0 | 120 |
| Total Current Liabilities | | 6,814 | 0 | 6,814 |
| Net Current Assets | | 412,731 | 0 | 412,731 |
| Total Assets less Current Liabilities | | 412,731 | 0 | |
| <u>Represented By :-</u> | | | | |
| 300 | Current Year Fund | 72,436 | 0 | 72,436 |
| 310 | General Reserve | 340,295 | 0 | 340,295 |
| Total Equity | | 412,731 | 0 | 412,731 |

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 7

Date: TUESDAY 14th March 2017

Subject: WEBSITE

Committee Member:

Officer Contributors: Deputy Clerk, Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 That the Committee review the progress made by the Website Working Group and consider whether to continue with the existing site and management arrangements or move to a new site that is both up to date in appearance and responsive to current technology and more future proof .

2. RELEVANT PREVIOUS DECISIONS

2.1 Improvements to the Parish Council website were first discussed at **P&R 08.09.15** under the **Four Year Vision** and have since been discussed by all the committees. For the full list of decisions made see the Website report to **P&R 06.12.16**

P&R 06.12.16 Minute 16/39 WEBSITE

Members were shown a mock up version of the Parish Council website produced by the current Webmaster based on the observations of the French Student detailed in the report. This had been produced unprompted and Members asked that their thanks be passed on to him for this work. It was noted that Chorleywood Matters needed to be also brought in line with the new website.

The Committee

RESOLVED

- 1) To allow the working group to continue to review and update the website and report back regularly to the committee
- 2) To retain the current webmaster to develop the new site
- 3) As part of the process to review and update the contract with the webmaster.

This was proposed from the Chair and carried unanimously

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The update of the website is considered a priority identified in the Four Year Visions of all the committees.

4. RISK MANAGEMENT ISSUES

- 4.1 The current website is managed and updated by an individual who has been responsible for the Council website from day one. Although he currently has no plans to withdraw his services, if he were to be no longer available to undertake the regular management of the website, it would be difficult to find someone else who would take on the day to day management. The Parish Office is not currently trained to take on the work, nor has the capacity to do so. Option 3 in this paper goes some way towards offsetting this risk if it were to arise in the future.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 If the website updates were to be taken on completely by the office either for the current website or the new one under Option 2 in this paper, it would require the training of at least two members of staff to allow for cover and time to become familiar with the software. With the current workloads in the office there is no scope for this additional activity to be taken on. Additionally if a trained officer was to leave then another officer would potentially need to go through the training process. There would therefore be cost, time and resource implications.

However under Option 3 there would be the facility for officers to take on a section or page of the website at a time and become familiar with the process over a period of time. There is also online training available that can be undertaken at a time convenient to officers rather than necessarily attending formal training courses.

- 5.2 Budget cover is under Policy and Resources 210 General Administration 4100 Website. The budget for 2017/18 has been increased from £1200 to £2000 in anticipation of the changes. However the estimated cost of the new website is £1530 leaving an estimated shortfall of £730 assuming the same level of management of the new website in 17/18 as in 16/17 (ie £1200). Members may also like to consider a contribution from the Halls towards the website changes.

- 5.3 Staffing costs have not been quantified at this stage.

- 5.4 All options assume the current webmaster continues to be contracted for the website. Feedback from other parish Councils who have gone to Web management companies for quotes has shown the current webmaster to be the most reasonable in terms of cost and responsiveness.

6. LEGAL ISSUES

- 6.1 Whichever option is chosen as the way forward for the website by the committee, the contract with the current webmaster will be reviewed and updated.

7. BACKGROUND INFORMATION

- 7.1 Improvements to the Parish Council Website have been discussed at all committees.

7.2 The Working Group was set up to take the ideas forward met and considered the best way forward. A number of other Parish and Town Council websites were reviewed with the best points of each being noted to take forward.

7.3 When the French student joined the Parish Council on work experience, one of the first activities she undertook was to look at the website from the point of view of a young person and someone who was new to Chorleywood and therefore knew little about the area or the Parish Council. She presented her observations back to the Working Group .

7.4 The Working Group met with the Webmaster in January 2017 and discussed a number of options for firstly updating the existing website and then options for revamping it completely to be more in tune with the current use of websites.

7.5 The current website has two major issues:

- A) It is not responsive to mobile devices (eg tablets and smartphones) In other words it does not adapt to different device resolutions. It also has a second side menu which is not suitable for smartphones. Our monitoring stats show that 42% of the hits on the website between 17.12.16 and 16.01.17 were from mobiles or tablets.
- B) It does not have an online Content Management system (CMS). Nowadays larger websites with regular changes usually feature online content management. The most popular CMS is WordPress (58.6% market share, followed by Joomla (7.2%) and Drupal (4.8%).

7.6 The current website also looks quite dated when compared to other sites for Parish and Town Councils. Although some cosmetic changes can be made in the short term, they would not address the fundamentals of access via mobile devices and the longer term risk of the webmaster not being available for updating the site.

7.7 The proposed changes to the existing website are detailed in Appendix A. However the Webmaster has advised that whilst the Halls changes could be made to the existing site for around £100, it would make more sense for the other changes identified to be applied to the new site if this is the option chosen by the committee. There are therefore three options:

OPTION 1: Continue with the existing site making minor changes but not addressing the unsuitability of use by mobile devices that potentially represents nearly half of the users of the website.

OPTION 2: Create a new website which is responsive to mobile devices but not with online content management. This would be a modern HTML website. This option does not address the potential risk of losing the services of the current Webmaster for the ongoing management and the ability of officers to take this on without considerable resource implications.

OPTION 3: Create a new website which is both responsive and has online content management. This would be a WordPress (WP) site. This would give a modern clean, responsive website which also provides user friendly content management (without purchasing software). WordPress powers around 25% of all website globally and there are many training resources online.

7.8 The current Webmaster would be prepared to carry on updating the new website's content with a gradual handover the Parish Officers if desired but not essential in the short term. The Webmaster has experience of developing WordPress websites with 16 so far under his belt.

Appendix 1

Outcome of Website Meeting – 20th January 2017 Moving Forward/ Changes to Website

Present – Parish Officers Claire James, Laura Hamilton and Michelle Putman, Cllr Jane White, Cllr Jenny Wood, Peter Fleming (Current Web Master for CWPC)

Initial Changes to improve website for the Short term;

- Changes to Landing page – Make more user friendly
- Add more pictures with links
- Reduce copy on main page but add in links where the info can be found.
- Contact us box send email to correct officer (Name, Email, Message)
- Make Social media links more visible
- Parish You Tube Channel – Videos Common etc
- New Site will be Mobile Responsive
- Merge Cllr/Committees/Council Meeting Menu Bar at top pf page to incorporate all.
- Combine Diary of events heading with Events Calendar
- Hyper Link Calendar events to other pages on website
- Future proof website HTML v's WordPress

Changes to Halls Page;

- WMH- Switch Copy about halls with updated Price List
- How to Book /Contact & Facilities bolder and higher up page.
- FAQ PDF link
- Conditions of Hire link to PDF
- Review/feedback form to fill out for previous hirers
- Add History of Halls Tab
- Parish You Tube Channel – 360 tour of hall.



**CHORLEYWOOD PARISH COUNCIL
SOCIAL MEDIA & EMAIL COMMUNICATIONS
POLICY FOR COUNCILLORS & STAFF**



Approved by the Council: xxxxxx

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1. Introduction

1.1 Social media is the term for a collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. It enables users to interact with each other by sharing information, opinions, knowledge and interests.

1.2 For the purpose of the policy, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, Instagram, LinkedIn, Google +, Blogs and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.

1.3 The principles of the policy apply to Parish Councillors, The Clerk, Deputy Clerk Administration officers and the Rangers.

1.4 An Overview of the social media sites can be found at the end of this policy.

2. Benefits and Risks

2.1 The following are potential benefits that have been identified with the use of social media;

2.1.1 Ability to connect with various members of the community.

2.1.2 Real-time updates on emerging situations.

2.1.3 High level of interactivity with members of the public and other organisations.

2.1.4 Lower Cost in comparison with traditional forms of media.

2.1.5 Enhanced Transparency;

2.1.6 Building a sense of community

2.2 The following risks have been identified with the use of social media:

2.2.1 Virus or other malware (Malicious software) infection from infected sites.

2.2.2 Disclosure of confidential information.

2.2.3 Damage to the reputation of the council.

2.2.4 Social engineering attacks or "phishing". This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client.

2.2.5 Bullying or witch-hunting;

2.2.6 Civil or criminal action relating to breach of legislation.

2.2.7 Breach of safeguarding through the use of images or personal details leading to the exploitation of venerable individuals.

3. PURPOSE OF THIS POLICY AND WHO IT COVERS

3.1 The purpose of this policy is to ensure that the council is not exposed to legal governed risks, the reputation of the council is not adversely affected and that our users are able to clearly distinguish where information provided via social networking is legitimately representative of the council.

3.2 This policy covers all the councillors and officers. It should be considered in conjunction with the council's code of conduct and other adopted council policies and procedures.

4. Social Media usage;

4.1 Chorleywood Parish Council will manage four social media accounts as listed below. The Council may adopt further social media accounts in the future but would require an amendment to this policy.

- Chorleywood Parish Council – Facebook Page
- @chorleywood – Twitter Account
- You Tube Channel
- Instagram chorleywood_parish

Officers will endeavour to keep all social media sites active/semi active.

4.2 Social media accounts will be used to communicate and network with the local community on behalf of the CPC.

This will include;

- Post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked to the community or CPC
- Vacancies
- Retweeting or 'Sharing' information from partners and local community groups
- Announcing new information
- Refer residents queries to the clerk , officers and all other councillors

4.3 Facebook will be used to support the website information above." Emails will be used to distribute information of council business".

5. Social Media Users Responsibilities;

5.1 Councillors must remember that they are personally responsible for the content they publish on any form of social media. It is good practice for Cllrs to clearly separate professional, personal or political aspects of their communication. Cllrs must also ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

5.2 Cllrs must treat others with respect, avoid personal attacks and not make disrespectful, rude or offensive comments.

5.3 Cllrs must comply with equality laws contained within the Equality Act 2010, associated legislation and the Councils Equality policy. They must not publish anything that might be considered to be sexist, racist, ageist, homophobic or anti faith.

5.4 Officers using social media in a personal capacity must ensure that their use is strictly personal and not professional or political.

5.5 If an officer receives any threats, abuse or harassment from members of the public through their use of social media they must report incidents to the Parish Clerk.

5.6 Officers must not download any software or freeware, unless this has been approved and authorised by the Parish Clerk.

6 General Terms of Use

6.1 When commenting online on any matter relating to the Parish Council, Councillors should identify themselves as a Councillor and make clear whether or not they are representing the view of the council.

6.2 Councillors who fail to identify themselves as a Councillor are in breach of this obligation will be deemed to be acting in their official capacity for the purposes of the code of conduct and such failure will itself be a breach of the code of conduct for councillors.

6.3 Official council profiles or pages must not be used for the promotion of commercial ventures – with exception when a commercial venture has given sponsorship to a council event or capital project – then its sponsorship will be acknowledged as the Parish Clerk sees fit.

6.4 All Social Media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.

6.5 Communication responses -; if the officer feels unable to answer a post for example of a contentious nature this shall then be referred to the Parish Clerk. The poster will be informed by the way of response to this fact and also be invited to correspond with the Parish Clerk.

6.6 The nominated officer shall remove any negative posts which may contain personal and inflammatory remarks, libelous or defamatory information without further comment or notification. However complaints or negative comment should be answered at the earliest opportunity or move the conversation offline as soon as possible.

A, Spell and Grammar check everything.

b. Correct any errors promptly.

6.7 Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the parish clerk. Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.

7. Safety

7.1 Councillors and officers must be aware of their own safety when placing information on the internet and should not publish information which could give details which could leave them vulnerable.

7.2 Any councillor or officer receiving threatening, abuse or harassment via their use of social media should report to the Parish Clerk and the police.

7.3 They should use a secure password and never share this with anyone.

8 Information Protections

8.1 Councillors must not disclose information, make commitments or engage in any activity on behalf of the Council unless they are authorised by the Clerk to do so.

8.2 They must handle any personal or sensitive information in line with the council's data protection policies.

8.3 Councillors must not publish or report on meetings which are private or internal or publish any exempt committee reports or private papers.

8.4 Copyright laws still apply online. Councillors must not use images to which they do not hold copyright. Information shared should attribute the source. However will use online sites for free engaging images which are not copyrighted.

9. Breaches of this Policy

9.1 Failure to comply with this policy may result in a formal complaint being made to the monitoring officer to be dealt with under the Councils Standards Procedures.

9.2 Other Violations of this policy, such as breaching the data protection act 1988, could lead to criminal or civil action being taken against the individual (s) involved.

10. Review

10.1 This social media policy should be reviewed at least once per year.

Appendix 1

Examples of Social Media

The types and numbers of social media tools are constantly growing and this policy is intended to cover all emerging brands of social media account as well and those listed below.

Facebook; Is as an online social networking website where people can create profiles, share information such as photos and quotes about themselves, and respond or link to the information posted by others. It can also be used by business or organisations to market and promote their organisation.

Twitter; is a free social networking microblogging service that allows registered members to broadcast short posts called tweets. ... Tweets, which may include hyperlinks, are limited to 140 characters. Twitter accounts are generally public unless restrictions are placed on them to make them private. Users attract followers, who do not require permission to read a user's tweets. It can be compared with send a text message to a virtual message board.

Messages can be further shared by 're-tweeting' and public messages exchanged @ symbol and a user's twitter name or 'handle'.

Instagram; is a free online photo sharing and social network platform that was acquired by Facebook in 2012. Instagram allows members users to upload, edit and share photos with other members through the Instagram website, email, and social media sites such as Twitter, Facebook, Tumblr, Foursquare and Flickr.

You Tube; is a free video-hosting website that allows members to store and serve video content. YouTube members and website visitors can share YouTube videos on a variety of web platforms by using a link or by embedding HTML code.

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

| Activity: Business & Financial Assessment | | | Assessment Date: 6.3.17 | Review Date: 30/11/16 | |
|--|--|---------------------------------|---|--|----------------------------------|
| Hazard | Risk arising from hazard | Who is at risk | Existing Controls | Further action required to reduce risk to an acceptable level | Target date & by whom |
| Loss of physical assets owned by Parish Council. | Business continuity | Staff, customers and residents. | Asset registers, serial and identification number tracking of key assets. Photographic evidence Insurance cover in place. | Annual update as part of stock taking exercise. | 30.8.17 Councillors and Staff |
| Damage to third party property, injury to individuals from council provided amenities or services. | Damage, loss, injury to staff or public. | Staff, customers and residents. | Risk assessment of service delivery and amenities. Regular inspection and maintenance of physical assets and amenities. Timely remedial action taken when problems discovered, or asset is taken out of use until actions can be taken. Insurance cover in place. H&S Officer to give overall advice | Ongoing Risk Assessment update and review. All Risk rolling programme to review and update during 2017/18. | 31.12.2017– Staff |
| Inadequate insurance cover. | Unrecoverable losses. | Parish Council | Insurance cover reviewed by P&R committee, on advice from officers. Update of insurance cover done annually | Insurance premium reviewed February 2017 with insurance company Renewal on 1 st August 2017 | 30/06/2017 - Staff |

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

| Hazard | Risk arising from hazard | Who is at risk | Existing Controls | Further action required to reduce risk to an acceptable level | Target date & by whom |
|-----------------------------------|--|-----------------------|---|--|---|
| Loss through theft or dishonesty. | Financial | Parish Council | Fidelity insurance in place. Regular reconciliations of cash and bank a/cs. Independent internal auditor, with access to all staff, systems and members. Necessary policies in place. | Annual update of fidelity insurance to take into account increase in precept. | |
| Robustness of audit processes | Financial | Parish Council | Independent qualified auditors appointed, with experience of LG sector. Updated Standing Orders and Financial Regs in Place. Annual review of effectiveness of internal auditors. | | March 2017 Annually Staff and P&R Committee |
| Professional services | Poorly informed decision making if incorrect or misleading advice is received. | Parish Council | Long term relationship with solicitors. Other professional services covered by TRDC for HR and H&S services engaged. Following advice from LG contacts, such as HAPTC & SLCC | | |
| Procurement | Excess or inappropriate expenditure, waste council resources. | Parish Council | Standing orders and financial regulations deal with the award of contracts for services and the purchase of equipment. | | September 2018 |
| Financial record keeping. | Poorly informed decision making if incorrect, out of date or misleading financial information is used. Exposure to penalties from statutory bodies like HMR&C. | Parish Council | RFO with considerable commercial and business experience. Purchasing and payment procedures adhered to. Policy and Resources Committee providing oversight. Internal auditors | New Financial Control system being introduced, to include online banking and BACS payments | September 2017 |

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

| Hazard | Risk arising from hazard | Who is at risk | Existing Controls | Further action required to reduce risk to an acceptable level | Target date & by whom |
|--|--|--------------------------|---|---|---|
| Ensuring all requirements are met under HMR&C notices and regulations. | Penalties from HMR&C | Parish Council | Timely submission of all returns. Appropriate training for Finance Officer. | Update training as required. | |
| Ensuring all activities are within legal powers for the Council. | Qualified audit return. | Parish Council | Good knowledge of regulations and powers. Defined process for grant funds application, delegated to P&R committee, within budget but with additional funds from Full Council upon approval Advice from Auditors, emailed changes via HAPTC, NALC and SLCC | Clerk/RFO attends SLCC & HAPTC training to ensure currency on legislative changes. Other external training as appropriate. | |
| Ensuring that all requirements are met under employment law and regulations. | Claims from staff, industrial tribunal action. | Parish Council and Staff | All staff issued with up to date contracts of employment, Council has engaged a HR consultant and has a contract with TRDC. All contracts of employment to be reviewed | HR updating employment policies as and when required | HR Committee referred to P&R |
| Automatic Enrolment Staging Date for Pension | Fines or prosecution | Parish Council | Aware of changes in legislation and time table of required tasks All eligible employees currently paying into the pension scheme | Payroo HMRC approved salary Package used. | Start date 1 st April 2017 Compliance date 31 st August 2017 |

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

| Hazard | Risk arising from hazard | Who is at risk | Existing Controls | Further action required to reduce risk to an acceptable level | Target date & by whom |
|----------------|--------------------------|--|--|--|-----------------------|
| Communications | Business continuity | Parish Council staff, customers and residents. | <p>BT Telephone system</p> <p>Answer machine.</p> <p>Mobile phone allowances provided to grounds staff when lone working.</p> | <p>New telephone system installed</p> <p>Four lines into Parish Office</p> | |
| Pandemic | Business Continuity | Parish Council staff, customers and residents. | <p>If operations were affected by a pandemic officers would have to decide priorities on a day to day basis, based on resources available.</p> <p>Liaison would take place with District and County services to ensure optimum use of available resources.</p> <p>Good advice and guidance available from organisations such as LGE already available.</p> <p>LGE: Swine Flu – HR implications document contains key HR advice, guidance & FAQs.</p> | | |

Date: TUESDAY 14th MARCH 2017

Subject: EFFECTIVENESS OF INTERNAL AUDIT

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to review the effectiveness of the internal audit, and if appropriate instruct the Clerk to write to the auditors accordingly.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 This is a legal requirement from the External Auditors and is considered Best Practice.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Contained within the report

6. LEGAL ISSUES

6.1 The Decision of the Council forms part of the CiPFA Audit Regulations and is a legal requirement.

7. BACKGROUND INFORMATION

7.1 EFFECTIVENESS OF INTERNAL AUDIT

The Account and Audit Regulations (SI 2006 no. 564) requires that all local councils review the effectiveness of the internal audit on an annual basis.

To ensure that the Parish Council can discharge this responsibility this committee needs to review General/Reports/P&R Reports/2013-14/P&R financial risk assessment 1.4.14

1. The Scope of the internal audit
2. Independence
3. Competence
4. Relationships
5. Audit planning and reporting.

Members should be aware of the reports that are received from the internal auditors. However the internal auditors should have clear guidelines as to who to contact should they discover incidents of fraud. Depending on the type of fraud discovered it is suggested that the auditors should write, on a confidential basis, to both the Chairman of the Council and the Clerk who is the Responsible Financial Officer, unless there are good reasons that either should be excluded from such communications.

VILLAGE HALLS FOUR YEAR VISION 2016/17

Agenda item 8.

| Item | Detail | Other Committee affected | Prioritisation Level (rank 1-5, where 1 is the highest priority) | Resource required (PC Staff/Councillors/External) and next steps | Anticipated Cost | Date work is due to commence | Target date for completion |
|-------------------------------------|---|--------------------------|--|---|-------------------|------------------------------|----------------------------|
| Publicity/ Marketing | Review and assessment of any actions needed to amend the marketing of the halls | | 1 | <p>Councillors & Office – advertising refresh of publications, local leaflets/Chorleywood Matters, followed by My Chorleywood News Marketing Panel –AP, HD, RKh, JWh.(does this need updating?)</p> <ul style="list-style-type: none"> - research local competition - the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc <p>rates packages – eg: rate for a wedding rather than per hour</p> <p>Digital Marketing including a Facebook page and updated information on website</p> | Advertising costs | | See website info in P&R |
| Maintenance Refurbishment programme | To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient ie are they given enough time to carry out the tasks/cleaning required. | | 1 | <p>Clr input to enable independent quarterly checks,</p> <p>Feedback from front line staff</p> <p>Possible feedback forms from hirers which can be reported back to Committee</p> <p>Surveyor undertaking schedule of condition inspections and to produce maintenance schedules</p> | | March 2017 | |
| Parking at WMH | Parking may not suitable for all visitors, establish what can be done to improve things | Open Spaces | | To look at what can be done to improve the parking surfaces, lighting and available space | | | |

1. Policy & Resources

| Item | Detail | Other Committees affected | Prioritisation rank 1-5, 1 is the highest priority | Resource required (PC Staff/Councillors/External) | Anticipated Cost | Date work is due to commence | Target date for completion | Progress |
|----------------------------|---|---------------------------|--|---|-------------------------------|------------------------------|---------------------------------|--|
| Property Register | Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward | All | 3 | Office to commence work on the directory working through leases and other relevant documentation to establish a database that allows the Council to understand when renewals, maintenance etc. are required | Staff time Database software? | September 2016 | Review in September 2017 at P&R | Commenced with working party set up Cllrs White, Khiroya, Wood & Clerk |
| Website | To Look at the website for all committees and update details with easy to understand direction. | All | 2 | Committee set up of Cllrs Wood and White with the Admin Assistant and Deputy Clerk | None Specific | September 2016 | | Working party of Cllr White & Wood, Admin Assistant & Deputy Clerk |
| South Lodge refurbishments | To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation. | All | 1 | A sub Committee be setup to look at all the council owned and leased buildings with a view of creating a proper maintenance schedule. | £35000 | Spring 2017 | Autumn 2017 | |
| Asset Register | To create an online digital asset register | All | 4 | Staff | Temporary staff time | October 2016 | | Completed |

