

NOTE: filming, photographing or audio recording of proceedings is allowed - Council asks that, as a matter of politeness, people tell the Clerk of their intention to record. In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public "in shot"

NOTICE

is hereby given that an

ORDINARY MEETING

of the

Review & Staffing Committee

will be held in

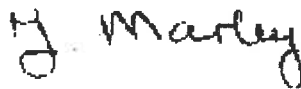
the Clerk's office at Scalby Library

on

TUESDAY, 23rd JANUARY 2018

COMMENCING AT 9 A.M.

ALL MEMBERS OF THE COMMITTEE ARE HEREBY SEVERALLY SUMMONED AND REQUIRED TO ATTEND IN ORDER TO TRANSACT THE FOLLOWING BUSINESS:-



J Marley (CiLCA)

Clerk to the Council and RFO

Parish Council Office, Scalby Library, 450 Scalby Road, Newby,
Scarborough YO12 6EE

Tel: (01723) 354018.

Email: clerk@newbyandscalbypc.org.uk

Wednesday 17th January 2018

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AGENDA

1 APOLOGIES FOR ABSENCE

To receive & approve apologies for absence.

2 DECLARATIONS OF INTEREST

To receive any declarations of interest in items on this agenda.

3 RISK ASSESSMENT - annual review

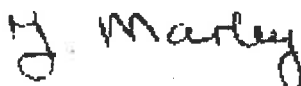
To receive assessment and report [*enclosed*] and agree action as appropriate.

4 ADOPTED POLICIES - annual review

To receive Clerk's checklist & report [*both enclosed*] and agree action as appropriate.

5 CLERK'S APPRAISAL & PAY

To note 1] no issues were identified at appraisal and 2] a national pay award is currently under negotiation and agree action as appropriate.



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Email: clerk@newbyandscalbypc.org.uk
Wednesday 17th January 2018

REPORT

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: Review & Staffing Committee

DATE: 17 January 2018

SUBJECT: Risk Assessment Review

A Risk Assessment as at 17th January 2018 is attached to this document.

Background

The risk assessment needs to be reviewed annually so that Councillors can be satisfied that all necessary steps have been taken to address any issues raised and adequate controls or plans are in place to mitigate known or potential risks.

Action

The Clerk has reviewed the risk assessment and made amendments to reflect the change of office premises.

Recommendations

1. Committee is asked to look at the risk assessment and decide if it considers all necessary controls are in place, adequate and being performed.
2. Subject to point 1 above being in the affirmative, to recommend to full council that the amended Risk Assessment be approved.



Jools Marley
Clerk & RFO

Enc. Risk assessment as at 1700118.doc

RISK ASSESSMENT (17/1/18) – NEWBY & SCALBY PARISH COUNCIL

For recommendation of R&S Committee 23/1/18 then to full Council 14/2/18 for decision

1 ASSETS				
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
1A	SECURITY OF OFFICE	Theft or damage	L	Property insured. Access to clerk's office via locked external door (part glazed) or from within library. Extra lock on internal door from office to library. CCTV 24/7 in office.
1B	PREMISES	Loss of premises	L	Lease in place (6 months notice on either side) to 31.7.2021. Council responsible for external door, windows, fixtures, fittings & equipment in its own offices. Landlord insures property against various risks

2 FINANCE				
<p>ACCOUNTS & AUDIT REGULATIONS REQUIRE THAT:</p> <p>A) FINANCIAL MANAGEMENT IS ADEQUATE & SOUND</p> <p>B) YOU SHOULD SATISFY YOURSELF THAT YOU HAVE A SOUND SYSTEM OF INTERNAL CONTROL</p> <p>C) YOU MUST HAVE A FINANCIAL RISK ASSESSMENT POLICY</p> <p>D) THIS MUST BE REVIEWED AT LEAST ONCE A YEAR AS TO THE EFFECTIVENESS OF INTERNAL CONTROLS AND YOU MUST RECORD YOUR FINDINGS.</p>				
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
2A	BANKING	Loss of cash/cheques	L	All banking to be carried out on the day cash/cheques received or within 24 hours latest. Petty cash (max £150) & receipts kept in separate locations within office. In sole control of RFO
2B	FINANCIAL CONTROLS AND RECORDS	Risk of theft or fraud	M	Monthly reconciliations Three signatories on cheques. Councillors can inspect records at any time Internal audit verification
2C	LOSS OF CASH	Through theft or dishonesty	H	Petty cash requires receipts which tally with expenditure. Councillors can count petty cash at any time Internal audit verification

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2D	VAT	Comply with customs and excise regulations	H	<p>Claim made when £100+ and reconciled to expenditure record by RFO.</p> <p>Refund claim submitted quarterly or earlier if £100+</p> <p>Internal audit verification.</p>
2E	POWER TO SPEND	All spending must be made within the legal framework pertaining to parish councils as amended from time to time	H	<p>All expenditure which is not budgeted for and/or outside the scope of normal or regular expenditure must be within the powers of the council</p> <p>RFO to ensure payments are legal and take advice from YLCA where necessary</p>
2F	TAX & NATIONAL INSURANCE	Comply with inland revenue regulations	H	<p>Regular remittances made to HMRC and revenue records accurately compiled.</p> <p>Diary note to ensure annual return is made before deadline otherwise £100 fine.</p> <p>Use revenue software for calculations</p> <p>Internal audit verification.</p>
2G	BORROWING	Comply with borrowing limits/regulations	L	No borrowings
2H	BUDGETARY CONTROL	Accurate budget required for annual precept request	M	<p>New budget and precept requirement compiled by RFO</p> <p>To council by end January</p> <p>Notify SBC by end February</p> <p>Internal audit verification.</p>
2I	NON BUDGETED EXPENDITURE	Current spending and known future expenditure to be reviewed	L	<p>Must be agreed by council unless it is emergency spending and within agreed limits as per standing orders.</p> <p>Reported to the next council meeting</p> <p>Changes to be agreed and made to budget to accommodate expenditure</p> <p>Will mean either utilising reserves if appropriate or cutting other planned expenditure</p>
2J	POWER TO SPEND	All spending must be made within the legal framework pertaining to parish councils as amended from time to time	H	<p>All expenditure which is not budgeted for and/or outside the scope of normal or regular expenditure must be within the powers of the council</p> <p>RFO to ensure payments are legal and take advice from YLCA where necessary</p>

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3 PERSONAL LIABILITY				
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
3A	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Use of council offices	H	<p>Legal liability insurance cover mandatory.</p> <p>Electrical equipment test carried out annually</p> <p>Fire extinguishers serviced annually by landlord or its agents</p>
3B	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Linden Road playground	M	<p>Legal liability insurance cover in place.</p> <p>Annual inspection by ROSPA.</p> <p>Regular inspections made</p>
3C	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	<p>Foulsyke pond, Barmoor lane</p> <p>Avoid insurance cover invalidation</p>	M	<p>Legal liability insurance cover in place.</p> <p>Regular inspections to ensure fencing etc is in good order. Arboricultural Condition Survey every 3 years.</p> <p>Liaison with SBC for immediate repairs as and when necessary</p>
3D	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	<p>Cumboots quarry</p> <p>Avoid insurance cover invalidation</p>	M	<p>Legal liability insurance cover in place.</p> <p>Regular inspections to ensure fencing etc is in good order. Arboricultural Condition Survey every 3 years.</p> <p>Immediate repairs to fence to make sure insurance cover is not invalidated</p>
3E	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	<p>Church Becks green & Scalby Village memorial</p> <p>Avoid insurance cover invalidation</p>	M	<p>Legal liability insurance cover in place.</p> <p>Regular inspections by clerk to ensure fencing etc is in good order. Arboricultural Condition Survey every 3 years.</p> <p>Liaison with SBC/NYCC for immediate repairs as and when necessary</p>
3F	EMPLOYERS LIABILITY	<p>Comply with employment law</p> <p>Duty of care to employees</p>	M	<p>Mandatory employers liability insurance cover</p> <p>Membership of national and regional bodies who supply advice and guidance to ensure that all steps are taken to ensure no breach of legislation</p>
3G	SAFETY OF STAFF & VISITORS	Comply with health & safety regulations	M	<p>Access to office via external fire door or from within library</p> <p>Checks by clerk to ensure no obstructions affecting safe access via external door.</p> <p>Repairs notified to landlord when identified</p>

RISK ASSESSMENT (17/1/18) – NEWBY & SCALBY PARISH COUNCIL

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4	LEGAL LIABILITY			
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
4A	ENSURE ACTIVITIES ARE WITHIN LEGAL POWERS	Ensure only valid and legal expenditure or activities are undertaken	H	<p>If necessary Clerk clarifies legal position with YLCA on any new proposal.</p> <p>Legal advice sought where necessary.</p>
4B	PROPER AND TIMELY REPORTING VIA THE MINUTES	Accurate records maintained and disseminated and/or made available to press and public	M	<p>Council meets monthly.</p> <p>Additional meetings called where circumstances dictate.</p> <p>Minutes made available to press, public and ward councillors.</p>
4C	PROPER DOCUMENT CONTROL	All valuable documents, leases and legal documents	M	<p>Secured in clerk's office or held in County Records Archive. Scans held on computer.</p> <p>Documents retained in accordance with council's document retention & data protection policies</p> <p>Annual review of document retention and data protection policies</p> <p>Other storage on computer to comply with data protection act.</p> <p>Primary hourly backup of data to password protected cloud with secondary backup held on off site password protected hard drive</p>
4D	REGISTER OF INTEREST AND GIFTS – LOCAL GOVERNMENT ACT 2000 SECTION 81(1)	Proper record to be kept and copied to monitoring officer	H	<p>Register must be kept up to date - this responsibility lies with individual councillors.</p> <p>Councillors responsible for ensuring expenses or gifts are recorded.</p> <p>Register held by Scarborough Borough Council.</p>
4E	FREEDOM OF INFORMATION ACT	Compliance with rights of public to have access to or copies of documentation	H	<p>Notice on boards & website advising public of their rights and the terms and conditions for access. Annual review of adopted policy.</p>
4F	DATA SECURITY	Access to computers	M	<p>Both laptop and tower are password protected & use screensavers. In event of staff absence, Chairman has access to envelope containing access instructions.</p>

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5	MANAGEMENT & CONTROL OF STAFF			
TO ENSURE THAT THE DAY TO DAY WORK AND LONGER TERM PROJECTS OF THE COUNCIL ARE MAINTAINED				
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
5A	SERVICES OF CLERK	Short term absences (up to 2 weeks) Either through holiday, illness or attendance at seminars or training events	L	Have facility for the clerk to another council to stand in temporarily
5B	SERVICES OF CLERK	Long term absences (2 weeks or more) Either through illness, attendance at seminars or training events	M	No contingency in place. Stand in clerk may not be able to cover longer term.

Document History		
Status	Date	Version
Council Approved	9/3/16	

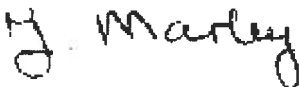
FROM: J Marley (Clerk)
TO: Review & Staffing Committee
DATE: 17th January 2018
SUBJECT: Changes to Council Policies

BACKGROUND

The Review & Staffing Committee is tasked with reviewing Council Policies, Standing Orders and Financial Regulations on an annual basis and making recommendations to Council.

All those documents are available on the Council's website - go to newbyandscalbypc.org.uk and following the "information" link.

The Chairman and Clerk have made an initial review and the Clerk recommends no changes needed at the current time. However it will be necessary to review policies after May 2018 when the new data protection legislation comes into force.



Jools Marley
Clerk & RFO

Enc. Checklist 16/1/18

NEWBY AND SCALBY PARISH COUNCIL

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SCALBY LIBRARY
450 SCALBY ROAD
NEWBY
SCARBOROUGH
YO12 6EE

Clerk to the Council:
Jools Marley (CILCA)



TEL: 01723 354018

Email: clerk@newbyandscalbypc.org.uk

COUNCIL POLICIES - FOR ANNUAL REVIEW

All available on website - go to newbyandscalbypc.org.uk and follow the "information" link

Policy Name	Reviewed by	Reviewed Date	Changes needed?
Disciplinary	Clerk	16/1/18	No
Grievance	Clerk	16/1/18	No
FOI Publication Scheme	Clerk	16/1/18	
FOI Request	Clerk	16/1/18	No
FOI Fees	Clerk	16/1/18	No
Complaints	Clerk	16/1/18	No
Vexatious	Clerk	16/1/18	No
Councillor Protection	Clerk	16/1/18	No
Data Protection & Information Security	Clerk	16/1/18	No
Discretionary Grant	Clerk	16/1/18	No
Document Retention	Clerk		No
Electronic Devices & Reporting in Meetings	Clerk	16/1/18	
Equality & Diversity	Clerk	16/1/18	No

