



# MELTON PARISH COUNCIL

## Melton Parish Council Risk Register

FRM(21)58.01

Area of risk	Risk Identified	Date Updated	Risk Level H/M/L	Management of Risk	Comment
Anti-social behaviour (ASB)	ASB at the Playing Fields/Pavilion/Car Park	02/12/21	M	CCTV is operational covering the car park and pavilion areas of the playing field. Due to an increase in ASB Full Council at the AGM on 5 May agreed that the risk rating would be increased to HIGH. Advice has been provided by the police in relation to designing out crime as far as possible in respect of the design of the replacement pavilion, and the recommendations passed on to the architect. The contract to demolish the existing pavilion should start in w/c 6 December. <b>Risk Owner - Recreation</b>	Continue to monitor
Financial	Financial risks facing the Council through the uncertainties of Covid-19 & Brexit	15/07/21	M	Members of the Council are conscious that the economic uncertainties created firstly by Brexit and now by Covid-19, may well have a serious impact on the Council's financial position, and this risk will be closely monitored. Strategies for mitigation will be developed as required. <b>Risk Owner – Full Council</b>	Continue to monitor. Currently it appears that the Council's financial position will largely be unaffected
Covid-19	Meetings	02/12/21	M	Face to face meetings for public authorities resumed from 17 May 2021. A report on mitigations to the Council's meeting room required to resume face to face meetings after 17 May was submitted to FERM Committee on 14 April. A report to Full Council on options after 17 May was agreed by Full Council at the AGM on 5 May. With effect from 19 July 2021 all restrictions were removed and the onus was placed on individuals to behave responsibly. Guidance for those attending meetings was provided in the hope that given the rising number of cases everyone would wish to behave with caution to promote optimum safety for all. With effect from 30 November with mask wearing required once again in shops, some offices and on public transport the Council will expect those attending meetings to wear a mask unless exempt. <b>Risk Owner – Full Council</b>	Continue to monitor and follow Regulations/Guidance

Staffing	Project / work overload / Staffing issues	09/11/21	M	<p>Concern that having too many projects open at the same time may lead to failure. Need to monitor workload and be realistic about what it is possible to achieve.</p> <p>Risk initially mitigated by recruitment of additional staff member in April 2019. Revised job descriptions agreed and new roles assigned in November 2019. Revised working hours in place from 1 April 2020. Further revised job descriptions implemented from 1 October 2021. A new Clerk and Executive Officer has been appointed from 1 January 2022. Recruitment of Assistant Clerk underway. Concerns that risks are greater in period of change / handover.</p> <p><b>Risk Owner – FERM / Full Council</b></p>	Monitor
Covid-19	Play areas Tennis courts Football pitches	10/06/21	L	<p>After the 1<sup>st</sup> lockdown ended in July 2020, a detailed report was submitted to Full Council on 15 July 2020 and following consideration of that report, the play area was reopened, subject to the actions and mitigations set out in the report being put in place. Under the lockdown announced on 4 January 2021, play areas could remain open but tennis courts were closed and the football pitches were not used. Tennis courts reopened from 30 March following refurbishment. <b>Risk Owner - Recreation</b></p>	Continue to monitor and follow Regulations/Guidance
Pavilion	Pavilion project	02/12/21	L	<p>Planning consent for the new pavilion was granted on 25 May and further instructions issued to the architect in terms of demolition of the existing structure, maintenance of services, designing out crime as far as possible in the new building and wc provision. Prices for the demolition contract were obtained and a decision on letting the contract was made at Full Council on 22 September. The appointed contractor will start work in w/c 6 December. The tender list for the new build was agreed by Full Council on 17 November and the risk rating will be reviewed further in the new year once prices and start dates are known.</p> <p><b>Risk Owner – Full Council</b></p>	Monitor
Maintenance Officer	Managing risks associated with the employment of the Council's Maintenance Officer	15/09/21	L	<p>Training modules in Health and Safety and Working at Height delivered for Village Handyperson. 1-1 training undertaken on safe use of a petrol strimmer / brushcutter on 28 January 2019. Keep in view for additional training requirements.</p> <p>Accreditation for qualification on carrying out Play Area checks was renewed on 11 August 2021.</p> <p><b>Risk Owner – Recreation</b></p>	Monitor
Governance and Accountability	Clerk to have specific qualifications for MPC to be eligible to adopt the power of general competence	02/12/21	L	<p>FERM Committee to keep in view. The Assistant Clerk has now achieved the CiLCA qualification and she will become the Clerk with effect from January 2022. However under the legislation for the Council to be eligible not only does the Clerk have to hold the qualification but also 2/3rds of Councillors need to have been <i>elected</i> rather than <i>co-opted</i>. Currently this is not the position in Melton.</p> <p><b>Risk Owner - FERM</b></p>	Monitor

**Reviewed on:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Chair of Full Council / Chair of Finance, Employment and Risk Management Committee)**