

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To propose that Woughton Community Council sign the Armed Forces Covenant.

RECOMMENDATION:

1. That the Committee notes the report and information.
2. That the council agrees to sign the covenant and support its aims.

MAIN ISSUES AND CONSIDERATIONS:

Councillor Terry Baines is the Armed Forces Champion for Milton Keynes Council and has spoken at a number of events, including the Parishes Forum, around the wish to see local councils sign the Armed Forces Covenant.

The Armed Forces Covenant is a promise from the nation ensuring that those who serve or who have served, and their families, are treated fairly. This commitment is made in recognition of the sacrifices they make on behalf of the country. The Armed Forces Covenant is not designed to give the Armed Forces, Veterans and their families' preferential treatment compared with other citizens but it should ensure that they get a fair deal and are not disadvantaged because of their Service.

The Armed Forces Covenant relies on the government, communities, businesses, and individuals of the UK to actively support it in order to make a difference. Local Authorities are at the heart of that support group, but your organisation will be one of many who are working hard to make sure that Servicemen and women, veterans and their families get a fair deal. This guide aims to explain how Service life affects the Armed Forces and the ways you can make sure that your services take account of the needs of the Armed Forces Community.

By signing the covenant, the council would be signalling their agreement with the principles of the document, as detailed above (and on attached paper).

FINANCIAL IMPLICATIONS:

None

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

This decision has potential to lead to some members of our community being unhappy, whether the council chooses to sign or chooses not to sign. This should be considered within the overall decision with regard to the council decision.

BACKGROUND PAPERS:

Armed Forces Covenant

AUTHOR

Steve McNay – Council Manager

The Armed Forces Covenant

An Enduring Covenant Between
The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown
And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty.

Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families.

They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Agenda item FC 34/18

Operations Committee

Minutes of the meeting held on Monday 3rd September 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair) (from 6:08pm), Donna Fuller, Phillip Hopcraft, Sue Luttmann, Pauline Prop, Sue Smith, Thillai Visvendran, Geoff Woolmore.

Also present: Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer).

In attendance: Cllr Kevin Wilson.

OC 24/18 Apologies:

Received from Cllrs Tina El-Shabrawry (meeting), Archibald Prempeh (work commitment), Yvonne Tomlinson (Holiday), Alan Williamson (Holiday).

AGREED

OC 25/18 Declarations of Interest:

Cllr Jordan Coventry declared a personal interest in agenda item OC 36/18 as his partner used to work with one of the contractors who has provided a quote.

NOTED

OC 26/18 Chairs Announcements:

The Chair informed the meeting that Cllr Kevin Wilson is lobbying Milton Keynes Council to ensure that Woughton Community Council continues to be a collection point for residents to pick up recycling sacks.

NOTED

OC 27/18 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 28/18 Minutes of the previous meeting:

The minutes of the meeting of the Operations Committee held on Monday 2nd July 2018 were **AGREED** as a true and correct record and signed by the Chair.

OC 29/18 To review the following Policies:

- a) Lone Working Policy

- b) Equal Opportunities and Diversity Policy
- c) Training and Development Policy
- d) Recruitment and Retention Policy
- e) Employment Policy
- f) Appraisal & Review Policy
- g) I.T Security Policy

RESOLVED

1. That under Item b) Equal Opportunities and Diversity Policy to add “that the Chair of the Council will be the contact, in case of a complaint that is lodged against the Council Manager”.
2. That the policies as listed are adopted.

OC 30/18 To review the Sickness Management Policy:

The previous policy indicated that any sick leave would be seen as part of the disciplinary process and has now been changed so that this will no longer be the case.

On page three (3) to delete “company” and to delete “Jeaopardy” and replace with “jeopardy”.

RESOLVED

1. That the Committee agrees to the new policy content and structure.
2. That on page three (3) to delete “company” and to delete “Jeaopardy” and replace with “jeopardy”.

OC 31/18 To consider appointing a ‘Link officer’ for all estates:

The meeting was informed that this role will be reviewed in the new financial year, although it is already happening in practise.

RESOLVED

1. That the Committee notes the report.
2. That this issue is placed on hold and reviewed in the 2019/2020 financial year.

OC 32/18 To update the committee on the Councillor Induction process:

A Councillor Induction process is essential to inform new members.

This may be of benefit to potential candidates.

RESOLVED

That the Committee notes the report and attached papers and agrees that this process is implemented for all new councillors.

OC 33/18 To consider the benefits of CCIN attendance, and what it involves:

The Co-operative Councils Innovation Network (CCIN) Annual Conference and Co-operative Showcase, will be held on Thursday 4th October 2018 at Croydon, registration is 9:00am, one (1) place is free additional places will be half price.

It was agreed that the Council Manager, the Responsible Financial Officer / Operations Manager and Cllrs Pauline Prop and Sue Smith will attend.

RESOLVED

1. That the Committee notes the report.

2. That the Council Manager and Responsible Financial Officer / Operations Manager and Cllrs Pauline Prop and Sue Smith to attend the Co-operative Councils Innovation Network (CCIN) Annual Conference and Co-operative Showcase to be held on Thursday 4th October 2018 at Croydon.

OC 34/18 Update on the Emergency Plan, which will be adopted at the next Full Council meeting, outlining the changes and key aspects:

The document will now be referred to as an Incident Plan.

The contact details and list of partners needs to be updated.

To list the Officer's post and not their name and to include appropriate on call number.

The Council Manager will make the necessary corrections to the document.

The grab bags will be circulated to all Members.

Arrangements will be made to leave a box in each Meeting Place with appropriate items in them including a loud hailer.

RESOLVED

1. To change the title of the document from an Emergency Plan to an Incident Plan.
2. To update the contact details and list of partners.
3. To list the Officer post and not their name with the appropriate on call contact number.
4. That the Council Manager to make the necessary corrections to the document.
5. That the grab bags to be circulated to all Members.
6. To make arrangements to leave a box in each Meeting Place with appropriate items in them including a loud hailer.

OC 35/18 Service plan update - what has been done, what else is being worked on, what are we likely to not achieve this year:

The committee discussed the 2018 / 2019 Service Plan and noted any progress on the priorities as specified.

RESOLVED

That the Committee notes the report.

The following motion was moved and seconded:

Public Bodies (Admission to Meetings) Act 1960

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGREED

OC 36/18 To consider the quotes for an alternate I.T provider:

Cllr Jordan Coventry declared a personal interest in this agenda item and did not vote.

The Responsible Financial Officer / Operations Manager to approach the two (2) identified contactors for further talks on the costs that they supplied in their respective quotes.

The Committee agreed to give the Council Manager and the Responsible Financial Officer / Operations Manager the delegated powers for them to be able to undertake further negotiations.

The Council Manager and the Responsible Financial Officer / Operations Manager to report back to a future meeting of the Operations Committee, a meeting of the Full Council will consider any proposals and give a final approval subject to the meeting's agreement.

RESOLVED

1. That the Committee notes the report.
2. That the Responsible Financial Officer / Operations Manager to approach the two (2) identified contactors for further talks on the costs that they supplied in their respective quotes.
3. To give the Council Manager and the Responsible Financial Officer / Operations Manager the delegated powers for them to be able to undertake further negotiations.
4. That the Council Manager and the Responsible Financial Officer / Operations Manager to report back to a future meeting of the Operations Committee.
5. That a meeting of the Full Council will consider any proposals and give a final approval subject to the meeting's agreement.

Date of next meeting:

Monday 5th November 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:07PM

Chair _____ Date _____

Agenda item FC 34/18

Accounts Sub Committee

Minutes of the meeting held on Wednesday 19th September 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Yvonne Tomlinson (Chair), Sue Smith (Vice-Chair), Pauline Prop, Yvonne Tomlinson, Thillai Visvendran.

Also present: Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer).

AC 19/18 Apologies:

Cllr Alan Williamson (Holiday).

AGREED

AC 20/18 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 21/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 22/18 Chairs announcements:

The Chair informed the meeting that Apple Day will be held on Saturday 29th September 2018.

NOTED

AC 23/18 Minutes of the previous meeting:

The minutes of the Accounts Sub Committee meeting held on Wednesday 25th July 2018 were **AGREED** as a true and correct record and signed by the Chair.

AC 24/18 To update the sub committee on progress with setting up an account with Metro Bank:

The Responsible Financial Officer informed the meeting that that the Metro Bank account, is now live however the full switch over has not yet been completed.

Hopefully as of Monday 1st October 2018 all service users will have received notification of the change of bank details.

Woughton Community Council will be utilising Metro Bank for payment of salaries, as this facility has the capability of batch payments, the payroll cut off is the 20th of each month.

RESOLVED

That the Committee notes the report.

AC 25/18 To update the sub committee on the VAT returns:

The Responsible Financial Officer also informed the meeting that the VAT return for Q1 (April - June 2018) has been filed with HMRC and was sent on Wednesday 12th September 2018 for formal acceptance for the amount of £7,982.97p.

The Responsible Financial Officer suggested that the Chair of the Accounts Sub Committee signs the hard copy, so this is evidence that the return has been reviewed by a Member and not an officer.

RESOLVED

That the Committee notes the report.

AC 26/18 To agree the June, July and August 2018 Bank Reconciliations:

RESOLVED

1. That the Accounts Sub Committee approves the June and July 2018 Bank Reconciliations as presented.
2. That the August 2018 Bank Reconciliation is approved at the next meeting of the Policy & Resources Committee meeting as it is not ready for presentation.

Date of next meeting:

Wednesday 10th October 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 2:30PM

Chair _____ Date _____

Agenda item FC 34/18

Services Committee

Minutes of the meeting held on Monday 17th September 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Nick Scott (Vice-Chair), Sue Luttmann, John Orr, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

Also present: Julia Bandy (Community Services Manager), Brian Barton (Committee & Member Services Officer), Samone Winsborough (Responsible Financial Officer).

SD 34/18 Apologies:

Received from **Cllrs Donna Coventry (Chair)** (personal commitment), Philip Hopcraft (Holiday), Alan Williamson (Holiday).

AGREED

SD 35/18 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 36/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 37/18 Chairs announcements:

The Chair informed the meeting that Apple Day will be taking place on Saturday 29th September 2018.

SD 38/18 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 16th July 2018 were

AGREED and signed by the Chair as a true and correct record.

Grant Aid

SD 39/18 Crafty Birds:

Grant Aid application for funding to purchase a table and chairs at a cost of £120.00p, a Gazebo for £180.00p and the Hire of a Coach to attend a Create and Craft show £300.00p, the total amount requested is £600.00p.

RESOLVED

1. To award a grant to the Crafty Birds of £425.85p towards the purchase of table and chairs and a Gazebo and the Hire of a Coach to attend a Create and Craft show.
2. To request to Crafty Birds that they do not purchase the tables chairs and the Gazebo until the situation regarding storage space has been rectified.
3. That the Community Services Manager to ask Crafty Birds why their constitution states that half their income will go to Macmillan Cancer Care.

Reports

SD 40/18 To agree a Concordat between Woughton Community Council and Resident Associations:

The meeting looked into the document and noted that all references to "2018" should be replaced with "2019".

Members were concerned that not all estates have a meeting place run by Woughton Community Council, and therefore some Resident Associations will not get a free venue in which to meet, this needs to be looked into and the Community Services Manager will progress.

Members requested that it is added into the document that officers will only attend Residents Association meetings when invited, rather than being expected to attend every meeting.

RESOLVED

1. That the Committee notes the report.
2. That all references to "2018" should be replaced with "2019".
3. That not all estates have a meeting place run by Woughton Community Council, and therefore some Resident Associations will not get a free venue in which to meet, this needs to be looked into and the Community Services Manager to progress.
4. To add to the document that officers to only attend Residents Association meetings when invited, rather than being expected to attend every meeting.
5. That the Committee agrees the proposed document to be used for initial discussions with Resident Associations.
6. That any feedback from Resident Association's is considered, and that the document is then updated and returns to the Operations Committee to be held on Monday 5th November 2018 for final agreement.

SD 41/18 To note the financial impact to Woughton Community Council of the GDPR legislation:

The meeting was informed that the Operations Committee has been dealing with the financial implications of implementing the GDPR legislation.

The Responsible Financial Officer / Operations Manager will approach the two (2) identified I.T companies for further talks on the costs that they supplied in their respective quotes.

The Operations Committee agreed to give the Council Manager and the Responsible Financial Officer / Operations Manager the delegated powers for them to be able to undertake further negotiations.

RESOLVED:

That the Committee notes the report.

SD 42/18 To discuss the draft Directory of Services:

To add into the document that Leadenhall Residents Association meetings commence at 7:30pm.

Members requested that the document is circulated to all Members asking them to send any corrections and or additions to the Community Services Manager.

Members moved that a resolution is tabled for the next Full Council meeting, requesting that "Woughton Community Council lobbies Milton Keynes Council to replace the black and recycling bags with wheelie bins."

RESOLVED

- 1. That the draft Directory of Services document is circulated to all Members asking them to send any corrections and or additions to the Community Services Manager.**
- 2. That a resolution is tabled for the next Full Council meeting, requesting that "Woughton Community Council lobbies Milton Keynes Council to replace the black and recycling bags with wheelie bins."**

SD 43/18 To discuss arrangements for the Summer Ball:

After some discussion it was agreed not to hold a Summer Ball next year, but to organise an event in 2020, and to invite Campbell Park Parish Council to take part.

It was suggested that the venue should be affordable, and that a Project Plan should be put in place so that the event can be budgeted for.

Any event should be affordable and open for all residents to be able to attend.

It was further agreed to hold these events bi yearly.

RESOLVED

- 1. Not to hold a Summer Ball next year, but to organise an event in 2020, and to invite Campbell Park Parish Council to take part.**
- 2. To hold these events bi yearly.**

SD 44/18 Update on the Councillor roadshows:

A roadshow on Tinkers Bridge will be taking place on Tuesday 11th September 2018 and a roadshow on Eaglestone is booked for Friday 2nd November 2018, officer support is requested, the Community Services Manager to arrange.

RESOLVED

That the Community Services Manager to arrange officer support for the roadshow on Eaglestone which is booked for Friday 2nd November 2018.

SD 45/18 Services Plan - September 2018 update:

The Community Services Manager updated the meeting on the progress of items in the 2018/2019 Services plan.

NOTED

Date of next meeting:

Monday 15th October 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:20PM

Chair _____ Date _____

DRAFT

Agenda item FC 34/18

Policy & Resources Committee

Minutes of the meeting held on Monday 1st October 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Thillai Visvendran (Vice-Chair), Jordan Coventry, Donna Fuller, John Orr, Pauline Prop, Nick Scott, Yvonne Tomlinson, Alan Williamson

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

PR 11/18 Apologies:

Received from Cllrs Kevin Wilson (unwell), Pam Wilson (personal commitment).

NOTED

PR 12/18 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 13/18 Questions from the public (maximum 10 minutes):

There were no questions from the public.

NOTED

PR 14/18 Chairs announcements:

The Chair thanked those who had attended the Apple Day, attendance was down from last year.

NOTED

PR 15/18 Minutes of previous meetings

The minutes of the Policy & Resources Committee held on Monday 4th June 2018 were **AGREED** as a true and correct record and signed by the Chair.

PR 16/18 To review the following policy:

- a) Safeguarding and Child Protection Policy
- b) E Safety Policy

RESOLVED

1. That the Committee notes the DSL/ CPO's recommendations as set out in the report and indeed the policies.
2. That the Committee is presented with the updated policies, as stated above.

3. That the Committee accepts and ratifies both of the two (2) policies.

PR 17/18 To agree to amend the terms and conditions for Meeting Place bookings, so that sound issues are managed on the premises by user groups:

Concerns have been expressed by members with regard to the level of noise within some of the meeting places when hired out to groups. Use of the public address systems and similar means that at times, noise is heard outside of the buildings (and at times, for some distance away).

Members suggested that the Tinkers Bridge Meeting Place has a built in public address system installed as soon as possible.

RESOLVED

1. That the Committee notes the report.
2. That Woughton Community Council Officers remind all hirers of their obligations regarding noise and potential consequences of breaching this condition in the terms and conditions.
3. That the situation is monitored with unannounced visits to ensure compliance.
4. To ensure that the Tinkers Bridge Meeting Place has a built in public address system installed as soon as possible.

PR 18/18 To agree an Early Years Policy for the Woughton Community Council area:

Concerns have been noted following the closure of the early years provision in Eaglestone that there is a lack of suitable provision within the area.

Whilst the Woughton area has a number of providers, they are mainly within city wide employers such as the Milton Keynes College, and the Milton Keynes University Hospital there is little that is accessible to local people, despite there being provision at the Moorlands Centre on Beanhill, Coffee Tots on Coffee Hall and the Family Centres.

It is proposed that a policy document be written stating Woughton Community Council's policy on Early Years provision.

RESOLVED

1. That the Committee notes the report.
2. That the Early Years provision Policy is also considered at a meeting of the Services Committee.

PR 19/18 To review the 2018/2019 Service Plan:

The Committee was provided with an update on the various items in the 2018/2019 Service Plan.

RESOLVED:

1. That the Committee notes the report and progress to this point.
2. That the Committee begins considering priorities / actions for the 2019/2020 Service Plan.

PR 20/18 To update the committee on vehicle usage and obtaining new vehicles:

The meeting was updated on the vehicle usage and a proposal to obtain a new vehicle.

RESOLVED

1. That the Committee notes the report.
2. That the committee agrees to invest in a company van.
3. That the Woughton Community Council logo is installed on the company van.

PR 21/18 To agree that the Community Services Manager is an additional cheque signatory:

RESOLVED

That the Community Services Manager is an additional cheque signatory.

PR 22/18 To agree the August 2018 Bank Reconciliation:

RESOLVED

1. To agree the July 2018 bank reconciliation.
2. To note that the August 2018 bank reconciliation was not presented at the meeting.

PR 23/18 To provide an update on the 2018/2019 budget, including a reforecast for the remainder of the year:

The meeting was updated by the Council Manager on the 2018/2019 budget, and a reforecast for the remainder of the year was also presented to Members.

RESOLVED:

That the Committee notes the report.

PR 24/18 To agree a reduction in the frequency of the Accounts Sub Committee meetings:

RESOLVED

That the Committee agreed to reduce the frequency of the Accounts Sub Committee meetings to every two (2) months, meeting on the months that the Policy and Resources Committee does not meet.

Date of next meeting:

Monday 3rd December 2018, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:04PM

Chair _____ Date _____

Agenda item FC 34/18

Services Committee

Minutes of the meeting held on Monday 15th October 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Donna Coventry (Chair), Sue Luttmann, John Orr, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

Also present: Julia Bandy (Community Services Manager), Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

SD 46/18 Apologies:

Received from Cllrs Nick Scott (Vice-Chair) (work commitment), Tina El-Shabrawry (meeting with a resident), Philip Hopcraft (work commitment), Archibald Prempeh (work commitment), Tash Darling (Youth Manager & Safe Guarding Lead) (Youth Club).

AGREED

SD 47/18 Declarations of Interest:

Cllr John Orr declared a personal interest in agenda item SD 51/18 as he is the Chair of the Tinkers Bridge Residents Association.

NOTED

SD 48/18 Questions from the public (maximum 10 minutes):

There were no questions from the public.

NOTED

SD 49/18 Chairs announcements:

The Chair updated the meeting on Cllr Kevin Wilson's health.

NOTED

SD 50/18 Minutes of previous meetings:

The minutes of the Services Committee meeting held on Monday 17th September 2018 were **AGREED** and signed by the Chair as a true and correct record.

Grant Aid

SD 51/18 Tinkers Bridge Residents Association:

Cllr John Orr declared a personal interest in this agenda item.

A Grant aid application was submitted for the funding of a coach to the Deco Theatre in Northampton to see the Pantomime, the coach hire will cost £343.00p.

RESOLVED

To award the full grant aid applied for of £343.00p for a coach to the Deco Theatre in Northampton to see the Pantomime.

SD 52/18 Coffee Hall Residents Association:

A Grant aid application was submitted for funding to purchase two (2) mascot costumes at £120.00p, seventy - five (75) chocolate boxes at £150.00p and a tinsel curtain at £20.00p at a total cost of £290.00p.

These items will be used for the Christmas event due to be held on Saturday 1st December 2018.

RESOLVED

To award the full grant aid applied for of £290.00p for two (2) mascot costumes, seventy - five (75) chocolate boxes and a tinsel curtain.

SD 53/18 The Milton Keynes Christmas Day Party for the Elderly:

A Grant aid application was submitted for funding towards a Christmas party, presents and entertainment at a cost of £500.00p.

RESOLVED

1. **To award £100.00p towards funding of a Christmas party, presents and entertainment.**
2. **To inform the Milton Keynes Christmas Day Party for the Elderly that the £100.00p grant aid is to fund ten (10) Woughton residents to attend the event.**

Reports

SD 54/18 To review the following policies:

- a) Safeguarding and Child Protection Policy
- b) Safety Policy

RESOLVED

1. **That the Committee notes the DSL/ CPO's recommendations as set out in the report and indeed the policies.**
2. **That the Committee is presented with the updated policies, as stated above.**
3. **That the committee accepts and ratifies both two (2) policies.**

SD 55/18 To consider appointing a replacement Family and Community Officer:

Due to the Family and Community Officer recently leaving her post, there is a need for additional officer support, to be able to continue to deliver the services and initiatives.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee agrees to the Operations Manager advertising the new post, for immediate action.**
3. **That the Committee agrees a permanent position.**

SD 56/18 To consider items for the 2019/2020 Service Plan:

The Proposals that have been discussed so far are:

- Woughton 'On the Road' – invest in a vehicle, for what, rent to others, usable space, creative use, purpose built (or refurbishment).
- Community Led Housing – on non regeneration estates. Is there space? Can Woughton Community Council have it? Use of local people to build (training and apprenticeships) and purpose (sale, rent, co-operative, etc.)
- Engagement and power devolution to the people.
- Library provision – To build upon the tool library, include other items that are used infrequently.
- Living skills for local people – cooking, budgeting, repairs, DIY, etc. Volunteer engagement to provide this.
- Emphasis on promoting Woughton Community Council – Living Wage, Mindful Employer, community engagement, responsible spending, link to Service Plan and Scorecard.
- Woughton 2030 – get engagement, develop a long-term strategy, representatives of the community groups (young people, etc.) and similar.
- Open Space and Play Parks – long term plan to create great spaces.
- Woughton Business Forum – focus on Industrial Estates but include all that are interested.
- A transport strategy, to include parking, etc.
- Waste and recycling – access to tips, passes for community groups, etc.
- To develop Community Days on each estate.
- To hold a Woughton in Bloom event.
- To hold a Fireworks Night event subject to health and safety and insurance requirements not being too onerous.
- To develop a "Good Neighbour Project".
- Clothes Exchange i.e. for School Uniforms and baby items etc.
- To establish a Youth Council.
- To also establish a Pensioner Panel.

Members are encouraged to send any additional ideas to the Council Manager by the end of October 2018.

RESOLVED

1. That the Committee notes the report
2. That the Committee to ratify the 2019/2020 Service Plan at the meeting to be held on Monday 19th November 2018.

Date of next meeting:

Monday 19th November 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:50PM

Chair _____ Date _____

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Woughton Community Council BU0218**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 2 – Accounting Statements 2017/18 for

WAUGHTON COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	407,678	334,817	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	377,980	441,756	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	642,254	398,571	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	616,450	523,815	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	8026	21,437	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	473,619	236,903	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	334,817	392,989	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	174,883	337,429	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	150,709	221,579	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	142,956	224,061	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

10/18.

Signed by Chairman of the meeting where approval of the Accounting Statements is given

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To update the Risk Register.

RECOMMENDATION:

1. That the Council agrees to the updated Risk Register.
2. That the Council agrees to publish the updated Risk Register on the council website.
3. That the Register becomes part of the annual review of documents, and is approved each year with relevant updates.

MAIN ISSUES AND CONSIDERATIONS:

A risk register is an essential part of the safe governance of the council. Our last internal audit picked up that there was not a sufficient register in place and, as such, the Council Manager, working with senior officers, developed a new register to reflect the current service provision, alongside relevant financial, governance and associated risks.

This register will be regularly reviewed (annually and where relevant changes are made to service delivery, new policy or procedures, changes to legislation or other material elements that may impact upon the council).

FINANCIAL IMPLICATIONS:

None noted, other than existing implications with regard to relevant insurances and similar.

STAFFING IMPLICATIONS:

None noted, other than officer time needed to ensure regular review and updating. .

OTHER IMPLICATIONS:

Failure to have a suitable risk register in place will negatively impact upon the council's ability to achieve a positive audit, be a 'quality council'; and be able to respond and react to potential risks, leaving the council in a less secure position.

BACKGROUND PAPERS:

Risk Register

AUTHOR

Steve McNay – Council Manager



Creating Connections, Supporting Communities
Woughton Community Council

Risk Register

2018 / 19

Introduction

This document details risks to Woughton Community Council, work undertaken to reduce / mitigate the risk and details the processes in place whereby the council methodically and systematically manages risk.

This document is produced annually, to review and address any existing or newly identified risks.

This document uses an approach which identifies and classifies risk based upon the council area they cover, the likelihood of the risk occurring and the severity of the outcome in the event that the risk occurs. This then enables the council to take preventative measures, agreed to key actions and ensure that the council's activities and plans reflect the reality of delivering our key objectives.

The matrix used is:

PROBABILITY	Very likely	5		B		D	
	Likely	4					
	Unlikely	3	A				C
	Very unlikely	2					
	Almost impossible	1					
				1	2	3	4
			Insignificant	Minor	Significant	Major	Catastrophic
			IMPACT				

Based upon the matrix, risks assessed would be:

- A – Unlikely to happen and insignificant risk = No action needed (3)
- B – Very likely to happen, but minor impact = review and change if possible (10)
- C – Unlikely to happen, but catastrophic if it did = change necessary (15)
- D = very likely to happen and major impact = change essential (20)

Each risk is 'scored' – probability x impact = score (in brackets above), with the following thresholds for action:

- Below 10 – no action needed
- 10 – 14 – review and adjust if possible, but tolerable
- 15 – 19 – review needed and actions to be taken to mitigate
- 20 or above - immediate action needed

The following pages details the risks identified, any controls in place, and further actions needed, date for review and officer / committee responsible.

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Score	Risk Area	Controls in place	Further action	Implementation / check	Officer / committee responsible
1	Assets	Council Offices, The Hub, Garraways	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	5	Operational, reputation, legal, financial	Effective building design, fire systems, security systems, regular checks, pest control, business continuity plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Council Manager / Operations
2	Assets	Youth Service Building, No 95 Jonathans	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	4	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Youth Manager / Services / Operations
3	Assets	Community Centres (EAC, NFMP, CHMP)	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). Liability shared with landlord (MKC)	2	3	Operational, financial, legal	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures	Operations Manager / Services / Operations
4	Assets	Tinkers Bridge Community Centre	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). WCC fully responsible for this building	2	5	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements. Regular checks on insurance levels	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures. Proactive approach to maintenance	Operations Manager / Services / PandR, Operations
5	Assets	Landscaping Depot, Pencarrow Place, Fishermead	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). Liability shared with landlord (MKC)	2	3	Operational, financial, legal	Building is designed to be secure, has suitable systems in place, used daily and checked frequently. Insurance covers identified risks	Regular review, correct storage of equipment to reduce risk	Records kept by Landscape Manager, reviewed via 1:1's, oversight via Services Committee	Landscape Manager / Council Manager / Services
6	Assets	Vehicles: Landscape Van, Landscape Mowers, Environment EV	Vehicles involved in accident, damaged through fire / vandalism or otherwise unusable	2	2	Operational, legal, financial	Suitable vehicle checks in place daily. Insurance is in place. Parked in CCTV area. Driving policy is enforced. Checks in place.	Regular review of insurances	Records reviewed by H+S Lead, review of all relevant policies	Landscape Manager / Council Manager / Services

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
7	Assets		Loss of systems, due to breach of security, damage to equipment or failure of key components	2	4	8	Operations, financial, reputation,	Secure server, with associated cloud backup, suitable software around viruses, etc. Contractor in place to identify and address concerns, suitable IT policy in place	Review of current systems and implementing of new service provider.	Regular systems check, backup to secure storage daily, active monitoring of all ICT systems	Operations Manager / Operations Committee
8	Assets	ICT systems, including network, backup, telephones, mobiles, server and associated systems	Failure of phone system, leading to lack of ability to be contacted by partners, public and team members	2	2	4	Operations, reputation,	Both landline and mobile phones in place, through robust providers. Use of one or other in event of failure. Use of alternative ICT in emergency. Data Protection / GDPR policies in place. Suitable training for staff / members. Secure email provision in place. Secure servers. Encryption used where necessary.	Review of current providers. Ongoing monitoring	Nothing further	Operations Manager / Operations Committee
9	Assets		Data breach, loss of data or inappropriate use of data by officer / member leading to action from public, ICO or law enforcement	2	4	8	Operations, reputation, legal, financial		Review of current provision – delivery of systems that prevent sharing outside council.	New system in place. No personal emails sent on WCC business. Active monitoring of data. Review of relevant policies.	Operations Manager / Operations Committee.
10	Assets	Equipment, including youth, landscaping, environment and general council equipment (e.g. Play Rangers inflatables, landscaping tools, environment dog bins, office laminator)	Loss of equipment due to damage, flood, fire, theft or other unexpected event	2	2	4	Operations	Securely stored. Fire precautions in place. Asset register reviewed regularly and insurance updated accordingly. Sign in / out of equipment in place.	Review of equipment regularly with process in place for updating asset register accordingly.	Annual review in line with insurance process. Oversight via asset register, policy and procedure and 1:1 meetings.	Service Managers / Council Manager / P+R committee
11	Assets		Accident or injury relating to provision of equipment by WCC to officer, member of the public or other person.	2	4	8	Operations, reputation, legal, financial	Regular checks in place. Insurance cover for public / employee liability, safe working practices in place.	Link to asset register with dates of checks.	Annual review in line with insurance process. Oversight via asset register and implementation of new recording procedure	Service Managers, Council Manager / Services Committee
12	Finance	Loss of monies through theft, fraud or dishonesty	Financial loss, potentially to a level that would impact on the viability of the council	2	4	8	Financial, legal	Robust and regularly updated / reviewed financial policies and processes. Lockable storage for cash deposit, two signatures (minimum) for any larger sums, monthly reconciliation, oversight by both officers and members. Fidelity insurance in place and reviewed annually	Annual review of financial regulations, twice annually internal audit / annual external accounts sub sign off	Will form part of the business scorecard meeting, monthly sign off and audit updates	RFO / PandR committee

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Severity	Impact	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
13	Finance	Failure of bank, inadequate banking arrangements / difficulties with banking communication / arrangements	Inability to make payments in a timely manner, loss of monies, loss of confidence in bankers	1	4	4	Financial, reputation	Review of banking arrangements recently undertaken, assessment of viability and suitability undertaken, regular meetings in place with business banker.	Review annually, address concerns as and when they arise, monitor effectiveness of new bankers	Review in 12 months	RFO / PandR
14	Finance	Failure of sufficient controls leading to inadequate reserves / insolvency	Council becomes financially stretched, leading to service cuts, inability to pay suppliers and insolvency	1	5	5	Financial, operational, reputation, legal	Regular budget monitoring, reporting to committee, oversight by a number of officers / members, robust procedures in place,	Review of processes, regular reviewing / monitoring, involvement of budget holders	Reviewed monthly	RFO / PandR
15	Finance	Inappropriate accounting processes / management / recording	Loss of money, failure at audit, loss of trust in WCC, inability to effectively report financial situation,	2	4	8	Financial, reputation, legal	Monthly reviews and reports, annual policy review, regular training of staff / members,	Continue to review regularly and identify any issues early	Reviewed monthly	RFO / PandR
16	Finance	Inappropriate payments / transfers / spending	Loss of money through wrongful use of council resources, via unauthorised, fraudulent or mistaken payments via cheque, BACS, online transfers or similar	1	3	3	Financial, legal	Two officer authorisation for all payments (with the exception of debit card), debit card payments held by key officers only, monthly reporting and reconciliation, internal and external audit, clear policies in place	Annual review of Financial Regs, continued monthly monitoring of all expenditure.	Monthly reviews and ongoing reporting. Annual audits and monthly reconciliations.	RFO / PandR
17	Finance	Incorrect / non-compliance with regulatory / HR related financial providers (e.g. HMRC, pensions administrator, childcare vouchers, bike loans)	Financial loss (e.g. VAT claims, fines for non-compliance), loss of financial integrity, loss of confidence in systems and processes,	2	3	6	Financial, legal, reputation	RFO / BSO competent and working within agreed SLA's, etc. Policies in place for ensuring compliance and processes well known and used	Review of all processes, diarised timings for actions, regular reporting to Accounts Sub	Monthly reviews, scorecard target, service plan item, monitored via Acc Sub / PandR, etc.	RFO / PandR
18	Finance	Failure to set appropriate precept	Loss of financial control, impact on service provision / operational elements, reputation impact on WCC, potential for multi-year impact	2	4	8	Financial, operational, reputation,	Robust budget setting process, with involvement from key officers and committees. Three year budget plan in place, to enable effective planning. Already a high preceptor, so smaller percentage rise	Clearer process for budget setting, with plan in place for 18/20 programme. Link to service aspirations.	Review annually. Budgetary process in place. Plan alongside Service Plan aspirations	RFO / CM / Full Council

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Current	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
19	Finance	Failure to set a realistic budget – either income or expenditure	Financial loss, lack of sustainability, potential impact on service provision, impact on local residents	2	4	8	Financial, reputation, operational	Robust budget setting process in place, with oversight from committee and Full Council. Linked to service delivery and Service Plan, so reflective of realities	Monthly review against current budget, enabling effective planning based on current year.	Monthly checks / reviews	RFO / Full Council
20	Finance	Failure to spend / account for specific funding correctly (e.g. grants, S106, etc)	Clawback of monies, loss of spending power, inability to drawdown additional funding.	2	3	6	Financial, operational, reputation	Specific budget codes for specific funding, suitable record keeping in place, policy and process for grant management	Review of policy and process, specific coding and accounting within monthly reporting.	Annual review Monthly reporting Oversight by Accounts Sub	RFO / Pam/R
21	Finance	Insurance	Insurance is insufficient or inappropriate, leading to a lack of suitable coverage in the event of a need to make a claim – public, employees or otherwise.	1	5	5	Financial, reputation, legal	Insurance is reviewed annually, with relevant discussions taking place to ensure suitability and specialist insurance used.	Annual review	Checked via competitive tendering / reviewing of all options each year	RFO / Pam/R
22	Finance	Ensuring best value / spending of public money	Additional monies are spent on poorer quality providers, inadequate provision or otherwise sub-par resources. That contractors take action if not followed correctly	2	2	4	Financial, reputation, operational	Processes laid out in Financial Regulations and policy and processes in place to ensure spending is controlled, planned and follow best practice guidelines.	Review of policy. Ongoing monitoring of processes. Internal and external audit	Monthly checks at Accounts Sub. Annual checks to ensure compliance. RFO oversight with BSO support	RFO / Pam/R
23	Governance	Councillor roles inadequately performed	Council fails to meet basic expectations (e.g. quorate meetings, accurate recording of Conflict of Interests, etc) leading to challenge of decision making	2	4	8	Operational, reputation, legal	Clear training programme in place, with expectations detailed. Experienced councillors in place. Strong management team and good links to relevant external organisations (SLCC, NALC, etc.)	Review of current policy. Programme review for May elections. Maintenance of relationships	Monitoring of attendance, feedback from councillors, attendance at training sessions,	Council Manager / Full Council
24	Governance	Failure to attract new councillors for any vacancy	Not a quorate council. Unable to make effective and legally binding decisions. Unable to be considered a 'quality council'.	1	5	5	Operational, reputation, legal	Not an issue to this point. Continuing work to ensure local people are aware of local council practices. Support for potential new councillors in place. Attractive 'package' for people joining the council	Continue as is, but review in May following elections	Review of elected / co-opted membership post May 2019	Council Manager / Full Council

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Priority	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
25	Governance		Data Protection / GDPR – potential for financial penalties and censure of council / officers / members	2	3	Reputation, legal, financial	Considerable work undertaken. Policies and processes in place. Training undertaken by key officers and some councillors	Further training to take place, including Councillor Induction. Changes to IT provision in hand.	Regular review during implementation phase. Monitoring of training. Annual IT provision review.	Ops Manager / PandR
26	Governance		Freedom of Information – potential for penalties to be enforced	1	3	Reputation, legal, financial	Published policy, regularly reviewed, monitored by CMSO and Council Manager	Monitor and review	Annual review check and report on FOI requests	CMSO / Council Manager / PandR
27	Governance		Standing Orders – failure to comply and therefore have decisions challenged / overturned	2	2	Reputation, legal	Standing Orders in line with NALC, best practice and agreed annually by Full Council. Reviewed with updates and used within all council meetings and decision making	Review and monitor	Annual review and update at AGM	Council Manager / Full Council
28	Governance	Failure to comply with relevant legislation and policy	Financial Regulations – please see above (Items 12 – 22). Non compliance with our financial regulations and associated issues arising from this.	2	4	Legal, financial, reputation	Financial regs reviewed annually and at the heart of all fiscal policy and procedure. Managed and monitored by regular returns, monthly reports to committee, RFO oversight and internal / external audits.	Review and monitor. Update in line with best practice / new regs.	Annual update, monthly reconciliations and reports to Accounts Sub / PandR / Full Council.	RFO / Council Manager / PandR / Full Council.
29	Governance		Other regulations and policies	2	3	Legal, financial, decisions, reputation	All policies and procedures are reviewed inline with agreed timescales. Where appropriate, relevant specialist knowledge is obtained (e.g. Peninsular, NALC, solicitor, etc.). Robust processes in place with oversight via relevant committees.	Regular reviews, recorded and noted within committees.	Monitoring of review cycles, with every policy / procedure noted with agreed date, review date and signed when review undertaken.	RFO / Council Manager / PandR
30	Governance		Incorrect recording of minutes	1	3	Legal, reputation	Experienced minute taker in place and oversight provided by both Council Manager and relevant committees. Any discrepancy recorded and	Council Manager undertaking CILCA, to provide further expertise	Continue as is	Council Manager / Full Council / committees

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Priority	Exposure	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
31		Failure to comply with RIDDOR, COSHH or other areas of H+S legislation	Harm caused to employees, councillor, contractor or member of the public. Potential for legal action. Censure by H+S executive / MKC Environmental Health	1	5	5	Legal, operational, financial, reputation	Full H+S policy in place. NIBOSH qualified staff member leading on H+S. Relevant recording and management processes in place and monitoring taking place on all relevant areas.	Monitor and review	Annual reports to relevant committee. Annual review of policy and procedure.	H+S Lead / Council Manager / Ops Manager / PandR
32	Health and Safety	Ineffective fire safety equipment or systems	Serious injury or death of employee, councillor, contractor or member of the public. Damage to property. Failure to comply with legislation leading to prosecution / action from authorities	1	5	5	Legal, financial, operational, reputation	Fire systems and equipment all under contract for maintenance. Regular fire alarm testing in place, including evacuations.	Monitor and review	Annual report to relevant committee. Review of all records. Liked to H+S policy review and recommendations from contractors.	H+S Lead / Council Manager / Ops Manager / PandR
33		Failure of equipment, failure to use equipment in correct manner, failure to check equipment in line with guidelines.	Damage caused to equipment, to individuals or to other buildings / items, leading to claims against the council	2	4	8	Legal, financial, operational, reputation	Equipment is maintained and logs kept to monitor as such. Regular checks undertaken to relevant equipment. PAT testing in place. Relevant equipment only used by trained personnel.	Continue to monitor and record checks.	Annual report to relevant committees. Training records updated.	H+S Lead / Council Manager / Ops Manager / PandR
34	Other	Impact of Brexit – unclear as to impact on staffing, wages, income, legislation changes, etc.	Increased costs, reduced income, more difficulty in appointing suitable staff, changes in legislation having financial impact	2	3	6	All risk areas	Robust processes in place, but difficult to fully assess impact at this stage. May be little or no impact, may be considerable.	Monitor and respond accordingly	Await Brexit and assess any further actions at that time. Likely to take a number of years to fully realize impact.	
35	Other	Loss of equipment issued to officers / councillors upon their leaving	That IT / comms equipment and other items are not returned, leading to financial loss to the council. That branded goods / IT cards are not collected in and are then used to represent the council by unauthorised people That keys / fobs issued are not returned, enabling unauthorised people access to WCC buildings / vehicles.	1	3	3	All risk areas	Processes in place to monitor all equipment and resources that are issued to individuals – all equipment is issued and signed for, with a similar process to sign back in on day of leaving. Contractual agreement in place with officers and councillors stating expectations in this area.	Review resources issued prior to January 2018 to update asset list and provide full coverage within new policy and processes.	All equipment to be registered and signed out by end of 2018/19 financial year, to provide full coverage of policy and process.	Ops Manager / PandR

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Priority	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
36	Other	Equipment failure – IT or comms equipment (telephony system) fails for more than a day, leading to inability to provide services / contact's effectively.	Public unable to contact us. Officers / members unable to communicate effectively. Lack of access to Company Drive / Shared information. Email communications being missed. Potential for essential and urgent communications to be overlooked, leading to additional damage to reputation / activities / etc.	2	4	All risk areas	Multiple back up systems in place, ensuring that information is securely stored and accessible from other venues. Alternative premises available with IT in place in event of systemic failure. Both landline and mobile phones in case on single system failure. IT based telephony also possible if necessary.	Review of IT systems and cloud based back up in process. Review of mobile providers and telephony options in place. Different mobile networks in place in case of single provider failure	Annual review of provision. Log of IT / comms issues maintained. IT policies in place to reduce risk of network infection/ virus issues.	Ops Manager / PandR
37		Failure to comply with legislation / Non-compliance with policy and procedure	Legal action being taken against the council from staff member Ensure from employment tribunal and potential costs associated Other legal ramifications from external organisations (e.g. Living Wage Foundation, Unions, etc.)	2	3	All risk areas	HR advisors in place with relevant legal support and insurance coverage. Review of all documentation and policies undertaken regularly. Dedicated Operations Manager taking control of all HR issues. Robust sickness management processes in place.	Regular reviews and updating of policies and processes, in partnership with Peninsular HR. Contact with legal advisors in cases of concern, prior to actions being taken	Review of P+P at relevant committees. Annual review of HR with Peninsular.	Ops Manager / PandR
38	Human Resources	Staff absence / long term sickness	Financial impact on council, inability to deliver agreed services / contracts, reputation risks with partners / public, impact on key areas of responsibility (e.g. cleanliness, provision of youth activities, etc.)	2	3	All risk areas	Current staffing provision allows for sufficient 'cover' in the event of most service based staff. Senior Managers absence can be managed in the short-term through 'upgrading' of other officers and use of external support. Systems in place to ensure effective support / management of absences where appropriate. Good terms and conditions for staff. Good reputation locally. Limited opportunities suitable candidates elsewhere	Business Continuity Plan being developed to cover these eventualities. Additional budget heading for 'essential staff cover' to be considered for 19/20 budget	Business Continuity Plan in place by Dec 2018 for agreement by PandR 3 rd Dec and Full Council 14 th January 2019.	Ops Manager / PandR
39		Inability to recruit appropriate staff members	Inability to deliver services / comply with regulations / effectively operate as a council	1	4	All risk areas		Monitor and evaluate against similar posts.	Address if and when an issue. Consider recruitment processes.	Ops Manager / PandR

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Priority	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
40	Other	Devolution of services – taking on additional demands to replace services currently provided by MKC	Financial impact of unwise / unplanned decisions with regard to taking on additional work (e.g. play parks, waste management. Etc.)	2	4	Operational, financial, reputation	Project planning templates in operation. Fully costed proposals essential prior to any decision. Committee and Full Council oversight of any new projects taken on. Full cost recovery model expected, unless prior agreement from oversight committee	Proposal template for councillors prior to any officer action being taken, to reduce wasted time.	Sanity check prior to any agreement. Oversight of any new proposal via committee and following officer recommendation.	Council Manager / Full Council
41		Failure to communicate / engage with community members effectively	Lack of commitment from community to WCC activities. View of council as distant and unrepresentative. Failure to deliver what is wanted / needed by community.	2	2	Reputation	Service plan item in place and focus agreed for coming year. Regular communication via Gazette, website and social media. Communication and Engagement Plan in place.	Consideration of appointment of specialist engagement contractors to provide consistent and targeted engagement.	Level of feedback from local community members. Feedback with regard to specific areas (e.g. budgets, service plans) and suitable policy to ensure feedback is heard and actioned.	Council Manager / Full Council
42		Failure to have Council Manager CILCA qualified	Loss Power of General Competence and therefore ability to continue to deliver services and support in the most effective way.	2	3	Operational, financial, legal	Council Manager is signed up for CILCA training and is committed to completion prior to end of 2018, enabling clarification at May 2019 Annual Meeting.	Council Manager to be allocated time to complete the necessary paperwork and submit portfolio in a timely manner	Aim to have portfolio submitted by January 10 th .	Council Manager / Full Council
43	Comms	Media coverage that is negative towards WCC	Reputation is impacted, with potential for loss of contracts, staff, councillors and local public to support the endeavours of the council.	1	4	Reputation, Operational, Financial	Good relationships maintained with local press. Agreed processes in place for responding to press / media contact. Effective delivery in place for services and processes. Good reputation locally for service delivery.	Positive press releases to be sent fortnightly to maintain, improve local reputation, reducing risk.	Monitor and address if and when an issue arises	Council Manager / Full Council
44		Social Media coverage	Impact on community cohesion, reputation of WCC, slanderling of individual officers / members, inappropriate comments from WCC	2	3	Reputation, legal	Social media policy in place. WCC social media well controlled. Monitored daily to ensure suitability	Move from 'person' to 'page' FB provision.	Monitor and address if issues arise.	Council Manager / Operations

Woughton Community Council – Risk Register – 2018/19

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
45	Comms	Lack of communication with local residents	Reputation is impacted. Lack of effective consultation and therefore influence from local people. View that WCC isn't delivering. Lack of democratic process.	2	3	Reputation, operational	Comms Policy in place. Gazette quarterly. Website and social media used. Regular forums and events to encourage feedback. Survey Monkey account and use enabled. Feedback provided when comments / suggestions made.	Improvements to Website and its use. Review of Gazette and content. Regular 'open' sessions to enable two way discussion and communication	Service Plan items in place and reviewed. Item for 19/20 service plan to be developed.	Council Manager / Operations
46		Poorly managed complaints system	That people don't feel listened to or heard, that there is failure to comply with our internal processes and potential for censure / action within standards board (for councillors) or internal processes (officers)	1	3	Reputation, operational	Detailed policy in place and managed by senior staff. Openness culture and willingness to accept when things go wrong. A learning culture, promoting above.	Reports to committees regarding complaints where necessary.	Monitor and review annually.	Council Manager / Operations
47	Audit	Failure to meet agreed standards within internal or external audit, challenge of accounts via auditing process / qualified accounts via same	Accounts are not accepted. Council is not considered 'quality'. Loss of accreditation. Impact on reputation. Censure from LGA or similar.	1	4	All risk areas	Relevant policies and processes in place and monitored regularly via processes and committees. Acceptance that if issues arise, actions to treat and address will be taken.	Review at each audit, addressing any issues and managing any suggestions.	Monitor annually.	Council Manager / RFO / Ops Manager / Full PandR / Full Council.

This document will be regularly reviewed, taking into account material changes to council activities, legislative requirements, and policy changes or similar. At a minimum, the register will be reviewed annually, as part of the yearly policy document review.

Document created by: Steve McNay (Council Manager)

Date Created: October 2018

Approved by Full Council: 12th November 2018

Signed by Chair of Council:

Sue Smith.

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To propose the budget for 2019/2020, with explanations of reasoning behind this.

RECOMMENDATION:

1. That the Council notes the report and attached budget proposal for 2019/2020 and the following two years.
2. That the council agrees to submit this budget proposal for consultation to local residents

MAIN ISSUES AND CONSIDERATIONS:

The budget sheet attached is the proposed budget for 2019/2020, with two further years anticipated budget also included.

The budget sheet includes a number of new budget headings, reflecting a more transparent and easily understood way of reporting our income and expenditure. This includes a breakdown of staffing costs into service areas, clarity around the grant giving elements of the council, more detailed breakdown of HQ / organisational costs, youth service costs and landscaping costs (including details of building costs) and similar.

Expenditure:

Staffing costs:

These are now broken down into specific service areas and include a percentage of HQ based staff within them (e.g. 5% of Council Manager time is allocated to Advice, with the same to community, environment and youth, alongside 10% to landscaping (as directly managed). Community Centre staffing includes 50% of the Bookings and Reception Officer (reflecting the time taken with this) and an element of RFO time (again, reflecting the demands placed upon that officer in managing Community Centres) and similar across other service areas for Community Services Manager. A percentage of Safeguarding and Health and Safety Leads has been allocated to HQ staffing to reflect the time spent on these two areas. This new breakdown offers a more accurate reflection of the staffing costs for each area.

The previously considerable budget headings of 'Office Accommodation', 'Administration', 'Community Projects' and 'Landscape Costs' have been changed to provide greater clarity around what is included within these areas. These costs now detail building running costs (rates, utilities, etc.), vehicles, telecoms, IT costs and specific services budgets.

'Affiliations' has now been split into 'affiliations' and 'professional fees' to again provide greater clarity.

Member allowances and ward allowances remain unchanged.

Grant Aid has been separated into Resident Associations (the agreed £500 per association each year) and general Grant Aid. The previously used 'Environmental Grant Programme' has been included into the Grant Aid pot, but the Grant Aid programme will be changed to continue to promote environmental projects.

The 'Replacement Programme' budget line has been removed, as £2000 is insufficient and our current reserve levels are determined to ensure that essential repairs and replacements can be funded where necessary. Additional expenditure is included within specific services budgets where replacements and repairs are likely to occur.

A total of £60,000 has been allocated to support service plan delivery. This spending remains unclear at this time, as the Service Plan is still being developed, but reflects the needs identified through the recent consultation with residents; additional resource for estate improvements, consideration of play parks improvements, landscaping and environmental concerns and similar. This additional amount reflects the improved position in terms of our 'reserve' and increases to income, detailed below. The £60,000 is broken down into the previous £30,000 for services, with an additional £10,000 to reflect the focus on 'Woughton Cares' projects and £20,000 towards estate improvement works.

Income:

Whilst still to be confirmed, early indicators suggest that our increased council tax base and additional needs for LCTS mean that our base income increases by approximately £8,500 for council tax income and £1500 for LCTS – an overall increase of £11,000.

We have set challenging, but achievable targets for both community centre income and additional income through other sources (e.g. selling of services), providing a total of £80,000 income.

With changes to our longer terms investments, bank interest and investment income is expected to increase from £1500 to £5,000 next year.

Our Landscaping grant reduces by £5,000, but with efficiency savings and a focus on developing a four year plan, this does not have a negative impact on the overall Landscaping spend.

This budget suggests a 6.25% increase in precept, reflecting the increased costs of staffing (an additional £18,000 with incremental rises, cost of living increases and additional pension contribution costs), inflationary rises for many services and the additional demands on the council, reflecting the work to mitigate the impact of principle authority cuts to services.

Reserves:

The term 'reserves' in this paper is used to reflect money held in the bank that is not budgeted to be spent over the coming year.

At the end of 2017/18, we had cash and short term investments of £337,429. It is anticipated that this will increase by approximately £10,000 at the end of 2018/19 (based upon the budget reforecast of September 2018). This leaves a 'reserve' balance of approximately £350,000 (an increase of around 3%).

This equates to just over 4.5 months running costs (based upon £75,000 per month – our annual budget divided into twelve). Good governance suggests that we should aim to have between 3-6 months running costs as a reserve – this sits exactly in the middle of this.

With likely reductions in income over the coming years (LCTRS grant reductions, a static landscape grant whilst costs continue to increase, etc.), maintaining a healthy level of financial cushion is essential.

Forward Planning:

The attached sheet also includes projections for 2020/21 and 2021/22. These budgets are prepared with a number of unknowns and where possible, anticipating pitfalls. For example, a reduction in LCTRS grant (although this may be mitigated by the proposed Business Rates Retention scheme). This is mitigated by an anticipated increase in income from other sources (e.g. rental of community centres, additional 'trading' income).

The figures are based upon a 6% increase in precept income, a 4% increase in most costs (with the exception of those that are fixed – noted in red) and a 2% increase in staffing costs.

Overall

This budget proposal reflects a healthy balance between provision of much needed services and the need for prudent long term financial planning. It enables us to maintain current levels of both infrastructure and service delivery whilst also making provision for additional spending and resource for new initiatives. It shows both income and expenditure levels that are realistic and which, with careful and considered planning, may well provide a more positive outcome at the end of the next financial year. This includes investigations and considerations

with regard to consultations with Operations Committee with regard to our future staffing model, the potential for a 'Direct Service Organisation' and continued work from officers to investigate other income sources (including grants, alternative income generation strategies, etc..) to ensure the long term financial health of the council.

FINANCIAL IMPLICATIONS:

Detailed as above.

STAFFING IMPLICATIONS:

As noted, this budget enables us to continue with our current staffing model (maintaining all current staff, including those elements previously agreed, such as the mental health lead, business support officer and play rangers).

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Budget proposal 2019/2020

AUTHOR

Steve McNay – Council Manager

Samone Winsborough - RFO

Woughton Community Council - Draft Budget 2019/20

	2018/19	2019/20 (0%)	2019/20 (0.25%)	2019/21	2021/22
EXPENDITURE					
Admissions	£ 2,800.00	£ 2,800.00	£ 2,800.00	£ 2,913.60	£ 3,028.48
Professional Services	£ -	£ 2,400.00	£ 2,400.00	£ 2,496.00	£ 2,595.84
Audit Fees	£ 4,900.00	£ 4,900.00	£ 4,900.00	£ 4,160.00	£ 4,320.40
Capital Loan Repayment	£ 24,978.00	£ 24,818.00	£ 24,818.00	£ 24,818.00	£ 24,818.00
Central	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,680.00	£ 4,867.20
Old Wood Initiative Fund	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00
Dog & Litter Box Costs	£ 6,000.00	£ 7,000.00	£ 7,000.00	£ 7,180.00	£ 7,371.20
Environmental Green Programme	£ 2,500.00	£ -	£ -	£ -	£ -
Events & Hospitality	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
Grant Aid	£ 15,000.00	£ 14,000.00	£ 14,000.00	£ 14,800.00	£ 14,000.00
Grant Aid - Key Assessments	£ -	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
Insurance For Van	£ 8,500.00	£ 7,300.00	£ 7,300.00	£ 7,384.00	£ 7,478.20
Meeting Places (Cost)	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,400.00	£ 10,804.00
Member Allowance and Expenses	£ 15,500.00	£ 15,500.00	£ 15,500.00	£ 15,500.00	£ 15,500.00
Members IT	£ 1,000.00	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
Newsletters, Websites and Communications	£ 9,000.00	£ 9,540.00	£ 9,540.00	£ 9,921.60	£ 10,308.40
Replacement Programme	£ 2,000.00	£ -	£ -	£ -	£ -
Office Accommodation	£ 10,000.00	£ -	£ -	£ -	£ -
Administration	£ 12,000.00	£ -	£ -	£ -	£ -
HQ - Building Costs	£ -	£ 30,000.00	£ 30,000.00	£ 10,400.00	£ 10,816.00
Utilities	£ -	£ 5,000.00	£ 5,000.00	£ 5,160.00	£ 5,324.40
Travel	£ -	£ 500.00	£ 500.00	£ 520.00	£ 540.80
Telecommunications and Broadband	£ -	£ 12,256.00	£ 12,256.00	£ 12,746.24	£ 13,256.00
Stationery and Amenities	£ -	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
IT	£ -	£ 22,758.00	£ 22,758.00	£ 23,668.32	£ 24,615.00
Organisational Costs Total	£ 175,170.00	£ 196,472.00	£ 196,472.00	£ 201,786.16	£ 207,312.88
					<i>Based on 4% increase (except those in red)</i>
HQ Staffing	£ -	£ 108,997.00	£ 108,997.00	£ 111,346.34	£ 112,360.27
Youth Staffing	£ -	£ 94,637.00	£ 94,637.00	£ 98,590.94	£ 99,522.76
Advice Staffing	£ -	£ 50,550.00	£ 50,550.00	£ 51,905.00	£ 53,205.50
Environment Staffing	£ -	£ 46,711.00	£ 46,711.00	£ 47,646.32	£ 48,598.12
Concrete Staffing	£ -	£ 64,157.00	£ 64,157.00	£ 65,300.14	£ 66,446.94
Landscape Staffing	£ -	£ 144,688.00	£ 144,688.00	£ 147,581.78	£ 150,535.40
Members Staffing	£ -	£ 21,415.00	£ 21,415.00	£ 21,844.32	£ 22,281.21
Meeting Places Staffing	£ -	£ 53,819.00	£ 53,819.00	£ 55,855.78	£ 57,922.50
Staffing Total	£ 550,000.00	£ 582,425.00	£ 582,425.00	£ 594,079.59	£ 605,954.87
					<i>Based on 2% increase in costs</i>
Community Project and Service Initiatives	£ 35,000.00	£ -	£ -	£ -	£ -
Landscape - Building costs	£ -	£ 4,800.00	£ 4,800.00	£ 4,992.00	£ 5,191.68
Landscape - Services Budget	£ 45,000.00	£ 29,000.00	£ 29,000.00	£ 28,000.00	£ 27,000.00
Youth - Building Costs	£ -	£ 4,200.00	£ 4,200.00	£ 4,368.00	£ 4,543.32
Youth - Services Budget	£ -	£ 5,000.00	£ 5,000.00	£ 5,200.00	£ 5,408.00
Advice - Services Budget	£ -	£ 1,000.00	£ 1,000.00	£ 1,040.00	£ 1,081.60
Environment - Services Budget	£ -	£ 1,000.00	£ 1,000.00	£ 1,040.00	£ 1,081.60
Community Development - Services Budget	£ -	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
Service Plan Delivery	£ -	£ 60,000.00	£ 60,000.00	£ 62,400.00	£ 64,896.00
Services Delivery Total	£ 80,000.00	£ 101,000.00	£ 101,000.00	£ 103,120.00	£ 111,494.80
					<i>Based upon 4% increase</i>
Training, Development and Conferences	£ 10,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
					<i>Static</i>
EXPENDITURE TOTAL	£ 815,170.00	£ 896,897.00	£ 896,897.00	£ 917,975.66	£ 939,672.56
INCOME					
Bank and Investment Interest	£ 1,500.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
MKC LTRIS Grant	£ 151,960.00	£ 151,419.00	£ 151,419.00	£ 120,000.00	£ 80,000.00
Ric of Meeting Places	£ 25,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Landscape Grant	£ 151,960.00	£ 146,500.00	£ 146,500.00	£ 146,500.00	£ 146,500.00
Precept	£ 474,048.00	£ 483,583.00	£ 512,000.94	£ 544,431.35	£ 577,313.47
Additional Income Generation	£ 20,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Income Total	£ 824,468.00	£ 866,902.00	£ 896,120.94	£ 932,535.35	£ 945,213.47
					<i>Assuming reduction increase year on year Fixed 6% annual increase increase year on year</i>
SURPLUS / DEFICIT	£ 8,298.00	£ 70,005.00	£ 2,278.94	£ 14,559.69	£ 5,540.82
Reserves brought forward	£ 117,429.00	£ 246,440.00	£ 346,880.00	£ 248,888.04	£ 363,444.63
Reserves carried over	£ 146,660.00	£ 318,695.00	£ 348,888.94	£ 363,444.63	£ 348,888.94

Note

The increase in precept is based upon increase in C/Tax here

The precept is based upon 0.25% increase on new C/Tax base

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To update council on Service Plan development for 2019/2020.

RECOMMENDATION:

1. That the Council notes the report and attached Service Plan draft.
2. That the Council members continue to discuss within committees the priorities noted for 2019/20, to continue development of the Service Plan.
3. That the Council Manager produces the first official draft of the Service Plan at Full Council meeting of 14th January 2019.
4. That the final draft of the Service Plan is ratified by Full Council at the meeting of 11th March 2019.

MAIN ISSUES AND CONSIDERATIONS:

The Service Plan is the main document used to define and decide the work programme for the council over the coming year. The Plan for 2018/19 was well received and provided a clear direction for the officers and members.

This year, the preparation of the Service Plan for the coming year has started earlier and encouraged all officers and members to consider their individual and collective priorities for 2019/2020, building upon some of the work recently undertaken and responding to the changing needs of the parish and its residents.

The attached paper lays out early thinking about the areas for development, focusing on both short term needs and longer term thinking. Some elements are projects that will start and finish within the council year, with others putting in place the foundations for long term benefits for the parish.

It is essential that the Service Plan works alongside the budgetary planning process which is also well underway. As such, having a clear idea of the financial demands from the service plan will be necessary prior to the formal ratification of the budget for the coming year. As such, the council is requested to submit proposals for the Service Plan in such time as to allow this process to happen.

Each committee of the council (Policy and Resource, Services and Operations) will offer their recommendations for items to be included, alongside ideas based upon the recent consultation with residents about the priorities they have. At time of writing, the Service Plan has approximately 20 items included, leaving space for additional requests / needs identified, whilst maintaining a manageable and realistic level within the overall plan.

FINANCIAL IMPLICATIONS:

Whilst a significant amount of funding has already been allocated within the draft budget, it is essential that the council has a clear plan for all spending within the overall plan. At this time, around £100k has been allocated towards service delivery, but this includes ALL aspects of building costs (Landscape and Youth) and ongoing service delivery costs (e.g. Landscaping costs, youth equipment, etc.) as well as any new initiatives the council agrees.

Having a clear Service plan also enables officers to look at alternative funding sources, such as grants and donations.

STAFFING IMPLICATIONS:

The delivery of any service plan will rely on having suitable staffing resource in place. We currently have officers who can deliver existing services, with some capacity to increase. However, the service plan, in conjunction with the agreed budget, may lead to a review of staffing to better reflect the demands on the service.

OTHER IMPLICATIONS:

None noted at this time.

BACKGROUND PAPERS:

Service Plan Version 1

AUTHOR

Steve McNay – Council Manager