



TOWN COUNCIL

6 March 2024

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Full Town Council at which your attendance is summoned, will be held at the **Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Tuesday, 12th March, 2024** at **6.00 pm** to transact the business specified in the following Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: The Mayor and Members of Teignmouth Town Council as follows:

Councillors J Atkins (Chair), C Williams (Vice-Chair), L Chasteau, D Cox, M Jackman, J Jackson, P Lloyd, C Myers, R Phipps, V Rudge D Comer and S Walsh



Council not in Formal Session

Moment of reflection

For Councillors and Members of the Public Prior to the commencement of the Full Council meeting, for those who wish to do so, there will be a short period of reflection or prayer given by the appointed Mayoral Chaplain to which all are invited.

For information – to be taken as read:

- 1** ***Declarations of Interest** – Members are reminded that they should declare any interests at agenda item 3 in respect of the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.*
- 2** ***Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting. Any items not listed on the agenda and decisions made may be open to legal challenge.*
- 3** ***The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.*
- 4** ***The Data Protection Act 2018** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.*
- 5** ***Mobile telephones** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.*
- 6** ***Recording** this meeting will be recorded.*



7 Public Participation:

Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman anybody wishing to speak must inform the clerk before the meeting commences. The comments of members of the public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.

Police Report (if any)

To receive a report from our local Policing team.

County Councillor Reports (if any)

To receive reports from Devon County Councillors representing Teignmouth

District Councillor Reports (if any)

To receive reports from Teignbridge District Councillors representing Teignmouth

Town Councillor Reports (if any)

To receive reports from Town Councillors

Reports from Outside Bodies (if any)

To hear reports from any outside bodies including those of which the member is the Town Council nominated representative.



Council in Formal Session - Part 1

1. Use of Mobile Phones

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Councillors must switch their mobile phones to silent during the meeting to avoid disruption.

2. Apologies for Absence

To receive, note and where requested, approve the reasons for apologies for absence.

3. Declarations of Interest

To declare any disclosable interests relating to the forthcoming items of business (if any).

4. Dispensations

To receive and consider requests for dispensation (if any).

5. Clerks report (if any) (Pages 9 - 10)

6. Minutes (Pages 11 - 14)

To approve, sign and adopt the minutes of the Council meeting held on 13th February 2024.

7. List of payments (Pages 15 - 18)

To receive and approve the list of payments for February 2024.

8. Devon and Torbay Devolution Deal (Pages 19 - 30)

The Town Council is recommended to note the report, and encourage individual Members to respond.



9. **Annual review of the Risk Register** (Pages 31 - 86)

Council is recommended: To review and adopt the attached recently officer reviewed risk register for 2024/2025.

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REPORT FOR MARCH 2024 MEETING - CLLR CATE WILLIAMS

On Saturday 17th February I attended the Teignmouth Park Run and met with organisers, volunteers and participants. An enjoyable morning with them where I, along with other councillors present, were welcomed and shown the procedures/technology used which makes the Park Run so successful. Around 452 runners took part that morning which is exceptional. The issue of concern for the Park Run was storage for their carts and equipment, not a huge amount of equipment I have to say, but Martin Wrigley, Leader of TDC, was also present and participated. Both Martin and I were asked to say a few words which I was pleased to do and to thank the organisers, volunteers and the participants for the continued success of this community event.

I have been working with the Chair of Teignmouth Twinning Association to look at developing a better chain of communication and more events, between the town council and the Association. For a few years there has been a lack of positive engagement and civil welcome for our French twinning visitors, and we need to change this. Despite some initial hesitance which I outlined at the February meeting, I am pleased to say that arrangements are now agreed for our visitors to attend Bitton House at 4pm on Friday 10th May 2024. I hope this will be the start of a more flourishing twinning relationship.

I have also been engaging with councillors, the community and fellow Trustees of the Meadow Centre/Kingsway Residents Association. Sadly, the decision remains as planned that the Centre will fold at the end of April 2024. The centre is currently closed whilst legalities and formalities are completed. I am happy to speak directly with councillors and the public to answer any questions and to provide further updates.

I am also currently engaged in a parking matter relating to a resident in my ward, The Rowdens, engaging with both TDC and Devon CC to try and provide assistance. Not unsurprisingly, it is not going as quickly or as smoothly as one would like, but we continue attempts to reach an amenable conclusion for our resident.

Cllr Cate Williams
The Rowdens/Deputy Mayor
Teignmouth Town Council

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Clerks report March 2024

CCTV Rollout

The next 2 phases at 8 locations (40 cameras) on the seafront running from the lighthouse to the far side of the jubilee toilets have been completed and fully working.

The next phase 5 locations (20 cameras) including landward side of the Den, the Triangles, Brunswick St. is quoted and being evaluated.

Bitton park 5 locations (23 cameras) will follow (Feb/March)

Work to replace the failed ducting at Bitton Park is now complete, so we hope to add 5 locations (25 cameras) here in February/March.

The further phases into the town are likely now to be held up due to the toilet impasse.

Work proceeds with our Data Protection Officer on putting a new suite of policies and procedures in place for the new system.

We have always planned to offer video exports of the sea areas to NCI, HM Coastguard and RNLI should they wish to take up this offer, discussions have started with NCI. And now HM Coastguard who are both extremely interested.

Community units

We have had unhelpful responses from TDC planning in a procedural vein, and some unhelpful interventions locally. I am considering with the chair of assets calling an extraordinary assets meeting (pt2).

Recruitment for additional post

A new member of staff has been appointed and references have been called in, they will commence on 2nd April.

Garage & Workshop replacement.

It now looks like planning permission will now finally be received in the next week or two.

The Risk Register

This has been reviewed by the P&FM and myself and is on the agenda for annual consideration as is required.

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Teignmouth Town Council

Minutes of a Meeting of
Teignmouth Town Council
Held at Bitton House, Teignmouth on
Tuesday, 13th February, 2024 at 6.00 pm

Present:

Councillors J Atkins (Chair), C Williams (Vice-Chair), M Jackman, J Jackson, P Lloyd, C Myers, V Rudge and D Comer

Absent:

Councillors L Chasteau, D Cox, R Phipps and S Walsh

In attendance:

Iain Wedlake
Debbie Shaw

Public Participation:

There was no public participation

The following minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.

Part I

21 USE OF MOBILE PHONES

Taken as read.

22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Walsh, L Chasteau, R Phipps and D Cox.

Resolved that the apologies be noted.

23 DECLARATIONS OF INTEREST

None were received.

24 DISPENSATIONS

There were no dispensations.

25 MINUTES

Members considered the minutes of the Council meeting held on 9th January 2024.

Teignmouth Town Council

Resolved that the minutes of the Council meeting held on 9th January 2024 be approved and signed as a correct and accurate record of the meeting.

Proposed: Cllr D Comer
Seconded: Cllr V Rudge
Carried unanimously

26 CLERKS REPORT (IF ANY)

Missing CCTV equipment has arrived in UK, had to go the long way round and not via Suez Canal. On schedule for fitting next week. Internal Audit this Friday, 16th February – we have Auditors coming in.

27 MINUTES OF FINANCE MEETING OF 23RD JANUARY 2024

Members considered the minutes of the Finance meeting held on 23rd January 2024.

It was resolved to approve the minutes and actions therein of the Finance meeting held on 23rd January 2024 and set to approve.

Proposed: Cllr J Jackman
Seconded: Cllr V Rudge
Carried unanimously

28 MINUTES OF THE ASSETS AND FACILITIES MEETING OF 22ND JANUARY 2024

Members considered the minutes of the Assets and Facilities meeting held on 22nd January 2024.

It was resolved to approve the minutes and actions therein of the Assets and Facilities meeting held on 22nd January 2024 and set to approve.

Proposed: Cllr P Lloyd
Seconded: Cllr V Rudge
Carried unanimously

29 LIST OF PAYMENTS

(Noted that the Town Clerk will supply a copy of Specialist Hygiene Services Ltd invoice 45757 dated 31/12/2023 for £1,426.62).

The List of Payments for December 2023 were approved.

Proposed: Cllr V Rudge

Teignmouth Town Council

Seconded: Cllr J Jackson
Carried unanimously

The List of Payments for January 2024 were approved.

Proposed: Cllr V Rudge
Seconded: Cllr J Jackson
Carried unanimously

30 APPOINTMENT OF A REPRESENTATIVE TO THE ORANGERY COMMITTEE

Cllr P Lloyd put herself forward as new representative to the Friends of Teignmouth Orangery.

Proposed: Cllr J Jackson
Seconded: Cllr V Rudge
Carried unanimously

The meeting was closed by the Chairman at 7.10 pm

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Cllr J Atkins (Chair)

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Current and Business Savings

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Advanced Media Engineering Lim	508	400.50		IT Support Contract
01/02/2024	Aubergine 262 Ltd	509	480.00		Annual Subscription
01/02/2024	Beach Brothers Limited	510	3,732.59		Memorial Bench Slats
01/02/2024	Cirrus Building Solutions Ltd	511	652.39		Lamp Column Access
01/02/2024	Inter-Line (Formerly Morris &	512	83.28		BH - Paint for Repairs
01/02/2024	Rexel	513	225.50		BH - Lamp Post Parts
01/02/2024	Roman Glass Ltd	514	192.90		Parlour - Broken Window
01/02/2024	Rock Compliance	515	203.52		Legionella Water Testing
01/02/2024	Specialist Hygiene Services Lt	516	4,143.48		Cleaning of Public Toilets
01/02/2024	Teignbridge District Council	517	360.00		Payroll Oct-Dec
01/02/2024	Travis Perkins Ltd	518	312.65		Fence for Bitton Park
01/02/2024	Rexel	513	1.00		BH - Lamp Post Parts
01/02/2024	Teignbridge District Council -	010224	157.00		NNDR BH Car Park & Premises
01/02/2024	RAM Tracking Ltd	DD010224	8.34		Tracking Unit
01/02/2024	Voiceflex Limited	DD010224 2	38.77		Voiceflex
01/02/2024	Driver and Vehicle Licensing A	DD010224	28.00		Vehicle Tax - WF17 KHG
01/02/2024	STRIPE	1081 INV	0.40		1081 INV
01/02/2024	STRIPE	1080 INV	0.22		1080 INV
01/02/2024	STRIPE	1107 INV	0.12		1107 INV
01/02/2024	STRIPE	1105 INV	0.26		1105 INV
02/02/2024	Amazon.co.uk	DC020224	16.99		Electrical Box for Orangery
02/02/2024	Amazon.co.uk	DC020224 2	17.98		Steel garden fork
02/02/2024	Amazon.co.uk	DC020224P2	1.89		Steel garden fork
02/02/2024	STRIPE	1110 INV	1.84		1110 INV
05/02/2024	Amazon.co.uk	DC050224	9.00		Brackets for First Aid Kit
05/02/2024	British Gas Lite - BGL431622 P	DD050224	36.95		Parkhill Store - Electricity
05/02/2024	RS Components Ltd	DC050224	38.09		Thermostate for the Orangery
05/02/2024	Amazon.co.uk	DC050224 2	21.97		Carpet Cleaner Detergent
05/02/2024	Screwfix Direct Ltd	DC050224 3	27.82		New Saw Blade for Work Shop
05/02/2024	Halfords Ltd	DC050224 4	44.99		ramps for mower maintance
05/02/2024	Amazon.co.uk	DC050224 5	19.34		Lamppost Box for CCTV
06/02/2024	E-on Next	DD060224	6.92		Parkhill Store - Elec Usage
06/02/2024	STRIPE	BK-3546	0.64		BK-3546
07/02/2024	CPC	DC070224	28.04		Replacement camera parts
07/02/2024	Devon County Council	DC070224 3	92.65		TIB - Disposal of Garden Waste
07/02/2024	Amazon.co.uk	DC070224 4	7.99		Door Hinges - Jubilee Shelter
07/02/2024	STRIPE	BK-3544	1.89		BK-3544
08/02/2024	ZORO UK Limited	DC080224	51.99		Cable for camera in chamber
08/02/2024	Amazon.co.uk	DC080224 2	5.99		First aid spares
08/02/2024	Amazon.co.uk	DC080224 3	3.50		first aid spares
08/02/2024	Amazon.co.uk	DC080224 4	4.76		First aid spares
09/02/2024	Amazon.co.uk	DC090224	27.63		Strimmer Head for Strimmer
09/02/2024	Amazon.co.uk	DC090224 2	5.72		Rawl Plugs - Maint Team
09/02/2024	Amazon.co.uk	DC090224 3	3.90		Rawl Plugs - Maint Works
12/02/2024	Amazon.co.uk	DC120224 2	5.99		Accident Report Book for TIB
12/02/2024	Amazon.co.uk	DC120224 3	8.97		First Aid Kit for TIB
12/02/2024	Adobe Systems Software	DC120224	19.97		PDF CONVERTER SUBSCRIPTION

Current and Business Savings

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/02/2024	Mesh Direct	DC130224	118.99		to secure existing fence in pa
13/02/2024	Devon County Council	DC130224 2	92.65		TIB Disposal of Garden Waste
14/02/2024	O2 Telephonica UK Limited	DD140224	87.07		Mobile Phones
14/02/2024	British Gas Lite - BGL388763 B	DD140224	1,334.82		BH - Gas Usage
14/02/2024	British Gas Lite - BGL388758 B	DD140224 2	967.79		BH - Gas Usage
14/02/2024	Amazon.co.uk	DC140224	6.99		A4 Soft Folders
15/02/2024	Dainton Portable Buildings	150224	178.97		Container Rental
15/02/2024	Staples UK Ltd	DC150224	59.98		BH Plastic Packing Boxes
15/02/2024	Amazon.co.uk	DC150224 2	25.95		Urinal Blocks for BH
15/02/2024	Amazon.co.uk	DC150224 3	8.40		Disinfectant for Toilets
15/02/2024	Amazon.co.uk	DC150224 4	8.28		Toilet Blocks - Gents Toilets
15/02/2024	Amazon.co.uk	DC150224 5	10.95		Kitchen Rolls
15/02/2024	Amazon.co.uk	DC150224 6	26.42		Toilet Rolls
15/02/2024	Amazon.co.uk	DC150224 7	14.00		Toilet Blocks for BH
15/02/2024	British Gas Lite - BGL348109 B	DD150224	65.30		Electricity Usage - Lwr Brk St
15/02/2024	British Gas Lite - BGL348097 E	DD150224 2	126.44		Jubilee Shelter - Elec Usage
15/02/2024	British Gas Lite - BGL348117 C	DD150224 3	34.47		Electricity Usage - Triangles
15/02/2024	British Gas Lite - BGL348087 F	DD150224 4	13.02		The Triangles - Electric Usage
16/02/2024	Unity Trust Current A/C	Tfr 1	50,000.00		Tfr to new bank account
16/02/2024	Amazon.co.uk	DC160224	22.75		Electrical Box for CCTV
16/02/2024	E-on Next	DD160224	14.27		Electricity Usage - Point CCTV
16/02/2024	British Gas Lite - BGL253294 O	DD160224 2	55.53		Electricity - Orangery/Wrkshp
16/02/2024	STRIPE	BK-3558	0.78		BK-3558
16/02/2024	STRIPE	1078 INV	0.36		1078 INV
16/02/2024	STRIPE	TEST	0.02		STRIPE
19/02/2024	ASAP Advanced Security Alarm P	519	314.40		Replacement Smoke Detector
19/02/2024	The Ashcombe Estate	520	210.00		Christmas Trees
19/02/2024	Boyces at Manstree	521	2,714.70		Flower Beds & Hanging Baskets
19/02/2024	Devon Contract Waste	522	126.84		waste
19/02/2024	Devon Garden Machinery	523	584.66		ride on mower service
19/02/2024	JTP Joinery Ltd	524	1,160.64		Orangery Windows Interim Pymt
19/02/2024	LGRC Associates Ltd	525	140.79		Locum RFO fees
19/02/2024	PHS	526	8.34		Duty of Care fee
19/02/2024	Stewart Kemp Roofing Solutions	527	250.00		Roof Repairs for Brunswick St
19/02/2024	Tmth Chamber of Trade & Commer	528	30.00		Full Membership
19/02/2024	Travis Perkins Ltd	529	50.60		Mortar Mix / Postcrete
19/02/2024	Amazon.co.uk	DC190224	12.49		Waste Bin Bags - BH
19/02/2024	RS Components Ltd	DC190224 2	23.40		Plan Maintenance Fixings
19/02/2024	Devon County Council	DC190224 3	47.05		Disposal of Garden Waste
19/02/2024	Amazon.co.uk	DC190224 4	9.61		lamp post waterproof boxexs
22/02/2024	South Devon Singer	GRANT SDS	125.00		Grant SDS
22/02/2024	Teign Heartbeat	TEIGNHEART	1,000.00		Grant TH
22/02/2024	Read Easy Torbay	READEASY	530.00		Grant
22/02/2024	Teignmouth Hub	TEIGNHUB	150.00		Grant
22/02/2024	Teignmouth Shopmob	TEIGNSHOP	1,000.00		Grant
22/02/2024	Tesco Express	DC220224	144.20		Fuel for Van
22/02/2024	RingGo	DC220224 2	3.00		Chamber of Commerce Meeting

Current and Business Savings

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2024	Amazon.co.uk	DC220224 3	23.60		Ad Blue for Van
22/02/2024	British Gas Lite - BGL385786 B	DD220224	1,961.14		Electricity Usage - BH
23/02/2024	Auditing Solutions Ltd	530	900.00		Internal Audit
23/02/2024	Devon Contract Waste	531	96.94		General Waste
23/02/2024	JTP Joinery Ltd	532	870.48		Orangery Windows
23/02/2024	Inter-Line (Formerly Morris &	533	28.42		BH Sandpaper for Decoration
23/02/2024	Teignbridge District Council	534	13,081.77		January Payroll
23/02/2024	Western Lightning Ltd	535	192.00		Test - Lightning Conductor
26/02/2024	Amazon.co.uk	DC2690224	53.98		Tool Racking for Volunteers
26/02/2024	UK Planet Tools	DC260224 3	48.70		Garden rake for gardening
26/02/2024	Toolstation Ltd	DC260224 4	50.64		Gardening Tools for Volunteers
26/02/2024	Tufferman	DC260224 5	143.98		Racking and shelving
26/02/2024	CPC	DC260224 6	56.45		BH - Time Delay Switches
26/02/2024	Amazon.co.uk	DC260224 2	96.00		prime subscription
27/02/2024	Amazon.co.uk	DC270224	5.52		Clip Boards
27/02/2024	Amazon.co.uk	DC270224 2	15.51		Shoe Cover Dispensing Box
27/02/2024	Amazon.co.uk	DC270224 3	13.00		Graffiti Remover - Town Signs
28/02/2024	Teignbridge District Council	280224	11,000.00		Current Month Payroll
28/02/2024	Amazon.co.uk	DC280224	3.99		Shoe covers
28/02/2024	Radwell International UK Ltd	DC280224 2	125.04		Obsolescent Circuit Breakers
28/02/2024	Amazon.co.uk	DC280224 4	10.99		belt strape rope
28/02/2024	GCI National Business	DD280224	76.95		Paid by DD
29/02/2024	TECTONIC - Lemon Bookings	290224	114.00		Invoice Training
29/02/2024	Rock Compliance	290224 2	203.52		Legionella Water Testing
29/02/2024	Inter-Line (Formerly Morris &	290224 3	62.34		Paint for Bitton House
29/02/2024	Devon County Council	290224 4	9.90		Councillor EDBS Check
29/02/2024	Condon Drew Associates Ltd	290224 5	5,320.80		Drainage Survey - Planning App
29/02/2024	Aubergine 262 Ltd	290224 6	36.00		Domain 'Love Teignmouth'
29/02/2024	ASAP Advanced Security Alarm P	290224 7	1,306.80		Door Access Control House
29/02/2024	Viking Direct	DC29022024	40.06		Credit note fix
29/02/2024	CPC	DC290224 2	94.16		BH Electrical Items
29/02/2024	Clarity Copiers Ltd	DD260224	28.57		Copying Charges January
29/02/2024	Everflow Water	DD260224 2	1,077.12		Water 18.03.24-17.04.24
Total Payments			110,592.62		

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TOWN COUNCIL

DATE: 6 MARCH 2024

REPORT OF: TOWN CLERK

SUBJECT: DEVON AND TORBAY DEVOLUTION DEAL

PART I

RECOMMENDATION

The Town Council is recommended to note the report, and

- (a) Consider and determine whether to submit a corporate response
- (b) Consider and determine whether to make no corporate response, and
- (c) Consider encouraging individual Members to respond¹, should they wish to do so.

1. BACKGROUND

- 1.1 In England, devolution is the transfer of powers and funding from national to local government. It is said that the result of this ensures that decisions are made closer to local people, communities, and businesses they affect.
- 1.2 Devolution should not be confused with local government reorganisation (LGR) – the merging of existing tiers of local government into one, unitary authority (such as Cornwall Council, and Wiltshire Council). The last attempt at LGR in Devon was in 2008 and ultimately failed.
- 1.3 There are currently 10 combined authorities, nine of which have a mayor. The Levelling Up White Paper invited ten areas to come forward and negotiate devolution deals. Of these, York and North Yorkshire have agreed a Mayoral Combined Authority deal, and the East Midlands have agreed a Combined County Authority Deal. The White Paper also set out proposals for devolution to be deepened through opening negotiations for trailblazer deals with the West Midlands and Greater Manchester

¹ Members can respond by visiting <https://www.devontorbaydeal.org.uk/have-your-say/>

TEIGNMOUTH TOWN COUNCIL

Combined Authorities, giving these areas the opportunity to bid for further powers.

- 1.4 The Levelling Up White Paper makes a commitment that “every part of England that wants one will have a devolution deal with powers at or approaching the highest level of devolution” by 2030, opening the possibility of devolution for the first time to all areas of England.
- 1.5 The proposed model² for Devon and Torbay (Plymouth City Council withdrew from negotiations) is that of a County Combined Authority. Combined authorities are corporate bodies formed of two or more council areas, established with or without an elected mayor. They enable groups of two or more councils to take decisions across boundaries on issues which extend beyond the interests of any one individual local authority. They are a legal body set up using secondary legislation (Combined Authority Orders) but are locally owned and must be initiated by the councils involved. You can find out more about this in the LGA’s publication *Combined authorities: a plain English guide*.
- 1.6 The Levelling Up and Regeneration Bill sets out proposals to introduce a new type of combined authority called a County Combined Authority (CCA). These CCAs will be very similar to existing combined authorities but can only be made up of county or unitary councils. District councils can be covered by the area of a CCA but will not be full (constituent) members of the CCA.
- 1.6 The types of deals available range from Level 1, to 3:
 - Level 1 – informal joint working between authorities
 - Level 2 – a single institution without an elected Mayor (e.g. Cornwall)
 - Level 3 – a form of LGR creating a single institution with a directly elected Mayor (e.g. existing Metro/Mayors).

2. THE PROPOSALS

- 2.1 The executive summary of the proposed devolution agreement includes:
 - *The formation of the Devon and Torbay Combined County Authority (CCA), including the creation of a leaders group led by a nominated chair, to provide overall vision and leadership, seek the best value for taxpayer’s money, and be accountable to local residents.*

² Full details of the proposals can be found at <https://www.devontorbaydeal.org.uk/document/devon-and-torbay-combined-county-authority-draft-proposal/>

TEIGNMOUTH TOWN COUNCIL

- *New powers to better shape local skills provisions to ensure these meet the needs of the local economy. This will include devolution of Adult Education functions and the core Adult Education Budget, and the opportunity to provide input into Local Skills Improvement Plans.*
- *£16 million of new capital funding in this Spending Review period to support the delivery of local housing priorities, drive Net Zero ambitions and support green skills, and accelerate wider low carbon business transition across the Devon and Torbay area. This investment is subject to agreement of the relevant business cases.*
- *Greater collaboration between Devon and Torbay CCA and Homes England to reduce the barriers to affordable housing delivery, regeneration, and housing growth – with a particular focus on rural and coastal communities. By combining skills and capacity, Devon and Torbay CCA and Homes England will develop a shared development pipeline, underpinned by a clear action plan, and explore ways to support the delivery of that pipeline via current and future national housing programmes. Devon and Torbay CCA have also secured agreement from government to discuss the recommendations of the Devon Housing Commission.*
- *New powers to improve and better integrate local transport, including the ability to introduce bus franchising subject to approval from the Secretary of State for transport, and control of appropriate local transport functions e.g. responsibility for an area-wide local transport plan.*
- *Subject to funding, policy and delivery considerations at the next Spending Review, UK Shared Prosperity Fund (UKSPF) planning and delivery at a strategic level from 2025/26.*
- *The integration of the functions of the Heart of the South West Local Enterprise Partnership held by Devon County Council and Torbay Council into the Devon and Torbay CCA, alongside the provision of a strong and independent local business voice which informs local decision making and strategic economic planning.*
- *A clear role for Devon and Torbay in local resilience and civil contingency planning, preparation and delivery.*

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- 2.2 Once the CCA has been established, further devolved powers, and consolidated funding may be agreed over time and included in future legislation. This will be subject to the area's status as a Level 2 devolved area.
- 2.3 A period of consultation is currently underway and ends on 24 March. The Town Council may respond as a corporate body, if it so wishes. A copy of the consultation questions (highlighted in yellow) can be found at Appendix A.
- 2.4 It is unknown at the current time how town and parish councils will engage and interact with the CCA. Local councils currently have very limited opportunities to apply direct to Government for funding in respect of specific projects. The devolution of powers and funding will likely mean instead of applying to government, local councils will apply direct to the CCA if opportunities arise.
- 2.5 The levels of additional funding being passed down to the CCA are small in comparison to the to the budgets of the participating authorities. It is further noted that the governance and voting arrangements of the CCA are stacked in the favour of the participating authorities:
- 3 elected members per constituent council, including leader
 - 4 non-constituent district council members
 - 2 associate business / skills members
- 2.6 District councils therefore represent a junior partner to the devolution deal.
- 2.7 It is noted that the report considered by Teignbridge District Council at its Full Council meeting held on 27 February, noted that:
- “Community and involvement of local towns and parishes – the voice of the Devon Association of Local Councils (DALC) is a welcome one within the current ‘Team Devon’ arena, and we would strongly support the inclusion and recognition of town and parishes in the implementation and operationalising of the CCA. Housing, transport, jobs, skills and sustainability are strategic issues with often local or hyper-local solutions. The CCA should aim to be the bridge that demonstrates strategic intervention and scale, while empowering our communities’ ambition and aspiration”.*

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- 2.8 Larger town and parish councils across Devon are seeking a definitive and clear outline of principal authority statutory functions which can be borne in mind when considering the possibility of wider devolution of services in the future, should that happen.

Iain Wedlake
Town Clerk

Appendix A

What is the Devon and Torbay Combined County Authority?

On 25 January 2024 the Government announced the potential for a devolution deal for Devon and Torbay. Devon County Council and Torbay Council have produced a draft proposal (the 'Proposal') and have agreed to consult on the Proposal to create a new entity called the Devon and Torbay Combined County Authority (CCA). The proposed CCA is a legal requirement to oversee new powers and funding devolved from Government for a range of local priorities including housing, jobs and training, and transport.

If the Proposal is implemented, existing funding and powers will move from central government to Devon and Torbay, with further powers also being available to the CCA. This will enable local voices to play a greater role in decision-making in the area to secure more investment and deliver better outcomes for local communities.

The Proposal would not mean removing or merging local councils. Each council would continue to exist and would still be responsible for public services in their area. Funding to establish the CCA would be provided by the Government.

Maximising our economic potential

We will make sure we have the skilled workforce our local economy needs for the future. We'll work to secure new investment to help create additional high value jobs.

- *The Deal would devolve the budget for adult education to the Devon and Torbay CCA. The CCA would be responsible for making funding allocations to adult education providers meaning we would have the flexibility to tailor provision to local needs and priorities.*
- *Funding for Free Courses for Jobs will also be devolved and ring-fenced.*
- *The CCA will work with the Devon and Plymouth Chamber of Commerce providing input to and supporting the development of the Local Skills Improvement Plan for the area. The Plan will help build a stronger and more dynamic partnership between employers and further education providers.*
- *The Department for Education will continue to work with Devon and Torbay to commission a local programme of Skills Bootcamps.*
- *We want to ensure that we retain a shared focus on careers education and advice for young people. The Government will work with the CCA and other partners to continue the work within the Careers Hub.*
- *The Department for Work and Pensions, through the Job Centre Plus and the Partnership teams, will work with the CCA on shared strategic priorities recognising the crucial link between local skills, education, health and workforce development.*
- *The CCA will take on the relevant functions and roles of the Heart of the South West Local Enterprise Partnership (LEP) in line with published guidance. We will work together so that the business voice is represented with Devon and Torbay.*
- *The Government will work closely with the CCA to make it easier for businesses to access the information, advice and support they need. This will draw on the Department for Business and Trade's global and sector offer.*
- *With the Department for Science, Innovation and Technology and UK Research and Innovation we will explore opportunities for closer long-term collaboration to strengthen Devon and Torbay's research and innovation capacity.*

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- We will look to make the most of the opportunities for further joint working around farming, fishing and coastal matters, building upon local good practice and programmes around farm resilience, aquaculture and renewable energy policy and practice.
- Exploratory conversations will be held between the CCA and the Department for Digital, Culture, Media and Sport and its Arms Length Bodies on the region's appetite and capacity for partnership working across the culture, heritage, sport, communities and visitor economy as applicable.
- We will have regular engagement with the Government on the digital connectivity delivery plans for the region, particularly where they involve hard to reach rural and coastal areas.

1. **To what extent do you agree or disagree with the proposal to maximise our economic potential through the Devon and Torbay Combined County Authority?**

(If you have any comments you would like to make around the proposal to maximise our economic potential, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Addressing our housing pressures

In partnership, we will deliver additional investment in affordable housing schemes for local people, reducing homelessness. Greater Community Land Trust-led delivery will support rural and coastal affordable housing delivery.

- *The CCA will work with Homes England, with the support of the Department for Levelling Up, Housing and Communities, to combine our skills and capacity to reduce the barriers to affordable housing delivery, regeneration and wider housing growth. We will develop a shared development pipeline which will be underpinned by a clear action plan.*
- *There will be potential investment through current and future funding streams, including the Affordable Homes Programme and Brownfield, Infrastructure and Land Fund.*
- *The CCA will explore, collectively with Homes England and the Department for Levelling Up, Housing and Communities, how wider measures, such as facilitating greater Community Land Trust-led delivery, could better support our plans to increase much needed rural and coastal affordable housing delivery, especially across small sites.*
- *Part of the Government's capital commitment to the CCA will be available to support the development of a small sites Green Homes investment programme.*
- *The Government has recognised the differentiated nature of local housing markets across Devon and Torbay and work that is underway by the Devon Housing Commission.*
- *The CCA will have access to additional land assembly powers for housing, regeneration and economic purposes. It will work in partnership with the Government on additional solutions for individuals who are homeless and on the challenges around second homes and holiday lets.*

2. **To what extent do you agree or disagree with the proposal to address our housing pressures through the Devon and Torbay Combined County Authority?**

(If you have any comments you would like to make around the proposal to address our housing pressures, you will have the opportunity at the end of the questionnaire.)

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- *Strongly agree*
- *Agree*
- *Neither agree nor disagree*
- *Disagree*
- *Strongly disagree*
- *Don't know*

Improving local transport

We will strengthen our joined-up approach as equal partners, helping to improve the efficiency and co-ordination of public transport. Shared responsibility for strategic transport will support economic growth.

- *The CCA will become the Local Transport Authority for Devon and Torbay taking on the strategic coordination role and accountability for the associated responsibilities and local public transport powers*
 - *As the Local Transport Authority, the CCA will develop an area-wide Local Transport Plan. The Department for Transport will use this Plan as a basis for future local transport investment*
 - *The CCA will design and deliver a pipeline of transport interventions which align with Devon and Torbay's wider priorities including local growth, improving transport user experience, decarbonisation and reducing environmental impact.*
 - *The CCA will be accountable for the receipt and allocation of Government local transport funding to Devon County Council and Torbay Council, whilst highways funding will go directly to those councils as highways authorities. The operational responsibility for highways will remain with constituent councils.*
 - *Peninsula Transport Sub-National Transport Body (STB) will develop its Regional Centre of Excellence, which will offer bespoke capability and tools to support to all LTAs in the STB area.*
 - *As the Local Transport Authority, the CCA will be responsible for:*
 1. *Bus Service Improvement Plans*
 2. *Enhanced Partnerships*
 3. *Subsidised bus services*
 4. *Concessionary fare schemes*
 - *Where practical, the CCA will work towards streamlining Devon and Torbay's engagement with commercial bus operators and coordinate existing separate arrangements into a single Enhanced Partnership. If the CCA considers that bus franchising is likely to deliver better outcomes, Government will consider conferring franchising powers to the CCA.*
3. **To what extent do you agree or disagree with the proposal to improve local transport through the Devon and Torbay Combined County Authority?**
(If you have any comments you would like to make around the proposal to improve local transport, you will have the opportunity at the end of the questionnaire.)
- *Strongly agree*
 - *Agree*
 - *Neither agree nor disagree*

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- Disagree
- Strongly disagree
- Don't know

Meeting our net zero ambitions

We will unlock Devon and Torbay's huge green economic potential, with more investment in green business growth and attracting inward investment to the area. Our transition to a net-zero economy will be accelerated, capitalising on our area's world-leading expertise in green science and technology.

- Part of the Government's capital commitment to the CCA will be available to support business to invest in green business transition activity. This will offer Devon and Torbay's business community an opportunity to both modernise and decarbonise activity at a faster rate.
- The capital commitment will also enable the CCA to support the development of green skills capacity building within the further and higher education sector.
- The CCA will work with Government on planning our future energy system for net zero.
- The CCA will become the heat network Zoning Co-ordinator, playing a key role in the delivery of heat decarbonisation infrastructure. The Government will support the CCA to take forward heat network zoning in collaboration with the private sector to utilise all available low carbon heat sources.
- The CCA will work with the Government to explore the benefits of and design options for a place-based approach to delivering retrofit measures.
- We will be provided with opportunities to work with the South West Net Zero Hub to explore sources of funding for projects within our area.
- The CCA will work with Government on local environment policies to support the delivery of England's new Environmental Improvement Plan. Devon and Torbay will be considered as a test-bed geography for future policies such as new carbon codes for soils and the restoration of marine habitats.

4. To what extent do you agree or disagree with the proposal to meet our net zero ambitions through the Devon and Torbay Combined County Authority?

(If you have any comments you would like to make around the proposal to meet our net zero ambitions, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Delivering investment in Devon and Torbay

There will be local democratic accountability for big investment decision in the local economy. Business and skills representatives will have a strong voice and a direct route to locally-elected decision-makers.

- From 2025/2026, the CCA could have delivery responsibility for the UK Shared Prosperity Fund (or its successor). In doing so, the CCA will engage with constituent councils, district councils and other local partners to make sure that the needs of residents can be effectively addressed.

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- £16 million of capital funding will be provided to the CCA from the Government to support local priorities. This will accelerate Devon and Torbay's transition to a net-zero economy. It will help us to capitalise on our expertise in environmental science and technology, with a focus on new green jobs, homes, skills and business growth. Alongside this we will seek to attract additional private sector investment into these areas.
- The CCA would have direct control over £11 million per year of funding for adult education until 2030. This will enable us to create up to 50,000 new training and re-training opportunities.
- There will be democratic control of Local Enterprise Partnership assets and funding.

5. **To what extent do you agree or disagree with the proposal to deliver investment in Devon and Torbay through the Devon and Torbay Combined County Authority?**

(If you have any comments you would like to make around the proposal to deliver investment in Devon and Torbay, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Creating a strong and sustainable local economy

We will support high growth business sectors such as marine engineering, defence, photonics and digital, as well as our traditional strengths of tourism, agritech and food production. Through creating a strong and sustainable local economy, we can increase productivity and pay across Devon and Torbay.

- Part of the Government's capital commitment to the CCA will be made available to enable the development of crucial coastal and marine energy infrastructure to allow for the transition to low carbon shipping. This will complement existing planned Levelling Up investment in Northern Devon and Torbay.
- The CCA and VisitEngland will work with the accredited Local Visitor Economy Partnership for the region to help further develop the region's visitor economy, harnessing the region's potential to grow domestic and international visitor spend and encouraging visits throughout the year.
- The Government and the CCA will seek to maximise the impact of our core sectors through:
 1. Aligning activity around our High Growth Opportunities including marine manufacturing, specialist innovation assets and the photonics sector;
 2. Maximising opportunities linked to Floating Offshore Wind development;
 3. Fully realising opportunities within the Advanced Engineering and Manufacturing sector;
 4. Working closely with the Department for the Environment, Food and Rural Affairs around the agritech and fishing sectors;
 5. Exploring the potential of the small but nationally significant health and life sciences cluster

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6. **To what extent do you agree or disagree with the proposal that it will support industries that are important to Devon and Torbay?**

(If you have any comments you would like to make around the proposal to create a strong and sustainable local economy, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Delivering Our Ambitions

We will implement streamlined management and decision-making arrangements with a strong business and skills voice to address the big opportunities and challenges for Devon and Torbay. These arrangements will need to accord with the provisions of the Levelling-up and Regeneration Act 2023.

In order that powers and funding are available, suitable management and decision-making arrangements must be put in place. These arrangements provide the Government with assurance that funding will be spent appropriately, and statutory functions will be delivered effectively and efficiently.

To achieve this, our proposals include the integration of the Heart of the South West Local Enterprise Partnership (insofar as they relate to Devon and Torbay) with wider structures and the formation of a new Devon and Torbay Growth Board. There will also be a Skills and Employment Board created. This will help ensure there continues to be strong and independent local business and skills voices that inform local decision-making and strategic economic planning.

The governance model proposed would build upon existing structures and recognises the significant role for the eight district councils (who would be able to nominate two representatives to the proposed CCA alongside the creation of a Team Devon Joint Committee to further strengthen local partnership working arrangements).

7. **To what extent do you agree or disagree with the proposed delivery arrangements for the Devon and Torbay Combined County Authority?**

(If you have any comments you would like to make around the delivery proposal, you will have the opportunity at the end of the questionnaire.)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

Your comments

8. **If you have any comments you would like to make about the proposals for the Devon and Torbay Combined County Authority, please tell us using the space below.**

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Teignmouth Town Council Risk Register

Likelihood	Consequences		
	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key

Intolerable Risk Level Immediate action required.
Tolerable Risk Level Risks to be reduced so far as reasonably practicable.
Broadly accepted Risk Level Monitor and reduce further where reasonable and practicable

Risk No.	Risk / Hazard	Who is at risk Risk Category	Likelihood	Consequence	Controls in place	Risk Owner	Further Actions
1 Corporate and Strategic							
1.1	Failure to comply with legislation and/or regulations	TTC. Financial, Compliance and Legal Reputation			Standing Orders Code of Conduct Policies and Procedures as required by law or by internal and external influences and regulations. Members of NALC, SLCC & DALC Procedures in place for regular production of, distribution and publication of Agendas and Minutes	TTC	Review procedures if changes to external or internal influences necessitate a review. Ensure annual reviews.
1.2	Failure to provide timely and adequate notice of TTC meetings, agendas and production of minutes	TTC Compliance & legal reputation.			Procedures in place to ensure adequate notice of meetings. Advice from DALC, SLCC, NALC	TC	Ensure annual review
1.3	Failure to inform	TTC, TTC Councillors			TTC publicises business via website,	TC	

		Compliance & Legal Reputation			social media, local press and notices. Town Clerk meets with Mayor, Dep Mayor and Chairman of standing committee(s)		
1.4	Devolvement of services – insufficient resources and failure to deliver services	TTC Financial, Compliance & Legal delivery, quality & reputation.			Any decision to take on additional services must be agreed by TTC. Resources – staff/finance etc. must be reviewed as part of the decision- making process	TC	Business case must be presented with all necessary figures and facts for reasoned decisions to be made.
1.5	Failure to agree precept or precept set at an inadequate level	TTC Financial, Compliance & Legal, Service delivery and reputation.			TTC agrees financial plan and sets annual budget and precept. Adequate general and earmarked reserves kept. Budget monitoring every quarter	TC	
1.6	TTC expenditure significantly exceeds budget.	TTC Financial, Compliance & Legal			Monthly payments reports produced and presented to Council.	TC	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 34</p>		<p>delivery, quality & reputation</p>			<p>Quarterly budget reporting to Council via Finance Committee</p> <p>Monthly bank reconciliations.</p> <p>Quarterly VAT reclaims.</p> <p>Level of reserves (earmarked) reviewed at the budget setting process.</p>		
<p>1</p>	<p>Loss of funds due to error, theft, fraud or misappropriation due to failure to keep proper financial records</p>	<p>TTC</p> <p>Financial, Compliance & Legal, Reputation</p>			<p>FMS in place (RBS Omega)</p> <p>Payments must be authorised by two Councillors</p> <p>Any cash income received is kept securely and banked regularly</p> <p>Standing Orders and Financial Regulations in place</p>	<p>TC/RFO</p>	<p>To be implemented as part of change of Banking to Unity Trust</p>

					<p>Town Clerk approves monthly payment of salaries via timesheets.</p> <p>Chair of HR Committee to approve any Town Clerk expenses</p> <p>Insurance in place</p>		
1.8	Expenditure incurred without proper authority	TTC Financial, Compliance & Legal, Reputation			<p>Standing Orders and Financial Regulations in place and reviewed periodically</p> <p>Financial procedures in place</p> <p>Purchase order number used where appropriate</p> <p>Purchase Orders authorised by Lead Officer</p>	TC	

					Internal audits carried out by external professional auditors		
1.9	Failure to comply with HMRC regulations (financial penalty incurred)	TTC Financial, Compliance & Legal, Reputation			VAT returns completed quarterly by Finance Officers	TC	
1.10	Items not insured or cover too low	TTC Financial, Reputation			Cover reviewed annually by TTC	TC	
1.11	Banking – conveyance of cash/cheques to bank staff getting attacked	TTC, Staff Physical, Financial			Cash is discouraged and money banked regularly to avoid build-up of funds. Deposits are driven to the Bank/Post office Staff advised not to resist if a theft is attempted Mobile phones must be carried	TC	The amount of money needing to be taken to the bank has been greatly reduced as internet payments are encouraged and promoted Lone Worker Policy to be introduced
11.12	Failure to provide strategic vision	TTC			TTC Aims and Objectives	TTC	Monitoring, review, adjustment – a process is to be put in place to undertake regular

		Financial, Service delivery and reputation					review and monitoring against targets as set
11.13	Failure to invest – assets.	TTC Financial, Service delivery and reputation			TTC Aims and Objectives	TTC	5-year investment/ improvement plan required for all assets held either freehold or leasehold. Monies to be made available or borrowed to ensure that assets are fit for purpose and aid income generation
11.14	Failure to invest – earmarked reserves	TTC Financial.			TC investigated the most appropriate financial body for which offers the best returns (investment).	TC	CCLA investment fund now in place.
2 Staffing and Employment							
2.1	Inadequate staffing resources	TTC Delivery and quality of service			Employment contracts with notice period Ensure vacancies are filled	TC	
2.2	Failure to comply with employment law	TTC			All applicants for employment are issued with an application pack	TC	HR policies approved by TTC

		Financial Compliance and Legal			Contracts are in place for all staff Engagement of SW Councils as HR support		Regularly review external HR provider
2.3	Loss of key staff	TTC Delivery & Quality of service			Revised organisation structure in place Employment contracts with notice periods All staff have job descriptions and person specs	TC	Staff development training relevant to the role to be undertaken and constantly reviewed at appraisals.
2.4	Long term sickness / loss of knowledge & experience	TTC, Staff Financial, service Delivery & quality of service			Revised organisation structure in place. All staff have job descriptions, recently revised as part of staff review	TC	Long term and regular bouts of sickness to be closely monitored especially as the impact on such a small team can may result in work related stress and extra burdens placed on other members of the team
2.5	Low staff morale / Performance / Absenteeism	TTC, Staff Financial, Service Delivery and Quality			Job descriptions for all officers Annual training budget	TC	Regularise team meetings and one-ones. Review of absence management policy

					Ad-hoc team meetings and a one to ones		Staff Appraisal
2.6	Bullying & Harassment / stress / performance / sickness	TTC, Staff Financial, Legal & Compliance, Delivery & Quality of Service			Daily contact with staff member Team meetings One-One discussions Code of Conduct (Councillors).	TC	Whistle Blowing Policy and Equality & Diversity Policy both adopted Review of absence management policy
2.7	Inadequate training	TTC, Staff Financial, Legal & Compliance, Delivery & Quality of Service			TTC sets annual training budget Staff offered local and national courses and conferences relevant to role	TC	Staff appraisals identify training needs HR committee to regularly review all policies
2.8	Inappropriate gifts to staff and TTC Councillors	TTC Compliance & Legal, Reputation			Members Code of Conduct & signed declarations	TC	All gifts over £25 to be recorded in gift register
2.9	Personnel security / injury to staff	TTC, Staff Physical, Financial, Compliance & Legal.			CCTV – entrance to building covered Panic alarms issued to staff (BH) who are deemed to be at risk (lone working)	TC	HR committee to review all policies regularly

					Main office door locked		
2.10	Health & Safety - general	TTC, Staff Physical, Financial, Compliance & Legal, Reputation			Working in offices health & safety risk assessments carried out Fire Risk assessments undertaken Fire Safety given as part of induction and in Staff Handbook Appropriate and suitable PPE provided Staff given training on use of Fire Extinguishers Officer trained as first aider	TC	DSE assessments Cllrs to be reminded of 'Code of Conduct' when necessary (bullying and harassment) HR committee to review all policies regularly

2.11	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour	TTC, Staff, Public Financial, Compliance & Legal, Delivery & Quality of Service			All officers subject to standard recruitment process References to be taken out before contracts signed Probationary period	TC	'Breath HR' software to be introduced
2.12	Display Screens	TTC staff			DSE assessments being undertaken		Regular eye tests
2.13	Safeguarding	TTC, Staff, Public			Key members of staff enhance DBS checked		Consideration to be given to Cllrs and all officers to be DBS checked dependent upon need e.g. contact with children, vulnerable adults etc.
3 Information, Website & Social Media							
3.1	Non-compliance under Freedom of Information Act	TTC Financial, Legal & Compliance			Freedom of Information procedure and information request log in place	TC	Review FOI Policy FOI requests and responses to be placed on website

						Charging policy and fee notice for large amounts of information
3.2	GDPR registration & compliance	TTC, Staff, Councillors, Contractors & Debtors, Public Financial, Legal & Compliance			Privacy statement requires update Firewall in place on network – managed by IT provider Cloud storage (server) Annual renewal of registration with Information Commissioners Office Computer usage policy in place Register completed DPO appointed	TC Privacy statement to be reviewed Staff policy for Data Protection and use of personal data to be introduced IT usage policy to be introduced to include mobile devices
3.3	Loss of data & information - theft, fire, flood or damage.	TTC, Staff, Councillors, Contractors & Debtors, Public Financial, Legal &			Health & Safety Policy in draft All new staff receive training	TC H&S policy to be reviewed and accepted Business continuity plan produced

		Compliance			<p>Insurance in place</p> <p>Computers and network managed by computer provider</p> <p>Fire risk assessments carried out</p> <p>PAT testing records in place at Bitton House which are maintained regularly</p> <p>All computer equipment numbered and labelled</p>	<p>Legal and important documents are to be archived and stored appropriately</p> <p>Disciplinary and Grievance Procedure to be regularly reviewed</p>
3.4	Loss or damage arising from unauthorised use / theft or misappropriation	<p>TTC, Staff, Councillors, Suppliers & Debtors, Public</p> <p>Financial, Legal & Compliance, Delivery & Quality of Service</p>			<p>Anti-virus software provided and regularly updated</p> <p>Staff have individual login and password access to computers</p>	<p>Disciplinary and Grievance procedure to be regularly reviewed</p>

					Signing in book for visitors and contractors (Bitton House) Controlled access to CCTV room		
3.5	Major IT failure	TTC, Staff, Councillors, Suppliers & Debtors, Public Financial, Legal & Compliance, Delivery & Quality of Service			Upgrades to ensure that hardware is suitable for its requirements and up to date Server backed up in the cloud and in secure remote location Network upgrade carried out on network when required Password protection requiring system administration procedures to only be carried out by supplier Insurance Policy	TC	Business Continuity Plan to be produced
3.6	Website out of date,	TTC, Members of			Agendas and	TC	

	incorrect or misleading	Public Legal & Compliance, Delivery & Quality of Service, Reputation			minutes published without exempt pages Officers responsible for relevant web pages Web pages updated Periodic review of website contents		
3.7 Page 45	Lack of TTC ownership of website	TTC, Members of Public Legal & Compliance, Delivery & Quality of Service, Reputation			Domain name of TTC, and website owned by TTC	TC	
3.8	Inadequate budget provision for website	TTC, Members of Public Legal & Compliance, Delivery & Quality of Service			Annual budget approved by TTC	TC	
3.9	Failure of website or internet provider.	TTC, Members of Public			Contract with web developer to maintain functioning website	TC	

		Legal & Compliance, Delivery & Quality of Service, Reputation					
3.10	Misleading or damaging information provided	TTC, Members of Public Legal & Compliance, Delivery & Quality of Service Reputation			Information check prior to posting	TC	Communications Policy to be introduced
3.11	Libel / Defamation, Slander	TTC, Members of Public Legal & Compliance, Delivery & Quality of Service, Reputation			Code of conduct Press releases and publications reviewed by Town Clerk before publication Introduction of a social media Policy for staff and Councillors Solicitor engaged Advice from SLCC, DALC	TC	Introduction of a Communications Policy
3.12	Laptop and portable media – theft, misappropriation & loss of data	TTC Staff, Physical, Financial, Legal & Compliance			Encrypted equipment	TC	TTC owned laptops used for meetings only
3.13	Health problems arising from computer use	TTC Staff, Physical, Financial,			Health & Safety Policy (includes display screen)	TC	Eye test paid for by TTC where appropriate

		Legal & Compliance,			regulations) Health & Safety training for all new staff Appropriate furniture for computer use. Staff encouraged to report any concerns Health implications considered when making changes to the office layout		
4 Premises and Assets							
Page 47	Theft / Loss of asset	TTC Physical, Financial, Legal & Compliance, Delivery & Quality of Service			Title to property and land assets recorded with Land Registry Buildings have regularly maintained intruder alarms Insurance cover in place for larger Capital assets which are recorded on the asset register, as appropriate Asset Register		

					updated plus inventory of assets		
4.2	Fire / Flood / Vandalism - Damage to assets	TTC Physical, Financial, Legal & Compliance, Delivery & Quality of Service			Repairs and maintenance budgets in place Fire extinguisher training provided to staff at Bitton House Fire Risk Assessment in place	TC	Access to Town Council offices by secure door access
4.3 Page 48	Changes in market conditions or legislation - reduction in value of asset / increased costs due	TTC Environmental, Financial, Legal & Compliance, Delivery & Quality of Service			Asset register up to date and complete		
4.4	Failure of tenant - Loss of tenant income	TTC Financial, Legal & Compliance			Payments in respect of leases and licenses monitored and debts chased promptly Contracts / licences in place for long term arrangements	TC	
4.5	Assets not recorded properly	TTC Financial, Compliance &			Insurance reviewed annually List of possessions	TC	

		Legal, Reputation			and financial asset register reviewed annually		
4.6	Incorrect or inappropriate professional advice received	TTC Financial, Compliance & Legal, Reputation			Town Clerk ensures all professional consultants have relevant qualifications and takes up references if appropriate Town Clerk fully briefs professionals and TTC officers and Councillors Town Clerk monitors progress and actions Members of SLCC, DALC and have access to NALC legal if needed	TC	
4.7	Negative media coverage	TTC Compliance & Legal Reputation			TTC makes democratic decisions to ensure majority agreement TTC takes specialist advice when required Town Clerk fully	TC	

					briefs TTC Councillors Press releases in line with approved procedures Public informed via TTC media including website Communications Policy introduced		
4.8 Page 50	Lack of investment – assets	TTC, Staff, Councillors, Members of Public Financial, Legal & Compliance, Reputation, Service delivery.			Aims and Objectives	TTC	5-year investment / improvement plan required for all assets held either freehold or leasehold
5 Events							
5.1	Damage or injury to members of the public	TTC, Staff, Councillors, Members of Public Physical, Financial, Legal & Compliance, Reputation			Health and safety policy in place Service risk assessments carried out regularly by Lead officer and reviewed by Town Clerk Fire risk assessments	TC	

Page 51					<p>undertaken</p> <p>Annual staff appraisals to identify any training gaps which need to be addressed</p> <p>Public liability insurance in place</p> <p>TTC Councillors made aware of risk management by adoption of risk register</p>		
5.	<p>Events organised on Town TTC premises by third parties – injury / damage to property</p>	<p>Public, TTC Council Councillors, Staff, Contractors, Event organiser & staff</p> <p>Physical, Financial, Legal & Compliance, Reputation</p>			<p>TTC is responsible for all activities on its property</p> <p>Third parties must submit and adhere to the submission of relevant risk and Health & Safety documents.</p> <p>Full written details of the event must be provided to TTC, including copies of the event plan and public liability</p>		<p>An event plan may have to be submitted to TSAG (Teignbridge Advisory Safety Group)</p>

					insurance cover		
5.3	Weather - adverse conditions	Council Councillors, Staff, Contractors, Event organiser & staff Physical, Financial, Legal & Compliance, Reputation			TTC staff provided with suitable PPE for all outside working Event attendees (stalls, entertainers) advised to bring suitable PPE for all weather Risk assessment – weather conditions	TC	
5.4 Page 52	Events organised by TTC – injury / property damage	Members of Public, TTC Councillors, Staff, Contractors Physical, Financial, Legal & Compliance, Reputation			A risk assessment is prepared for all events organised by the Town TTC. Fire risk assessment carried out prior to event. Confirmation of insurance cover is obtained from the TTC insurers. Checks are carried out on third party participators as appropriate – risk assessments / food	TC	

					<p>hygiene / insurance etc.</p> <p>Appropriate first aid facilities are put in place.</p> <p>TTC staff organise event on site and are easily identifiable. Event organisers contact point identified.</p> <p>Road closures considered and put in place where appropriate managed by suitably trained staff</p> <p>Staff Chapter 8 trained</p>		
5.5	Equipment hire – damage to equipment resulting in injury, incorrect use of equipment hired	TTC staff, event organisers, contractors. Physical, Financial, Legal & Compliance, Reputation			Event risk assessment, public liability Indemnify TTC against claims		Usage guidance available for event organisers

6 Contractors

<p>6.1</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 54</p>	<p>Use of contractors - damage / fire / injury</p>	<p>Member of Public, TTC Councillors, Staff and Contractors</p> <p>Physical, Financial, Legal & Compliance, Reputation</p>			<p>All relevant method statements and risk assessments to be submitted alongside relevant quotations</p> <p>References will be taken where appropriate</p> <p>All contractors must hold valid relevant qualifications and accreditations Contractors removing waste material, handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed Work of all contractors is monitored and where appropriate records kept</p>	<p>TC</p>	<p>Safeguarding dependent upon work contracted</p>
<p>6.2</p>	<p>Site safety – damage / injury / death</p>	<p>Members of Public, TTC Staff and Contractors</p> <p>Physical, Financial,</p>			<p>TTC provide contractors with relevant induction where appropriate. All parties are aware of</p>	<p>TC</p>	

		Legal & Compliance, Reputation			the necessity to maintain a safe working environment		
6.3	Site safety – Fire/Asbestos	Members of Public, TTC Staff and Contractors Physical, Financial, Legal & Compliance, Reputation			TTC will advise all contractors of fire procedures / asbestos register where appropriate Asbestos risk register freely available plus an annual review and update as required	TC	
7 Open Spaces							
7.1 Page 55	Injury – fallen & low-lying branches (Bitton Park)	Members of Public, TTC Staff and Contractors Physical, Financial, Legal & Compliance, Reputation			Inspected every 5 years and as required and after excessive wind speeds Visual inspections and or formal health and safety survey by professional arboriculture consultant / contractor Tree inspection report and risk assessment available TTC staff regularly	TC	

					monitor the park for any fallen branches, trees etc. Any problems identified are dealt with as soon as practicable and possible		
7.2	Railings, signage, sudden drops – injury or death	Members of Public, TTC Staff and Contractors Physical, Financial, Legal & Compliance, Reputation			TTC staff regularly monitor the park. Any problems identified are dealt with as soon as practicable possible Formal inspection regime implemented	TC	
7.3	Poorly maintained banks. Risk of landslide.	Members of Public, TTC Staff and Contractors Physical, Financial, Legal & Compliance, Reputation			Geologist reviewed bank, structure and recommendations made to be brought to Cllr in 2019 Formal inspection regime implemented	TC	Geologist to be reengaged to design path structure through the park
7.4	Town Council managed car parks	Members of Public TTC staff and Contractors Physical, Financial, Legal & Compliance, Reputation			Information signage in place Formal inspection regime implemented	TC	Budgetary provision for repair and maintenance works in progress

7.5	Grass cutting, litter clearance, park furniture	<p>Members of Public TTC staff and Contractors</p> <p>Physical, Financial, Legal & Compliance, Reputation</p>			<p>Grass cut regularly by TTC staff during growing season</p> <p>Bitton Park litter picked daily (includes removal hazardous waste)</p> <p>Bins are emptied in accordance with the TDC schedule.</p> <p>Bins cleaned Regularly. Graffiti removed as and when identified</p> <p>Town Clerk meets periodically with Police to discuss anti-social behaviour</p>	TC/ PFM	<p>Park furniture is to be formally inspected annually</p> <p>Periodic failures and damage to be rectified as required.</p>
7.6	Dogs – emotional upset / injury / attack/bacterial infection of dog faeces.	<p>Members of Public TTC staff and Contractors</p> <p>Physical, Legal & Compliance, Reputation, Environmental</p>			<p>Dog bins installed in Bitton Park</p> <p>Dogs on leads signage</p> <p>Removal of dog faeces</p>	TC/ PFM	
7.7	Dead animals -	Members of Public			TTC staff using	TC	

	contamination	TTC staff and Contractors Physical, Legal & Compliance, Reputation, Environmental			appropriate PPE – gloves, hand sanitizer etc. If the animal is a pet, every effort is made to ascertain who the owner is (check for microchip in collar etc.)		
7.8	Weed spraying	Members of Public TTC staff, animals and Contractors Physical, Legal & Compliance, Reputation, Environmental			Only by directly employed specialist contractor (large areas) or for small areas TTC council staff under supervision by the Project and Facilities Manager	TC / PFM	
7.9	Weather – flooding / hot / excessive cold	Members of Public TTC staff and Contractors Physical, Legal & Compliance, Reputation, Environmental			TTC staff provided with suitable PPE for all outside working Risk assessment – weather conditions	TC	
7.10	Japanese Knotweed / other invasive species / poisonous plant species	Members of Public TTC staff and Contractors Physical, Legal &			Guidance from TDC, DCC or DEFRA Employ suitably qualified contractor to	TC	Consider training in the identification of non-native and invasive plant species.

		Compliance, Reputation, Environmental			remove plant species if required to do so.		
7.11	Organised user's groups – injury	Members of Public TTC staff and event organisers Physical, Legal & Compliance, Reputation, Environmental			All visiting event organisers to provide TTC with a copy of their public liability insurance, food hygiene, necessary electrical testing certificates, street trading license where applicable and risk assessment.	TC	An event plan may have to be submitted to TSAG (Teignbridge Advisory Safety Group)
7.12	Illegal occupation of Bitton Park	TTC, members of Public, TTC staff Physical, Legal & Compliance, Reputation, Environmental			Contact with local Police	TC	
7.13	Use of garden machinery (hand tools & electric / petrol)	TTC staff, members of the public Physical, Legal & Compliance, Reputation, Environmental			Machinery to be operated by competent person PPE issued Machinery annually serviced Appropriate signage advising of working	TC	Arrange suitable training for staff. Contractors if employed to provide suitable H&S documentation.

					area to be erected		
					Task specific Risk assessment		
7.14	Manual Handling – heavy loads / injury	TTC staff, contractors, Councillors Physical, Legal & Compliance, Reputation, Environmental			The lifting of heavy loads is discouraged If loads do need to be moved the correct manual handling procedure is adopted Any excessively heavy loads can be moved by mechanical means if necessary Task specific Risk assessment	TC/ PFM	
7.15	Working on / near the highway	TTC staff/ Contractors Physical, Legal & Compliance, Reputation, Environmental			TTC Staff working near any roads to wear appropriate PPE, work in pairs and have completed the adequate training if required Task specific Risk assessment Dependent on the task – suitably	TC	

					qualified contractor employed		
7.16	Cutting of grass verges and visibility splays – highways	TTC staff/ Contractors Physical, Legal & Compliance, Reputation, Environmental			Contractor employed to carry grass cutting works as per TTC specification and DCC Highways specification Documentation i.e. PL, RAM to be provided	TC/PFM	
8 Allotments							
8.1 Page 61	Lack of suitable lease/licence agreement with allotment association. Allotment associations no longer wish to lease the allotments from TTC – loss of income	TTC Legal & Compliance, Environmental					TTC has very little/no contact with the allotment associations. Review of lease agreement.
9 Bitton Park							
9.1	Public access	TTC staff, members of the public Physical, Legal & Compliance, Reputation, Environmental			The general public's use of Bitton Park and/or garden at their own risk TTC staff monitor areas.	TC/PFM	
9.2	Poorly maintained path/walkways -slips	TTC staff, members of the public			Any defects found or reported to TTC are	TC/PFM	

	trips and falls.	Physical, Legal & Compliance, Reputation, Environmental			addresses as soon as practicably possible Any large hole, rut, obstruction etc. are filled in / removed if situated on any desire line, car park or path Leaf clearance and moss / algae on paths are treated / removed by TTC staff		
9.3 Page 62	Unauthorised vehicular access onto / across-Bitton Park – injury / death.	TTC staff, members of the public, contractors Physical, Legal & Compliance, Reputation, Environmental			Monitored by TTC staff (Mon - Fri daytime). CCTV	TC/PFM	Erect signage Consider what other measures (if any) are needed to prevent access. Bollard to be provided
9.3	Poorly maintained fencing, benches, flower boxes	TTC staff, members of the public, contractors Physical, Legal & Compliance, Reputation, Environmental			Any defects found or reported to TTC are addressed as soon as practicably possible Budgetary provision for repair and maintenance	TC/PFM	
10 Vehicles							

10.1	Poorly maintained vehicles – injury / death	TTC staff, Councillors, members of the public Physical, Legal & Compliance, Reputation, Environmental			MOT, regular servicing, checks Checking of documents i.e. driving licence	TC/PFM	
10.2	Conveyancing of goods & items – injury / damage	TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental			All loads carried on or in the vehicles are secured to ensure they cannot fall out of / off the vehicle Load limit adhered to as per manufacturer's guidance	TC/PFM	
10.3	RTA – injury, death	TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental			All drivers must hold a current full UK driving licence All Staff driving the company vehicles will have their licences checked annually for any validity endorsements Staff insured on TTC company vehicle insurance	TC / PFM	

					<p>Vehicle is taxed & has an up-to-date MOT certificate. Both the vehicle and trailer are regularly serviced.</p> <p>Vehicle is taken for repair if any defects found, and works are recorded</p>		
10.4 Page 64	<p>Storage & use of machinery i.e. strimmer, turf cutter, combi-drill / chainsaw – injury</p>	<p>TTC staff, member of the public, Councillors</p> <p>Physical, Legal & Compliance, Reputation, Environmental</p>			<p>TTC owned machinery stored appropriately as per manufacturers' recommendations</p> <p>Machinery operated by qualified staff only and a check is completed of the machinery before use</p> <p>Appropriate certification held on file at the Town Clerk's Office</p> <p>PPE issued.</p> <p>Machinery is regularly serviced, and servicing is</p>	TC/ PFM	<p>Ensure that all staff remain qualified to use the equipment in accordance with manufacturers' guidelines.</p>

					scheduled in. Repairs to be completed by reputable companies		
10.5	Theft / loss / vandalism	TTC Physical, Legal & Compliance, Reputation, Environmental			Vehicle is to be parked overnight in TTC offices car park or at an agreed location (subject to insurers approval) CCTV at TTC offices car park Keys to lockable garages controlled by the Clerk's office	TC/ PFM	
11 Town Centre							
11.1	Public toilets – poor service delivery	TTC staff, members of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental			TTC are responsible for maintenance, buildings and access Cleaning contract in place Contractors ensure daily cleanliness standards are met, checklist for cleaning regime	TC/ PFM	Inspection checklists to be in place. Regular meetings with the contractors
11.2	Public Toilets - Inappropriate use	TTC staff, member of the public,			Should drug paraphernalia /	TC/ PFM	Regular meetings with local Police team

	<p>e.g. drug use / sexual activities</p>	<p>Councillors</p> <p>Physical, Legal & Compliance, Reputation, Environmental</p>			<p>bodily fluids, excreta be discovered the affected area is to be closed until the toilets have been thoroughly cleaned. The area is to be cleaned appropriately using required PPE and observing best practice methods</p> <p>Contractors are aware of problems and have been advised TTC liaises closely with local Neighbourhood Police Team to monitor</p> <p>Contract cleaners to report any anti-social behaviour straight to the Police</p> <p>Facilities closed at varying times (seasonally) which is reviewed and implemented as per TTC decision</p>		<p>Regular meetings with cleaning contractor</p> <p>Staff to be appropriately vaccinated against Hepatitis and transmittable diseases</p>
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					<p>PFM will close the facilities if deemed unsafe for the public to use</p> <p>Hazardous substance control and disposal of waste maintained under agreement with Contractors and health and safety guidelines</p>		
11.3 Page 67	Public Toilets - Slips, trips, falls - Injury.	<p>TTC staff, member of the public, Councillors</p> <p>Physical, Legal & Compliance, Reputation, Environmental, Quality</p>			<p>Public toilet cleaning contract ensures daily standards are met by identifying requirements and performance standards</p> <p>In the event of wet flooring, wet floor signs are displayed</p> <p>Damage to flooring reported by contractor to PFM</p> <p>Lighting sufficient</p>	TC / PFM	
11.4	Public Toilets - electrical installations /	TTC staff, member of the public,			All electrical installations should	TC / PFM	Wallgates are 25 +years old and are now getting

	lighting - injury.	Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			be subject to a full electrical inspection every 5 years		beyond repair and are potentially dangerous (electrical shorting). Units to be replaced when new toilet refurbishment is carried out in 2021.
11.5	Failure to achieve standard of cleanliness and hygiene	TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			Contractor ensures daily standards are met by completing a daily checklist Contract with sanitary contractors for cleaning and disposal of waste defines minimum standards Contractors carry out all cleaning and supply their own chemicals and PPE Contractors have carried out their own COSHH and Health & Safety risk assessments. PFM client's contractors work	TC / PFM	

					Contact details for members of the public – who to phone to report a problem		
11.6	Public Toilets - closure	TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			Signage placed to advise members of the public where to find other facilities. Closure time kept to a minimum (dependent upon reason for closure) If necessary, depending upon circumstances port-a-loo facilities may be brought in	TC/ PFM	
11.7	Legionella risk toilet facilities	TTC, TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			Monthly legionella checks made by contractor who specialises in Legionella checks and risk assessments Defects reported and addressed		
11.8	Fountain – legionella risk.				Fountain switched off	TC/ PFM	
11.9	Christmas Lights – erection and removal.	TTC, TTC staff, member of the			Contractors comply with the PLG06	TC /PFM	TTC outside services staff to receive relevant

	Working at height – injury/damage litigation	public, Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			Guidance on installation and maintenance of seasonal decorations and lighting column attachment where applicable Contractor sends in risk assessments, health and safety policies and public liability insurance prior to starting the work each year		ladder training TTC Staff to receive instruction in Manual Handling TTC to ensure that Contractor sends in risk assessment, health and safety policies and public liability insurance prior to starting the work each year
11.10	Christmas Lights fail to illuminate	TTC, TTC staff, member of the public, Councillors Physical, Legal & Compliance, Reputation, Environmental, Quality			Replace lights PFM arranges inspection of lighting column and lights before erection	TC/ PFM	
11.11	Christmas Lights – failure in contractual arrangements	TTC, TTC staff, contractors Physical, Legal & Compliance, Reputation, Environmental, Quality			Tender process to commence in line with TTC financial regulations	TC /PFM	

11.12	Christmas lights - Inadequate budget provision.	TTC Physical, Legal & Compliance, Reputation, Quality			Adequate budget provision requested as part of the annual budget process by Town Clerk	TC
11.13	Christmas Lights - personal injury	TTC, TTC staff, members of the public, contractors Physical, Legal & Compliance, Reputation, Quality			Appropriate PL insurance in place. Contractors have appropriate training and insurance. All lights PAT tested	TC / PFM
11.14	Christmas Lights - Damage or vandalism	TTC Physical, Financial Reputation, Service delivery, Environmental, Quality			Electrical equipment less than 2.5m high is low voltage or barrier in place. All electricity supplies are fitted with RCDs. Public liability cover for TTC is in place	TC/ PFM
11.15	Christmas Lights - Damage during storage	TTC Physical, Financial, Service Delivery & Quality			Lights tested prior to installation Lights stored securely at Bitton House	TC /PFM
11.16	Christmas Lights Electrical cable – trips & falls	TTC, TTC staff, members of the public, contractors			Cables are located out of the way, where the general public are not expected to walk	TC/ PFM

		Physical, Financial, Service Delivery & Quality			or have access to Event risk assessment Cable ramp used		
11.17	Christmas lights Electrical fire - burns	TTC, TTC staff, members of the public, contractors Physical, Legal & Compliance, Reputation, Quality			Electric supplies protected via RCDs No switchgear/ apparatus within reach of the Public	TC/PFM	
11.18	Christmas lights Personal injury	TTC staff Physical, Legal & Compliance			PPE issued Task specific risk assessment	TC/PFM	
11.19	Weed spraying	TTC staff, members of the public, contractors, animals Physical, Financial, Service Delivery & Quality			Qualified contractor employed to carry out weed spraying	TC/PFM	
11.20	Town Centre events (Triangles)	TTC, TTC staff, members of the public, contractors Physical, Compliance Financial, Service			Booking form required PL / RA / event plan required before permissions granted.	TC/PFM	

		Delivery & Quality					
11.21	Electrical supply Triangles	TTC staff, members of the public, contractors Physical, Compliance Financial, Service Delivery & Quality			TTC staff and TTC engaged electrical contractors are solely authorised to access the cabinet and cabling TTC staff meet event organisers (those requiring power) and set up	TC/PFM	To annually inspect cabinet and cabling Document inspection
11.22	Trees – injury / damage	TTC staff, members of the public, contractors Physical, Compliance Financial, Service Delivery & Quality			TTC staff report issues to DCC local representative or via DCC reporting portal DCC to ensure that the trees are assessed and works that are needed are done	DCC	
11.23	Seagulls – aggressive / attacking	TTC staff, members of the public, contractors Physical			Public education Newly installed bins (seagull proof bins) Local awareness campaigns.	TC/TDC	
11.24	Slips, trips and falls - loose pavers, damaged pavers,	TTC staff, members of the public, contractors			DCC reporting portal	DCC	

	raised iron work.	Physical					
11.25	Hanging baskets – falling and causing injury	TTC staff, members of the public, contractors Physical TTC, TTC staff, contractors Physical, Legal & Compliance, Reputation, Environmental, Quality			Inspection of hanging basket carried out by watering contractor	TC/PFM	
11.26	Erection of Bunting - contractual arrangements	TTC staff, members of the public, contractors Physical TTC, TTC staff, contractors Physical, Legal & Compliance, Reputation, Environmental, Quality			Tender process to commence in line with TTC financial regulations	TC/PFM	
11.27	Erection and removal of bunting - Working at height – injury/damage litigation	TTC, TTC staff, contractors, member of the public Physical, Legal &			Contractor sends in risk assessments, health and safety policies and public liability insurance prior to starting the	TC/PFM	

		Compliance, Reputation, Environmental, Quality			work each year		
11.28	Safeguarding	TTC, TTC staff, contractors, members of the public			None		Evaluate / implement DBS checks if required for specific works i.e. toilets.
12 Car Parks							
Page 75	12.1	Badly maintained – slips trips and falls	TTC, TTC staff, contractors, members of the public			Budgetary provision made towards repair and maintenance	TC/PFM
			Physical, Legal & Compliance, Reputation, Environmental, Quality				
	12.2	Loss of income – poor asset management	TTC			DCC manage P&D carparking and enforcement	TC/PFM
13 Orangery							
	13.1	Deterioration of building – Grade II listed	TTC, TTC staff, contractors, volunteers, members of the public			Condition survey carried out by a qualified Surveyor and results recorded	TC/PFM
			Physical, Legal & Compliance,			Any defects highlighted are	Planned maintenance programme required.

		Reputation, Environmental, Quality			rectified dependent upon severity Budgetary provision made towards repairs and maintenance.		
14 Bitton House							
14.1	Theft of paintings and artefacts	TTC, TTC staff, , members of the public Physical, Reputation			Alarm system in operation Adequate insurance CCTV All valuable assets alarmed	TC/PFM	Continued reviewing of security arrangements.
14.2	Damage to paintings and/or artefacts	TTC, TTC staff, , members of the public Physical, Reputation			Alarm system in operation Adequate insurance CCTV	TC/PFM	
14.3	Slips, Trips & Falls – injury	Members of Public TTC staff, tenants and Councillors Physical, Reputation			Staff asked to be mindful of identifying risks and putting measures in place to reduce risk All defects are rectified as soon as possible	TC/ PFM	
14.4	Lighting - failure	Members of Public TTC staff, tenants and Councillors			Emergency lighting available in Council chambers	TC/PFM	Review of emergency lighting throughout the building

		Physical, Reputation					
14.5	Security of staff – injury/attack	TTC staff Physical, Reputation			CCTV Office primarily manned by two members of staff. Panic alarms issued to staff	TC/PFM	Review Lone Working Policy
14.6	Deterioration of building – Grade II* listed	TTC, TTC staff, contractors, tenants, members of the public Physical, Legal & Compliance, Reputation, Environmental, Quality			Condition survey carried out by a qualified Surveyor and results recorded Any defects highlighted are rectified dependent upon severity Budgetary provision made towards repairs and maintenance	TC/PFM	
14.7	Fire escape routes blocked – injury/death	TTC, TTC staff, contractors, tenants, members of the public Physical, Legal & Compliance, Reputation, Environmental,			Fire escape emergency lighting checked Fire escape routes always kept clear Room hire bookings terms and conditions	TC/PFM	

		Quality			advise keeping fire escapes clear		
14.8	Use of equipment - injury	TTC staff, Councillors, Physical, Financial, Reputation			Staff are frequently reminded to use equipment sensibly and not to take risks They are to report any concerns to the relevant persons Regular risk review	TC/PFM	
14.9 Page 78	Electrical equipment – fire / burns / electric shock	Members of Public, TTC and Contractors Physical, Financial and Reputation			All electrical equipment is PAT (if applicable) tested / inspected regularly or as recommended by a qualified electrician Electrical sockets are 'protected' via RCD where appropriate 5 year electrical inspection Inventory undertaken of all electrical equipment and PAT testing recorded	TC/PFM	.

14.10	Combustibles (paper/textiles/aerosols) storage - fire	Members of Public, TTC staff, tenants and Contractors Physical, Financial and Reputation.			Paper stored away from main office Bins regularly emptied	TC/PFM	Insurers will now require an inspection and recording of inspection
14.11	Gas – appliances leaking, not for purpose, carbon monoxide poisoning	TTC, TTC staff, contractors, tenants, members of the public Physical, Legal & Compliance, Reputation, Environmental, Quality			Annual Gas appliance inspections Carbon Monoxide alarms in place	TC/PFM	
14.15	Housekeeping – injury	Members of Public, TTC staff, tenants and Contractors Physical, Financial and Reputation.			Staff to report damage / wear and tear where identified	TC/PFM	
14.15	Security – Physical & verbal abuse	Members of Public, TTC staff Physical, Service delivery & Quality			CCTV	TC/PFM	Additional camera to be installed to identify visitors prior to opening the door
14.16	Flood – disruption / damage / injury	Members of Public, TTC, Contractors and Councillors, tenants			Ensure that all contractors are appropriately qualified to carry out works and have	TC/PFM	

		Physical, Legal & Compliance, Reputation, Environmental, Quality			completed the risk assessment and have valid insurance		
14.17	Disruption of services – electrical, IT, fire, adverse weather conditions.	Members of Public, TTC, staff Reputation, Environmental, Quality			There is no current provision for business continuity.	TC/PFM	Business continuity plan to be drafted covering all aspects of business continuity – what to do in the event of service failure
14.18	Misuse of confidential documents	Members of Public, and TTC. Legal & Compliance, Reputation, Quality			All offices have secure access control All staff briefed on procedure for confidential documents TTC Councillors are aware that confidential papers must be disposed of responsibly e.g. shredded New TTC Councillors receive briefing	TC	Code of Conduct Staff reminded about the consequences of the removal outside of the building of private and confidential material including recordings. Policy to be introduced.
15 Members and Civic Activities							
15.1	Town Mayor and or Consort acts unprofessionally or	TTC, Mayor/Deputy Mayor, third party.			Town Mayor is fully briefed prior to an event	TC	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 87</p>	<p>unreliably - damage to TTC and Town Mayor's reputation</p>	<p>Reputation</p>			<p>Guidance on the Role of the Town Mayor in place</p> <p>Code of conduct in place</p> <p>Any significant issues brought to the attention of the Town Clerk</p> <p>Press releases to be checked by the Town Clerk prior to distribution to local media</p>		
<p>15.7</p>	<p>Town Mayor / Deputy Town Mayor attends an unsuitable event – Town Mayor / Deputy Town Mayor failing to notify Town Clerk</p>	<p>TTC, Mayor/Deputy Mayor, third party.</p> <p>Reputation</p>			<p>Town Clerk's office checks all invitations received and seeks clarification about an invitation if needed</p>	<p>TC</p>	

15.3	Social media – engaging in inappropriate messaging and conversations	TTC, Mayor/Deputy Mayor, third party. Reputation			Guidance on the Role of the Town Mayor in place Code of conduct in place Any significant issues brought to the attention of the Town Clerk. Social media policy introduced	TC	
15.4	Loss or theft of Town Mayors / Deputy Mayors chain of office	TTC and Mayor / Deputy Mayor Financial Reputation			Insurance in place and / or stored securely	TC	Mayor / Deputy Mayor to ensure that the Chain is kept in a safe place when not at the Council offices
15.5	Personal injury to Town Mayor / Deputy Town Mayor or representative.	TTC and Mayor/Deputy Mayor Financial Reputation			If necessary, RAs prepared Office procedures in place for Mayor invitations – suitability check venue and invitee	TC	
15.6	Extreme weather – unable to attend event (i.e. snow)	TTC and Mayor/Deputy Mayor Reputation			The Town Mayor to inform Town Clerk asap if unable to make an event so that alternative	TC	

					transport arrangements might be made (e.g. arranging a suitable vehicle / taxi to take the Mayor), or so that apologies can be forwarded to the invitees and alternative arrangements made.		
15.7	Poor organisation of Civic events	TTC and Mayor/Deputy Mayor Reputation			Procedures in place	TC	
15.8	Budget overspend – Civic Events	TTC and Mayor/Deputy Mayor Reputation			TC monitors income and expenditure	TC	
15.9	Illness of Mayor or TTC Councillors at Civic events	Members of public, staff, TTC and Mayor/Deputy Mayor. Legal, Compliance, Reputational, Financial			Caterers used must provide TTC with copies of all Health and Safety, Food Handling, Public Liability documents before being engaged	TC	
15.10	Remembrance Day - Slips, trips & falls – injury/death	Members of Public TTC, Councillors, Members of the			Event management plan produced and reviewed	TC	

		Public, Participants. Including elderly young persons. Reputational					
15.11	Remembrance Day - Bad Weather - Slips,	Members of Public TTC, Councillors, Members of the Public, Participants. Including elderly young persons Reputational			Event management plan produced and reviewed	TC	
15.12	Remembrance Day War Memorial Traffic control – RTA – injury / death	Members of Public TTC, Councillors, Participants. Including elderly young persons Reputational,			Temporary Road Closure Order in place and will be managed throughout the event Working Group set up to address all of the planning of the event	TC	
15.13	TTC meetings Slips, trips & falls injury	Members of Public TTC, Councillors, Participants. Reputational, Legal, Compliance			Caretakers check the house and notifies the PFM of any defects	TC / PFM	
15.14	TTC Meetings – verbal abuse from the gallery	Members of Public TTC, Councillors, Participants.			Public participation procedures in place Standing Orders	TC / Chair	

		Reputational, Legal, Compliance					
15.15	Members – inappropriate behaviour	TTC, Members of the public Reputational, Legal, Compliance			Code of Conduct Standing Orders Civility & Respect		
16 CCTV							
16.1	GDPR – non-compliance	TTC, staff, volunteers, members of the public Legal, Compliance, Financial, Reputational			CCTV Code of Practice Current provision reviewed as with the implementation of GDPR – legislative compliance confirmed by DPO	TC / PFM	
16.2	System resilience	TTC, staff, volunteers, members of the public Legal, Compliance, Financial, Reputational			Budgetary provision plus earmarked reserves within TTC budget	TC / PFM	
16.3	CCTV room suitability	TTC, staff, volunteers, members of the public			Now housed within secure access room at Bitton House	TC / PFM	

		Legal, Compliance, Financial, Reputational					
16.4	Risk of fire	TTC, staff, volunteers, members of the public Legal, Compliance, Financial, Reputational			Fire risk assessment undertaken as part of Bitton House	TC / PFM	
16.5	Lack of volunteers	TTC, staff, volunteers, members of the public Financial, Reputational				TC	Consider what alternative provisions there may be i.e. Linking up with another provider
16.6	Lone working	TTC, volunteers Legal, Compliance, Reputational				TC	Introduce Lone Working policy
16.7	Personal Security checks	TTC, volunteers Legal, Compliance, Reputational			Those involved are required to complete an Enhanced DBS and Level 2 security clearance	TC	