Leigh-on-Sea Town Council

Q
QUALITY
TOWN
COUNCIL

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk   www.leighonseatowncouncil.gov.uk

Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 13th March 2013** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS

2. DECLARATIONS OF MEMBERS' INTERESTS

3. APOLOGIES FOR ABSENCE

4. PUBLIC QUESTIONS

5. QUESTIONS FROM COUNCILLORS

6. MINUTES OF PREVIOUS MEETING – 13th February 2013

7. COMMITTEES
   To receive Minutes of Committees
   a) Planning Committee - To receive minutes of 12th and 26th February 2013
   b) Leigh Community Centre Committee – To receive minutes of 19th February 2013
   c) Leisure, Foreshore & Environment Committee – To receive minutes of 21st February 2013
   d) Finance & General Purposes - To receive minutes of 5th March 2013

8. To Fill Vacancies on Committees - LF&EC (2), Allotments (1), LCCC (1)

9. FINANCIAL REPORT
   To receive report 2172/I&E – (Appendix 1)

Paul Beckerson
Town Clerk
7th March 2013

Any member who is unable to attend the meeting should send their apologies before the meeting.
DATE OF NEXT MEETING: Wednesday 10th April 2013

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Risk Management Strategy

1. Introduction

1.1. This document forms Leigh-on-Sea Town Council's (Council) Risk Management Strategy. It sets out:

   1.1.1. What is meant by risk management;

   1.1.2. Why the Council needs a risk management strategy;

   1.1.3. The philosophy of the Council's risk management;

   1.1.4. An overview of the methodology to be adopted and its links with existing processes;

   1.1.5. An outline of the associated roles of Elected Members, senior officers and other employees; and

   1.1.6. A summary of future monitoring and reporting lines for risk management.

1.2. The objectives of this strategy are to:

   1.2.1. Further develop risk management and raise its profile across the Council;

   1.2.2. Integrate risk management into the culture of the Council;

   1.2.3. Embed risk management through the ownership and management of risk as part of all decision making processes; and

   1.2.4. Manage risk in accordance with best practice.

1.3. This strategy will be reviewed on an annual basis by the Governance and Audit Working Party (GAWP)

2. What is risk management?

2.1. *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001:5)

2.2. Risk management is an essential feature of good governance, contributing to improved decision making and achieve its objectives. When embedded within the existing planning and decision making process, risk management provides a basis for ensuring implications are thought through, and ensures the impact of decisions, initiatives and projects are considered, and the conflicts are balanced. This influences and improves service delivery.

2.3. **Risk Management Benefits:**

2.3.1. Protecting and adding value to the Council by supporting its aims and objectives;

2.3.2. Improved strategic, operational and financial management;

2.3.3. Ensuring activities take place in a consistent and controlled manner;

2.3.4. Improved decision making, planning and prioritisation;

2.3.5. Mitigation of key threats and taking advantage of key opportunities;

2.3.6. Contributing to more efficient use and allocation of resources;

2.3.7. Protecting and enhancing assets and image;

2.3.8. Optimising operational efficiency and therefore delivering efficiency gains and value for money;

2.3.9. Allocating time and management effort to major issues;

2.3.10. Avoiding shocks and crises;

2.3.11. Safeguarding tangible and intangible assets;

2.3.12. Promotion of innovation and change;

2.3.13. Improved customer service delivery.

2.4. Risks are classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. Examples are set out below:

2.4.1. Strategic Risk – are those which need to be taken into account in any judgement about the medium and long term goals and objectives of the Council. Risks that may ultimately damage the reputation of the Council and lead to a loss of public confidence.

2.4.2. Compliance Risk – failure to comply with legislation, or laid down principles or lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and inability to enforce contracts.

2.4.3. Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council services.

2.4.4. Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.5. These risks can be broken down further into specific areas which could impact on the achievements of the Council's long term and day-to-day delivery of services;

2.5.1. Political – Those associated with the failure to deliver either local, regional or national policy;

2.5.2. Financial – Those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

2.5.3. Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Council's ability to deliver its corporate priorities;

2.5.4. Technological – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. It would also include the consequences of internal failures on the Council's ability to deliver its objectives;

2.5.5. Legal – The ability of the Council to meet legislative demands affecting breaches of legislation (UK & EU).

2.5.6. Environmental – Those relating to the environmental consequences of pursuing the Council's strategic objectives in terms of energy, efficiency, pollution, recycling emissions etc;

2.5.7. Partnership/contractual – Those associated with the failure of partners/contractors to deliver services at an agreed cost and specification and similarly failure of the Council to deliver services at an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

2.5.8. Human Resources - Those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues;

2.5.9. Organisational - Those associated with the review of services and delivering continuous improvement;

2.5.10. Health & Safety / Physical – Those related to fire, safety, accident prevention and health and safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

2.5.11. Reputational – Those associated with the changing needs of residents; ensuring proper consultation; avoiding bad public and media relations.

Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party is considered.

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

3. Why the Council needs a Risk Management Strategy?

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

3.2. The Risk Management Strategy helps to ensure that all Committees/departments across the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3. The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to a greater risk awareness and improved control, which should mean fewer incidents and control failures and in some cases lower insurance premiums.

3.4. The Accounts and Audit (England) Regulations 2011 (SI 2011/817) stipulates that relevant Councils must include measures to ensure that risk is appropriately managed (4(a)(iii).

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

4.1. **Risk Management Policy Statement –**

4.1.1. *Leigh-on-Sea Town Council recognises that it has a responsibility to manage risks effectively in order to protect its Councillors, employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.*

4.1.2. *Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore Leigh-on-Sea Town Council is committed to identifying, reducing or eliminating the risk to both people and the natural and built environments.*

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

4.1.4. *Leigh-on-Sea Town Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. Leigh-on-Sea Town Council will seek to encourage Officers to identify, assess and manage risks, and learn to accept the right risks.*

4.2. **Objectives**

The objectives of the Council's Risk Management Strategy are to:

4.2.1. Integrate risk management into the culture of the Council;

4.2.2. Manage risk in accordance with best practice;

4.2.3. Anticipate and respond to changing social, political, environmental, technological and legislative requirements;

4.2.4. Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources;

4.2.5. Inform policy and operational decisions by identifying risks and their likely impact;

4.2.6. Raise awareness of the need for risk management by all those connected with the Council's delivery of services.

These objectives are achieved by:

4.2.7. Establishing clear roles, responsibilities and reporting lines within the Council for risk management;

4.2.8. Embedding risk management into the Council's decision making process, service delivery, project management and partnership working;

4.2.9. Providing opportunities for training and shared learning on risk management across the Council;

4.2.10. Offering a framework to identify priority risk areas, including the provision of risk registers at strategic and operational levels;

4.2.11. Reinforcing the importance of effective risk management as part of the everyday work of employees;

4.2.12. Incorporating risk management considerations into all levels of Council service provision;

4.2.13. Developing effective communication with, and the active involvement, of employees;

4.2.14. Monitoring of arrangements, at all levels on an on-going basis;

4.2.15. Identification and evaluation of risks associated with partners, contractors and other agencies and community groups;

4.2.16. Ensuring robust Business Continuity arrangements are in place.

5. What is the Risk Management Process?

5.1. There are two types of risk which must be considered in any risk assessment.

5.1.1. **Threats** or events which could lead to a failure to achieve the Council objectives and targets; and

5.1.2. **Opportunities** which if exploited could offer an improved way of achieving the Council's objectives and targets.

5.1.3. It is recognised and accepted that risk management is not a one-off exercise, but a continuous and cyclical process.

5.2. **Links**

5.2.1. The Council recognises that risk is simply the reverse side of reward and so is an essential part of effective decision-making and management. It helps the Council to achieve its objectives and commitments to its stakeholders. By better managing risks, the Council can avoid failing to provide best value in service provision.
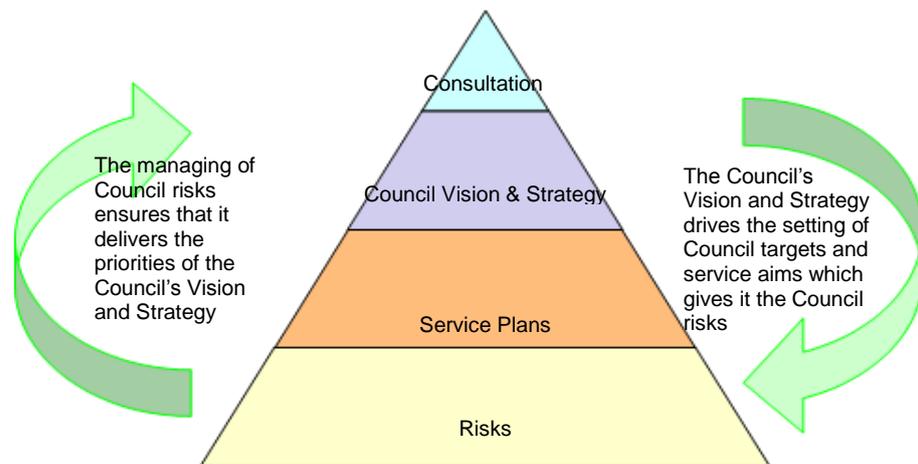

5.2.2. Risk Management is only one small part of service delivery. The diagram above highlights how risk management fits into the bigger picture.

5.2.3. Although simplified this is a widely recognised, and used, business model for highlighting the 'golden thread' and links to other strategic documents. It does not intend to imply that the work undertaken by the Council only originates from the Strategy and Vision Statement. The Council recognises that many work matters and projects are generated from other areas as and when funding becomes available.

5.2.4. The Strategy and Vision Statement and supporting action plans are live documents and further projects may emerge over time. Any potential future project to be added the plan will first be approved in principle by the Finance and General Purposes Committee.

5.2.5. Risk Management embraces all of the Council's activities. Some of the key areas which have a clear link to risk management are:

- Procurement
- Performance Management
- Health & Safety
- Financial Planning

- Asset Management
- HR Policies and procedures
- Insurance

6. The Process

6.1. The Council adopts a continuous and cyclical, process to business risk management consisting of four stages.
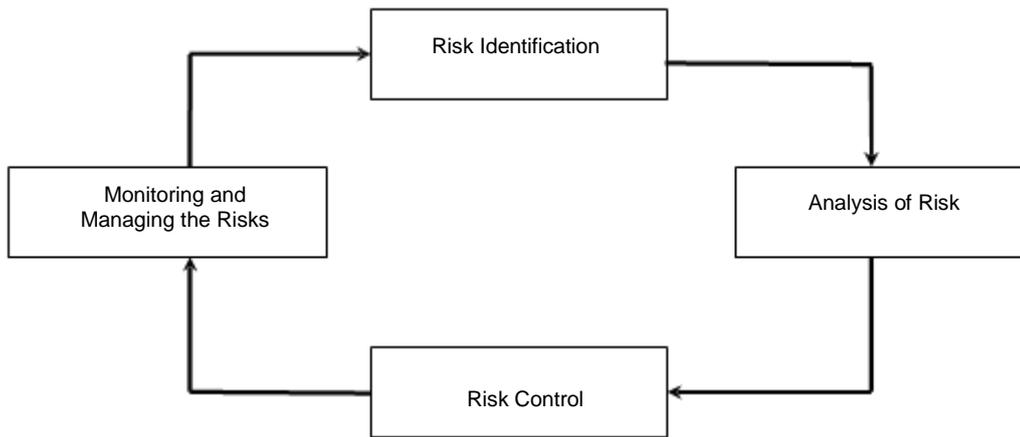
6.2. In addition Appendix 1 sets out the approach when considering business risks to be undertaken as part of the Business Plan process and when completing business risk assessments for committee reports.

7. Identifying Risks

7.1. Risks arise because of the environment in which the Council operates or in relation to a specific option under consideration or decision made.

7.2. The Council identify the potential risks that may arise in order to make informed decisions about policies and service delivery methods. The key element of this stage is that all appropriate categories of risk are considered in relation to the specific objectives of the option or decision. The Council's aim is to capture all the major risks that arise from the following categories:

Legislative & Regulatory	Procurement	Environmental
Economic	Partnership	Customer / Citizen
Governance	Managerial & Professional	Technological
Social	Reputational	Financial

8. Analysing Risk

This is placed into the corporate risk register which is monitored and reported on a regular basis.

Available data is used to provide information to help assess the likelihood of any risk occurring

and the impact it may have if it does arise.

A risk assessment matrix (appendix 1) should be completed for every risk and will be presented to the appropriate Committee as part of the proposal report. It is a simple step by step process which is easy to follow.

Step 1 – Identify the risk and the options available to the Council.

Proposal	*Provide details of the proposal to be considered (as per committee report)*
Risk	*What is the actual risk you are addressing with this assessment?*

Step 2 – Assess each risk identified in the risk assessment criteria if it is a new risk. Once this risk, proposal or situation has been approved the risk assessment criteria will then be developed as part of the detailed risk assessment of the situation.

No	Assessment Criteria	L'hood	Impact	Score	Actions or comments to minimise the risk
1	Does undertaking this proposal present a potential risk to the Council finances? YES NO				
2	Does undertaking this proposal present a potential risk to staff or health and safety? YES NO				
3	Does undertaking this proposal present a potential risk to the public? YES NO				
4	Does undertaking this proposal present a potential risk to the Council's reputation? YES NO				
5	Will undertaking the proposal create adverse publicity? YES NO				
6	Does undertaking the proposal leave the Council open to claims? YES NO				
7	Will undertaking the proposal have a negative impact on Service Quality / complaints or audit reports?				
8	Does undertaking this proposal present a potential risk that the Council may fail to comply with any duty?				
	Overall Assessment of the proposal/ situation or risk outline above	HIGH / MEDIUM / LOW			

No	Assessment Criteria	L'hood	Impact	Score	Actions or comments to minimise the risk
9	Does **NOT** undertaking this proposal present a potential risk to the Council? YES NO				

This risk is deducted from the overall risk above.

Net Overall Assessment of the proposal/ situation or risk outline above	HIGH / MEDIUM / LOW		

Step 3 – Record the overall score onto the matrix

Step 4 – Provide as much information as possible regarding the benefits and financial cost or savings to the Council and any other supporting information not covered when completing the assessment.

Expected Outcomes	A) Positive
	B) Negative
Financial Implications	*Provide details of any potential cost or savings to the Council*
Summary/Comments or further supporting information: - *anything not previously covered*	

Step 5 – Pass to the Town Clerk, Line Manager to sign off.

9. Risk Control

9.1. Risk control is the process of taking action to minimise the risks identified. There are a number of options available for controlling risks

✿ **Control and Reduction** – introduce new internal systems/practices, physical risk

improvements, staff training, continued assessments & monitoring;

- ✿ **Avoid or Eliminate** - take away the risk by implementing alternative systems/practices or discontinuing the operation;

- ✿ **Acceptance** – taking an informed decision to accept and tolerate the risk but continue to monitor;

- ✿ **Transfer** – pass on to others through outsourcing, insurance cover or alternative contractual arrangements;

- ✿ **Insuring –** against some or all of the risk to mitigate financial impact; and

- ✿ **Sharing** – with another party

9.2 Part of the review process includes actions which are developed to lessen the impact of the risks as part of the management of risks. Each risk details, the person or group responsible, current and review score, any comments or actions and the next review date. The Council is aware that some risks will always exist; the aim is that, over time, the risk becomes one that can be acceptable.

10. Monitoring and Managing Risks

10.1. The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is important to assess whether the nature of any risk has changed over time.

10.2. Officers will meet regularly and undertake a strategic risk assessment once a quarter to undertake a strategic risk assessment to ensure better control of the Council's key risks. The key findings of this exercise will be considered by the Governance and Audit Working Party (GAWP) and full Council at least once a year (in March).

10.3. This Risk Management Strategy and revised Risk Register build on the original register produced in December 2009.

11. Roles and Responsibilities

11.1. The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but also involve all staff.

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

11.2.1. Approval of the Risk Management Strategy;

11.2.2. Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;

11.2.3. Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and

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

11.3. **Senior Officers** – will assist with identifying all risks within their remit and the compilation of the Risk Register. They will manage risk effectively in their particular service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on

service risks and any control actions taken.

11.4. Specific duties relating to individual officers are detailed in paragraphs 11.5 and 11.6 below:

11.5. **Town Clerk** – will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the risk Strategy.

11.6. The Town Clerk will:

11.6.1. Provide advice as to the legality of policy and service delivery choices;

11.6.2. Provide advice on the implications of potential service actions for the Council's corporate aims and objectives;

11.6.3. Update Council on the implications of new or revised legislation;

11.6.4. Assist in handling any litigation claims;

11.6.5. Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;

11.6.6. Advise on any health and safety implications of the chosen or proposed arrangements for service delivery;

11.6.7. Report progress to Council via the Governance and Audit Working Party as detailed in paragraph 11.9 below;

11.6.8. Work with the GAWP and F&GPC to assess and implement the Council's insurance requirements;

11.6.9. Assess the financial implications of strategic policy options;

11.6.10. Provide assistance and advice on budgetary planning and control;

11.6.11. Ensure that the Finance System allows effective budgetary control; and

11.6.12. Inform investment decisions made by F&GPC to Council.

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

11.8. **Role of the Internal Auditor** – the Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to F&GPC that the necessary risk systems are in place and all significant business risks are being managed effectively.

11.8.1. The Internal Auditor assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

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

11.9. **Governance & Audit Working Party** – Development of the Risk Management Strategy and compilation of the Risk Register will be overseen by GAWP.

11.10. **Training** – Where appropriate risk management training will be provided to Elected

Members, senior officers and key staff via facilitated workshops. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

12. Conclusion

12.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

BUSINESS RISK ASSESSMENT

Proposal	*Provide details of the proposal to be considered (as per committee report)*
Risk	*The actual thing we are reviewing*

RISK ASSESSMENT MATRIX

LIKELIHOOD OF RISK HAPPENING	3	HIGH			
	2	MEDIUM			
	1	LOW			
	1. Assess the risks below and score them. 2. Enter the risk number from the left hand column below into the relevant box in the matrix. 3. Note any actions or comments to deal with the risk in the right hand		1 LOW	2 MEDIUM	3 HIGH
			IMPACT OF RISK HAPPENING		

RED: HIGH Priority
AMBER: MEDIUM Priority
GREEN: LOW Priority

No	Assessment Criteria	L'hood	Impact	Score	Actions or comments to minimise the risk
1	Does undertaking this proposal present a potential risk to the Council finances? YES NO				
2	Does undertaking this proposal present a potential risk to staff or health and safety? YES NO				
3	Does undertaking this proposal present a potential risk to the public? YES NO				
4	Does undertaking this proposal present a potential risk to the Council's reputation? YES NO				
5	Will undertaking the proposal create adverse publicity? YES NO				
6	Does undertaking the proposal leave the Council open to claims? YES NO				

7	Will undertaking the proposal have a negative impact on Service Quality / complaints or audit reports? YES NO				
8	Does undertaking this proposal present a potential risk that the Council may fail to comply with any duty? YES NO				
	Overall Assessment of the proposal/ situation or risk outline above	HIGH / MEDIUM / LOW			

No	Assessment Criteria	L'hood	Impact	Score	Actions or comments to minimise the risk
9	Does **NOT** undertaking this proposal present a potential risk to the Council? YES NO				

This risk is deducted from the overall risk above.

	Net Overall Assessment of the proposal/ situation or risk outline above	HIGH / MEDIUM / LOW	

Expected Outcomes	*a) POSITIVE* *b) NEGATIVE*
Financial Implications	*Provide details of any potential cost or savings to the Council*

information
(anything not covered elsewhere)

Recommendation of Responsible Officer

This recommendation is given after analysing the situation as far as I am able to do so and is made after a request by either the Town Clerk or a designated officer that I carry out a risk assessment on the proposal outlined in this report, and on assurance given by Leigh-on-Sea Town Council that I will bear no personal responsibility for any decision taken by the Council which takes into account my recommendation.

Signed…………………………………………….………………….. Date ………………………………

(Officer preparing the report)

Refer to Committee   YES / NO

Management Team Signatures …………………………………………………………….

…………………………………………………………………………………………………

Entered into Risk Register ....date

COMMITTEE MEETING   ………………………………………………………….

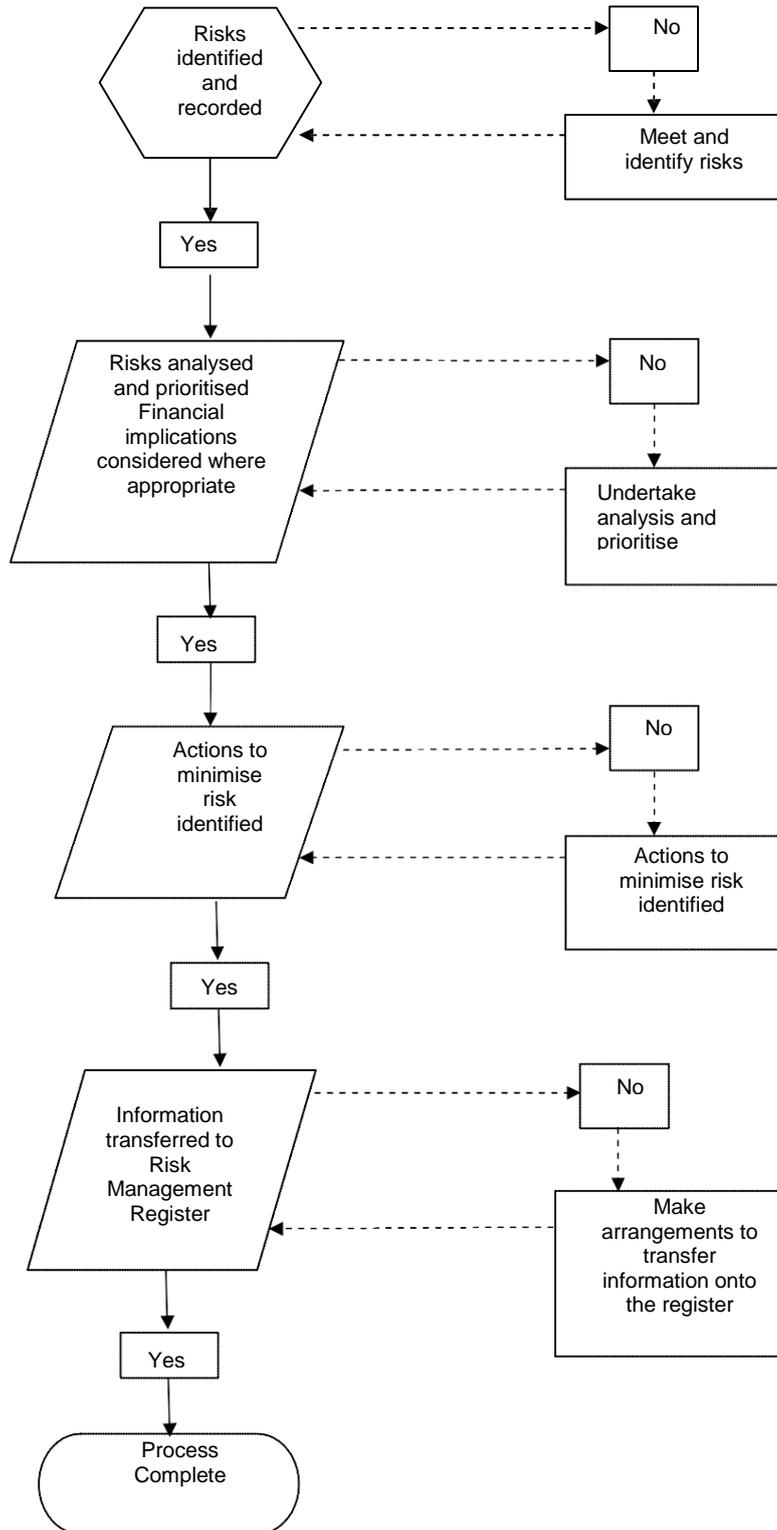DATE   …………………………………….   MINUTE NO.   ………………………

Appendix 2 - Roles and Responsibilities

Group / Individual	Roles and Responsibilities
Full Council	Understands risk management and its benefits. Receives the risk reports and annual review. Receives business risk assessments from committee reports.
Management Team	Understands risk management and its benefits. Develops the corporate risk management strategy. Promotes and oversees the implementation of the strategy Across the Council. Monitors and reviews the effectiveness of the risk management strategy.
Finance & General Purposes Committee	Understand risk management and its benefits. Receives business risk assessments for consideration and recommendation to full Council. In addition Finance and General Purposes Committee receives the risk reports and annual review via Governance and Audit WP.
Town Clerk	Signs the annual statement of internal control which provides "an objective, balanced and understandable statement and assessment of the Council's risk management and internal control mechanisms and their effectiveness in practice".
Chairman of the Council	Understand risk management and its benefits. Signs the annual statement of internal control which provides "an objective, balanced and understandable statement and assessment of the authority's risk management and internal control mechanisms and their effectiveness in practice".
Governance & Audit Working Party	Co-ordinates the preparation of Statement of Internal Control, supporting systems and documents. Receives business risk assessments from committee reports via Full Council for review and comment. Receives all risk reports and annual review.
Service Managers	Understand risk management and its benefits. Feed into the development of the corporate risk management strategy from a service specific perspective. Identify any service issues relating to risk management. Ensure that the risk management strategy is implemented effectively across their service. Establish training requirements of staff with regard to risk management. Report to management team any new risk, changes to current risks or any failures in the control mechanisms.

Group / Individual	Roles and Responsibilities
	Ensure that all staff has regard to risk management in their day to day activities.
	Implement the detail of the risk management strategy. Recommend the necessary training for employees on risk Management.
	Share relevant information with colleagues.
Employees	Understand risk management and its benefits.
	Liaise with their line manager to assess areas of risk.
	Report to their line manager any new risk or changes to current risks and any failures in the control mechanisms.
Partners / Contractors / Suppliers	Understand risk management and its benefits.
	Responsible for aspects of the risk management process that are assigned to them.

RISK MANAGEMENT PROCESS MAP

To be undertaken as part of the Business Plan Development and when preparing business risk assessments for committee reports

Risks identified and recorded → No → Meet and identify risks → (back to Risks identified and recorded)

Yes ↓

Risks analysed and prioritised Financial implications considered where appropriate → No → Undertake analysis and prioritise → (back)

Yes ↓

Actions to minimise risk identified → No → Actions to minimise risk identified → (back)

Yes ↓

Information transferred to Risk Management Register → No → Make arrangements to transfer information onto the register → (back)

Yes ↓

Process Complete

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk   www.leighonseatowncouncil.gov.uk

Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson

Income and Expenditure 30th January to 26th February 2013 Report 2172/I&E
Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
		Leigh Town Council Cheques	
100563	£157.94	Knight Security	Marshall Close Allotments - padlock & keys
100564	£42.00	Cory Environmental	Leigh Lights
100565	£300.00	Leigh Times	Page Advert 'Leigh Really Matters'
100566	£15.20	Margaret Cotgrove	Travel Expenses
100567	£100.60	Recognition Express	Staff Name Badges & Lanyards
100568	£615.60	Wybone Ltd	2 Litter bins for Skate Park
100569	£50.00	Lions Club of Castle Point	Replacement of lost chq 100385
100570	£112.50	SBC	Community Transport -Tickets for Plaza concert
100571	£273.60	Mayfield Cleaning	Replace Panel to Broadway Bus Shelter
100572	£58.53	Recognition Express	Councillors' Name badges
100573	£53.94	Vanda Moyse	Easter Eggs for Easter Event
100574	£618.90	Southend Theatres	Community Transport – tickets for 2 Palace Theatre concerts
100575	£48.00	Accent Printing	Business Cards
100576	£2,662.75	Cable Test Ltd	Leigh Lights – switch off, removal of lighting units & storage of cross set piece
100577	£86.24	Viking	Stationery
100578	£46.20	Mayfield Cleaning	Bus Shelter Cleaning
100579	£46.16	David Hammond	Farmers Market items
100580	£2,132.78	McDonald Highway Services	Leigh Lights - Put up, take down & store columns
100581	£100.00	Petty Cash	
Bank Trs	£27.62	David Green	Materials for decorating 67 Elm Road
Bank Trs	£50.00	Carl Riches	Cinderpath Shelter Repair

Payroll Transfer	£15,000.00		Pay ,Tax, NI & Pensions for February 13

Imprest Items

£24.06	Essential Sales Products Ltd	Desk Name Holders
£17.88	MDP Supplies (Mulberry Web Ltd)	Laser Printable Transparent A3 Vinyl
£24.15	PC World Business	Two Spare Mice

Direct Debits

£13.00	e.on	LTC Electricity for Skate Park
£360 26	HSBC Merchant Services	CC Card machine
£833.26	BES Commercial Electricity	CC Electricity
£1,098.00	Southend Borough Council	CC General Rates
£68.51	The Calls Warehouse	CC Telephone
£1,407.78	Corona Energy	CC Gas
£276.47	Corona Energy	CC Gas

Leigh Town Council Income

£822.50	Community Transport	Community Transport Members
£51.00	Allotment Rent	Plot Holders
£42.50	Farmers' Market	Stall Holders
£40.00	Sale of Food & Waste Sacks	Public
£144.00	Farmers' Market	Stall Holders
£10.00	Xmas Lights Donation	Body's Opticians

Community Centre Cheques

100062	£57.50	LA Glazing	Replace broken panel of obscure glass to front of Community Centre
100063	£216.00	Edge Designs Ltd	Bookings System upgrade
100064	£9.58	Essex Supplies	Broom
100065	£1,496.22	SBC Insurance	Buildings Insurance
100066	£81.17	RCH Heating & Plumbing	Supply & fit Tap in Room 4
100067	£125.21	Cory Environmental	Bin Rental & Collection
100068	£81.48	Richard Herbert	Pager System for Caretakers
100069	£720.00	Express Lifts	Lift Maintenance
100070	£19.95	Richard Herbert	Pager System for Caretakers
100071	£114.56	Essex Supplies	Cleaning Materials

Community Centre Income

£2,367.23   Room Hire   Hirers