



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

27<sup>th</sup> March 2024

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 4<sup>th</sup> April 2024** to be held at Congleton Town Hall commencing at **7.00 pm**.

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford  
Chief Officer



Congleton  
**beartown**  
*where friends are made*

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350

Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



## **AGENDA**

### **1. Apologies for absence**

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

### **2. Minutes of Previous Meetings (Enclosed)**

To approve and sign the [minutes of the Council meeting held on the 22<sup>nd</sup> February 2024](#)

### **3. Declarations of Disclosable Pecuniary Interest**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests’ as early in the meeting as they become aware of it.

### **4. Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

### **5. Urgent Items**

Members may raise urgent items related to Council Business, but no discussion or decisions may be taken at the meeting.

### **6. Town Hall Decarbonisation Grant Offer (To Follow)**

To decide upon the offer of a grant towards the decarbonization of the Town Hall

### **7. Finance and Policy matters (Enclosed)**

To approve the following as recommended by the Finance and Policy Committee on the 14<sup>th</sup> of March 2024

7.1 ICT Policy Review Report

7.2 Document Retention Policy

7.3 Business Risk Assessment

### **8. Commercial Partner (Enclosed)**

To approve a trial for subletting the leased space of the Commercial Partners within the Town Hall for a period of 3 months

**9. Website Development** (Enclosed)

To approve delegated powers to the Chief Officer and website development group to appoint a suitable company for the redesign of the town council and authorise spend and movement of the Earmarked reserve to the revenue budget.

**10. Meeting calendar for 2024-25** (Enclosed)

To approve the meeting calendar for the 2024-25 civic year

**To All Members of the Council**

CC: Town Burgess (5), Congleton Information Centre,  
Congleton Library, MP and Press (3)

## Congleton Town Council

### Minutes of the Council Meeting held at Congleton Town Hall on 22<sup>nd</sup> February 2024

**Please note – These are draft minutes and will not be ratified until the next meeting of the Council.**

For the papers discussed at the meeting, please see the  
[Meeting Agenda of the Council 22<sup>nd</sup> February 2024](#)

**Councillors Present:**

- Rob Moreton (Mayor)
- David Brown
- Robert Brittain
- Mark Edwardson
- Suzy Firkin
- Emma Hall
- Amanda Martin
- Susan Mead
- Heather Pearce
- Shaun Radcliffe
- Heather Seddon
- Richard Walton
- Liz Wardlaw
- Kay Wesley (Deputy Mayor)
- Glen Williams

**Congleton Town Council Officers:** David McGifford (Chief Officer) and Ruth Burgess

- 1 member of the public in attendance

#### **1. Apologies for absence**

Apologies for absence were received from Councillors - Suzie Akers Smith, Dawn Allen, Russell Chadwick, Arabella Holland, Sally Ann Holland and Robert Douglas.

#### **2. Minutes of Previous Meetings**

**CTC/77/2324 Resolved** to approve and sign the [minutes of the Council meeting held on the 25<sup>th</sup> January 2024](#)

#### **3. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests**

Cllrs David Brown, Emma Hall, Liz Wardlaw, Rob Moreton (Mayor) and Heather Seddon declared non-pecuniary interests on matters relating to Cheshire East Council.

#### **4. Questions from Members of the Public**

There were no questions from members of the public.

#### **5. Urgent Items**

There were no urgent items.

#### **6. Town Mayor's Announcements and Engagements**

The Town Mayor gave particular thanks to Ukraine Event at Christmas, the organisers and venue. It was a very successful event and enjoyed by the Ukraine Families

#### **7. Outstanding Actions**

There were no outstanding actions.

#### **8. Community Committee**

**CTC/78/2324 Resolved to** receive the [minutes of the Community Committee meeting held on 26<sup>th</sup> October 2023](#)

#### **9. Finance and Policy Committee**

**CTC/79/2324 Resolved to** receive the [minutes of the Finance and Policy Committee meeting held on 23<sup>rd</sup> November 2023](#)

##### **9.1 Direct Debit and BACS Approvals**

- 9.1.1 Council noted the Direct Debt List
- 9.1.2 **CTC/80/2324 Resolved to** approve the Direct Debt payment for the relevant suppliers
- 9.1.3 **CTC/81/2324 Resolved to** approve payments by BACS to pay suppliers

##### **9.2 Financial Regulations Review**

**CTC/82/2324 Resolved to** approve the updates to the Financial Regulation Review and adopt changes into the Constitution.

##### **9.3 Unreasonably Persistent or Vexatious Complaints Policy**

9.4 **CTC/83/2324 Resolved to** approve the Unreasonably Persistent or Vexatious Complaints Policy and adopt into the constitution.

#### **10. Planning Committee**

**CTC/84/2324 Resolved to** receive the [minutes of the Planning Committee meetings held on the 16<sup>th</sup> November and 21<sup>st</sup> December 2023](#)

#### **11. Environment Committee**

**CTC/85/2324 Resolved to** receive the [minutes of the Environment Committee held on the 2nd November 2023](#)

#### **12. Town Hall and Assets and Services Committee**

**CTC/86/2324 Resolved to** receive the [minutes of the Town Hall Assets and Services Committee held on the 30<sup>th</sup> November 2023](#)

**CTC/87/2324 resolved** to approve the proposed changes to the pricing policy, Town Hall Letting Policy and Conditions and Regulations for the Hire of the Town Hall and adopt into the Town Council policies.

**CTC/88/2324 resolved** to approve the recommended changes in the Review of the Town Hall Hire Charges and Booking Policy.

#### **13. Civility and Respect**

**CTC/89/2324 Resolved to** sign up to the Civility and Respect Pledge and ensure that training is available where needed for officers and councillors.

#### **14. Cheshire East Councillors' Report**

Cllr Liz Wardlaw reported that the car parking charges have been referred to the monitoring officer. There will be a full Cheshire East Council Budget meeting week commencing 26<sup>th</sup> February, a referral for the Carbon Neutral status of Cheshire East has been requested to defer from 2025 to 2027 to be carbon neutral.

#### **15. Resolution to Exclude the Public and Press from Item 16**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to confidential information contained within the agenda item.

**CTC/88/2324 Resolved to** exclude members of the public and press from the meeting

#### **16. Streetscape Contract**

**CTC/90/2324 Resolved to** approve the Chief Officer signing the Variation of Contract between Cheshire East Borough Council and Congleton Town Council for the Streetscape Services.

**Clr Robert Moreton  
Town Mayor**

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>4<sup>th</sup> April 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Item 7 ICT Policy Review</b>		
<b>Background</b>	<p>The ICT Policy was requested to be reviewed after the Business Risk Assessment was approved with the addition of Cyber Security Risks. The original updated draft was rejected by the Council on 10<sup>th</sup> August 2023, one comment made during discussions was to see if NALC (National Association of Local Councils) have a template to use.</p>		
<b>Updates</b>	<p>NALC does not have a template, but they do provide guidelines for what to include in an Information Technology Policy. This draft policy is based on those guidelines. Please see the current Policy here: <a href="http://congleton-tc.gov.uk">Congleton Town Council ICT Policy (congleton-tc.gov.uk)</a></p> <p>Each item in the NALC guidelines has been considered when drafting this policy. The sections in the current document that have been removed are Health &amp; Safety and Protocol for using the Council's website.</p> <p>See Appendix 7.1 for the new DRAFT ICT and Cyber Security Policy which was approved by the Finance &amp; Policy Committee on 14<sup>th</sup> March 2024. It was requested that this document be reviewed every 2 years, and at the next review consider adding AI protection/information into the policy.</p>		
<b>Financial</b>	No requirements/implications for this decision.		
<b>Environmental</b>	No implications for this decision.		
<b>Equality and Diversity</b>	No implications for this decision.		
<b>Decision Request</b>	To approve the updated ICT Policy and adopt into the Constitution.		



## **[ENTER COUNCIL NAME] INFORMATION TECHNOLOGY POLICY GUIDELINES**

Each council will have their own IT provision and a 'fit-for-all' policy is not possible. Some small Parish councils will have minimal equipment whilst others may have multiple devices linked to a server. These guidelines are designed to help councils consider some of the factors that may need to go into a policy. Those councils with external IT providers should ensure any policy reflects the current practice.

The purpose of an IT policy is to set out the parameters on how council staff should use the technology that you provide them with in order to do their job.

A clear policy will also help to raise awareness of the risks associated with using IT and can protect the council from loss of data. Councils will need to take a view on whether staff are permitted to use IT equipment for personal use (i.e. accessing webmail or online shopping at lunchtimes). The policy needs to clarify acceptable and non-acceptable use and what will happen if the policy is breached.

As an employer you have the right to monitor work use of IT equipment provided you have a legitimate reason and that you tell staff that you might do this.

When drafting your IT Policy, use the following questions/points to guide the areas to cover:

1. Who does the policy apply to?
2. What communications and IT equipment does the policy cover? For example, computers, internet access, remote access connections, email servers, file storage, webmail, smart phones, telephones, website, mobile phones etc.
3. Who is responsible for monitoring and reviewing the policy? Ideally there should be one individual with overall responsibility. This person should help staff understand the policy and enforce it.
4. Related policies – what other policies do you have which set out standards of behaviour that apply equally to online behaviour? Examples may include Disciplinary Rules, Data Protection Policy, Equality and Diversity Policy etc.
5. Monitoring – Do you monitor how staff use the internet, email or work telephones? Employers are able to do so in particular circumstances although this would need to be properly communicated in the policy. If you have CCTV then you will need a separate policy to explain how you store and use the records. If you allow staff to use equipment for personal use, staff should be made aware that you may still monitor usage.
6. Passwords – What are your rules around passwords and accessing IT systems? Can they be disclosed? If so, to whom? What happens if you need to access another

- employees' computer system (for example if they are off sick)? Do you transmit confidential or personal sensitive information and if so, what are your password protection protocols? What length and form must passwords be? What should an employee do if they think someone else knows their password? If password protected documents are emailed, how should the password be notified?
7. Computer usage – clarify that computers should be shut down at the end of every day. Should employees log out of their systems when they move away from their desks? Should documents be saved in a location accessible for back up? What precautions are needed for areas with public access?
  8. Do you allow individuals to bring in their own IT equipment and use then for work purposes? If you do, are there restrictions or specific requirements?
  9. Data Protection – ensure you reference the requirements when processing personal data in accordance with the six data protection principles. Your policy should explain your rules on collecting, storing, retaining, using disclosing and disposing of personal information. It should also set out how the council protects data and prevents unauthorised or unlawful processing or disclosure.
  10. Mobile phone texting – is this appropriate for work issues? Who to (members of the public, suppliers, LA's etc)? Should abbreviations be avoided? Text messages from the council are treated in the same way as emails, for example they must not contain illegal or discriminatory content.
  11. Email: What rules do you need to consider with regard to email communication? Email is sometimes seen as a casual way to communicate and this may present a reputational risk. Clear rules on email may also prevent staff from inadvertently entering into an agreement with a supplier.
  12. Internet – what can the internet at work be used for and what can't it be used for? Is a firewall in place? What does this mean for staff? What limits are there on accessing chat rooms, messaging services, blogs etc from work IT and communication systems?
  13. Software – what rules and controls are in place for downloading software onto work machines.
  14. Training – consider including a few words on what training and support exists for staff with regards to information security. For example, do you train staff as part of their induction on the risks of email security?
  15. Misuse – be clear that misuse of IT facilities can potentially result in disciplinary proceedings. What constitutes misuse? Examples could include not adhering to the policy; attempting to discover a user's password; using the computer systems to act abusively; attempting to circumvent the network's security; knowingly running and installing programmes intended to damage the computer systems; deliberately wasting computer resources; leaving laptops unattended in a public place etc.

## Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

### **Important notice**

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

# CONGLETON TOWN COUNCIL

## ICT AND CYBER SECURITY POLICY

### Introduction

- Congleton Town Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.
- The Chief Officer is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.
- Line managers have a responsibility to ensure that staff they supervise comply with this policy.
- The Council has a duty laid down in the Data Protection Act 2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and, where appropriate, the staff they supervise or have control over, comply fully with this policy – See also the Council's Information and Data Protection Policy.

### 1. Who does the policy apply to/ General Principles

- All staff and Councillors and volunteers using CTC equipment.
- All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Chief Officer. As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.
- All employees, members and other users of council IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection & Retention Policy'.
- All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Chief Officer.
- All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.
- All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Chief Officer.

### 2. What communications, IT equipment and other areas does the policy cover

- Computers and Laptops
- Remote Access Connections
- Mobile Phones and Tablets

- Emails and Email Servers
- Portable Devices
- Internet Access
- Website and Social Media
- Passwords
- Viruses
- Software
- Cyber Security
- Training

### **3. Who is responsible for monitoring and reviewing the policy?**

- CO Reviewing
- Line Management for Monitoring of staff.

### **4. Related policies**

- Data Protection Policy
- Social Media Policy
- Equality and Inclusion Policy

### **5. Passwords and Password Protection**

All council computers and systems must be password protected to prevent unauthorised access.

- Where possible, two factor authentication should be utilised.
- Users should ensure that unattended devices are password protected.
- Where users have unique access permissions and/or accounts for systems, these must not be shared with other users.
- Different passwords should be used for different devices and accounts.
- Passwords should be routinely changed.
- Passwords should not be written down or left in unsecure locations.
- Passwords must not be inserted into email messages or any other form of communication, or saved onto a shared computer.
- Additional Information:
  - The National Cyber Security Centre Website provides information on passwords.

### **6. Training**

Employees and Councillors should be provided with regular cybersecurity training as is appropriate for their role and level of systems access.

### **7. Misuse of I.T**

Misuse includes, but is not limited to:

- Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
- Creation of material which is designed or likely to cause annoyance, inconvenience, or needless anxiety.
- Creation or transmission of defamatory material
- Transmission of material which in anyway infringes the copyright of another person.
- Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- Deliberate actions or activities with any of the following characteristics:
  - i. Wasting staff effort or networked resources
  - ii. Corrupting or destroying another users' data.
  - iii. Violating the privacy of other users.
  - iv. Disrupting the work of other users.
- Other misuse of the networked resources by the deliberate introduction of viruses/malware
- Playing games during working hours
- Altering the set up or operating perimeters of any computer equipment without authority.
- Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited.
- Any personal IT equipment must not be connected to any Council IT equipment.

## **8.Security and Virus Controls**

- Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.
- Only persons authorised by the Chief Officer may use Council computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.
- Operating procedures are required to control use of ICT equipment.
- Security incidents relating to any aspect of this policy must be reported to the Chief Officer immediately.
- Avoid using public wi-fi connections that are not secure.

### **Virus Controls**

- Viruses are undesirable pieces of computer code that can corrupt systems, equipment, and data. They are a serious, increasing threat to the computer systems of the Council.

- If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.
- Viruses are easily transmitted via email and internet downloads. In particular, users must:
  - not transmit by email any file attachment which they know to be infected with a virus.
  - not download data or programs of any nature from unknown sources
  - not forward virus warning
  - contact the Councils IT providers of any scam emails that arrive.
- All computer and servers will have loaded and operate the Council's standard virus detection software for scanning.
- No software should be located onto the Council's equipment without the permission of the Chief Officer.

## 9. Computer use

- Laptops and Computers must be shut down at the end of every day and kept in a secure locked cabinet.
- Laptops and Computers must be logged out when member of staff is away from their desk.
- For computers in public areas, these must be secure and out of reach of the public and logged out when away from desk.

## 10. Use of E-mail

E-mails sent or received form part of official records of the Council, they are not private property. E-mails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals) and as part of disciplinary proceedings.

Employees are responsible for all actions relating to their e-mail accounts/username and must ensure that no other person has access to their account without the permission or knowledge of the Chief Officer or Deputy Chief Officer.

When using the Council's e-mail employees **must**:-

- Correctly maintain their own e-mail folders and delete all unwanted mail on a regular basis.
- Not use e-mail for the creation, retention, or distribution of disruptive or offensive messages, images, materials, or software that includes offensive or abusive comments about ethnicity, nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs, or social background. Employees who receive e-mails with this content must report the matter to their line manager.

- Not send e-mail messages that might be considered by the recipients as bullying, harassing, abusive, malicious, discriminatory, defamatory and libellous or containing illegal or offensive material or foul language
- Not upload, download, use, retain, distribute, or disseminate any images text materials or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- Not engage in any activity that is outside the scope of normal work related duties.
- Not send chain-letters of joke e-mails
- Personal use of the Council's e-mail is NOT permitted without the prior permission of your line manager and should be restricted to the employees break periods if permitted.

## **11. Use of the Internet**

Use of the internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Council in mind reasonable personal use is permissible, but this is to be restricted to break periods.

Employees **must not**:-

- Participate in any on-line activity that would bring the Council into disrepute.
- Visit, view, or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography) obscene matter, race hate material, gambling, and illegal drugs.
- Knowingly introduce any form of computer virus into the Council's computer network
- Download commercial software or any copyright material belonging to third parties unless agreed.
- Use the internet for personal financial gain.
- Use gambling or on-line auction sites or social networking sites, unless it is for the purpose of carrying out their duties, such as Facebook/Twitter for marketing.
- Abuse of these procedures could lead to disciplinary action being taken.

## **12.Cyber Security**

Implementing effective ICT security measures is a key part of safety controls and risk management of running the Council. Following the ICT Policy procedures will help to keep awareness of cyber security and protection.

- Training and awareness course should be made available to all Staff and Councillors.
- Current and up to date information should be shared with all Staff and Councillors.
- Cyber Security must be included as part of the Councils Risk Management Policy.

### **Additional Information**

National Cyber Security Centre: Toolkit for Public Bodies:

V5 10.05.18 DRAFT UPDATE JUNE 2023

V6 14.03.24 DRAFT UPDATE



- <https://www.ncsc.gov.uk/section/information-for/public-sector>
- <https://www.ncsc.gov.uk/collection/board-toolkit/toolkits-toolbox>

DRAFT

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>4<sup>th</sup> April 2024</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Item 7.2</b> <b>Document Retention Policy Review</b>		
<b>Background</b>	<p>The current Document Retention Policy requires a review as it was last approved by the Council in 2008, the Policy can be found here: <a href="http://congleton-tc.gov.uk/DOCUMENTS/RETENTION%20POLICY">DOCUMENTS RETENTION POLICY (congleton-tc.gov.uk)</a></p> <p>See Appendix for Draft Updates.</p>		
<b>Updates</b>	<p>In general, the retention dates in the current policy are correct according to 2024 requirements and good practice. The table has been given an overhaul:</p> <ul style="list-style-type: none"> <li>• Sections created.</li> <li>• Introduction section has been added.</li> <li>• Burial Grounds, Planning Section and Election/Councillor section for items removed.</li> </ul> <p>Information and Dates have been checked with current legislation, such as HMRC,(VAT, Payroll records) NALC/CHALC guidelines, Records Management of Great Britain Guidelines and our HR advisor Comparisons also made to other Town Council policies for guidance and notes.</p> <p>The Town Council communities’ team is in discussions with the Cheshire Archives about storing copies of Congleton Town Council documents in its new Cheshire East Heritage and Archive Centre being built in Crewe. When the Town Council has finished with the documents the following will be sent to the Archives for permanent storage both electronically and paper.</p> <ul style="list-style-type: none"> <li>• Minute books of Council and Committee meetings - after 7 years</li> <li>• Agenda and reports -archive after 7 years</li> <li>• Corporate business plans, annual reports, asset register</li> <li>• Publicised work of the Council (newsletter, town guides) – these should be sent to the archives for the local studies on publication.</li> <li>• Civic and Royal Events – records of - permanent archive after administrative use</li> <li>• Making of local byelaws, copies and procedures</li> </ul>		
<b>Financial</b>	This policy, when implemented properly, could save the Council money in document online and physical storage.		

<b>Environmental</b>	A thought-out and followed document retention policy will save the amount of information stored in the cloud and reduce unnecessary paper in the office.
<b>Equality and Diversity</b>	The policies take into account guidance on equality and diversity for access to information.
<b>Decision Request</b>	To approve the updated Document Retention Policy and adopt into the Constitution.

# **CONGLETON TOWN COUNCIL**

## **DOCUMENTS RETENTION POLICY**

### Introduction

Congleton Town Council (CTC) is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings. Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance. Both the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA) require public bodies to manage information and its access in particular ways.<sup>1</sup>

### **Strategic Approach to Record Management**

CTC's policy on record management will enable the Council to:

- Comply with the relevant legislation and codes of practice.
- Create authentic, reliable and useable records.
- Support the Council's business functions, including asset management.
- Document the Council's decisions and activities.
- Reduce storage costs.
- Facilitate a paperless office where possible.
- Enable the efficient and accurate retrieval of information.
- Dispose correctly of records no longer required.

The Chief Officer will be responsible for record management.

### **Staff Responsibility**

All staff are obliged to:

- Keep accurate records in an organised and accessible form.
- Keep records for as long as necessary.
- Document actions and decisions in records
- Document reasons for the disposal of records
- Ensure all records created by the Town Council are relevant, complete and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment

### **Periods of Retention**

- The minimum periods for which various types of records must be kept are set out in
- the Retention Schedule at Annex A. These reflect statutory requirements, codes of
- practice and recommendations published by professional and other bodies. In the

- absence of any guidance, it will be the responsibility of the Chief Officer to determine a suitable retention period.
- At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the GDPR or the FOIA. This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

### **Record disposal.**

Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Chief Officer, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

In order to preserve items that may be of historical significance or of interest to future historians' items marked permanent archive will be sent to the new Cheshire Archives and Local Studies centre being built in Crewe. They will keep both electronic and paper archived materials for Congleton Town Council in line with their Parish Council Draft Archive document.

NB Items marked with \* or LTN40 are in accordance with NALC guidelines.

<b>DOCUMENT</b>	<b>MINIMUM PERIOD OF RETENTION</b>	<b>REASON/ACT/GOVERNANCE/ DECISION WHEN TO DESTROY/ ARCHIVE</b>
<b><u>COUNCIL</u></b>		
Record of disposal records	Destroy after 12 years	Common practice
Minute Books-Council & Committee/ Sub-committee	Permanent archive after administrative use (7 years)	Archive/Public Inspection LTN40
Council/committee meetings notices, Agendas, reports & documents	Permanent archive after administrative use (7 years)	Local decision
Working party agendas, reports	Permanent archive after administrative use (7 years)	Local decision
Minute taking notes	Destroy after minutes approved	Local decision
Corporate plans, Strategies, policies Business plans, annual reports, asset register	Permanent archive after superseded	Common practice
<b><u>CORPORATE/LEGAL</u></b>		
Agreements between organisations & Partners	Destroy 6 years after expiry	Common practice
Quotations and tenders	12 years	Limitation Act 1980
Contracts & Tendering-all documents	Destroy 6 years after last Action except contract under seal (12 years)	Part statutory Limitation Act 1980
Building contracts	Life of building + 15 years Permanent archive	Statutory- Building & Safety Act
Health & Safety	Destroy 15 years after last Action 40 years for asbestos	Common practice COSHH
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	2 years after superseded	Local choice
Consultations of public & staff	Destroy after 5 years from Closure	Common practice
Record of complaints against Council	Destroy after 6 years	Common practice
Freedom of information- Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to Permanent Archive  Destroy after administrative Use	Common practice
Media Relations-records of	Destroy after 3 years	Common practice

interactions		
Marketing & promotions literature	Destroy after 6 years	Local choice
Civic & Royal events-records of	Permanent Archive after administration use Concluded	Common practice
Organising documents	Destroy after 7 years	Common practice
Insurance policies	While valid & Permanent Archive	Management and legal proceedings*
Claims	* As long as it is possible for A claim to be made under It.	Limitation Act 1980
Insurance certificates/Employers' Liability Certificates	Indefinite Archive after 6 years	Management
Certificates for insurance against Liability for employers*	Indefinite* Permanent Archive after 6 years	Future Claims*
Title deeds, leases, agreements, contracts	Indefinite Permanent Archive after 6 years	Audit, Management
For Allotments - register and plans	Indefinite	Audit, Management*
<b><u>ELECTIONS/COUNCILLORS</u></b>		
Elections- Register & associated lists	Destroy after 4 years	Local choice (permanent record With Borough)
Lists of candidates	Destroy after 4 years	Local choice (permanent record With Borough)
Election results	Permanent	Local choice (permanent record With Borough)
Member contact details	As long as they are a member of the Council. Keep with permission for Future contact on data base	Common practice Data Protection
Representation- list of members representing the Council on outside bodies	4 years	Local choice
<b><u>ACCOUNTING RECORDS</u></b>		
Accounting Records in general	6 Years from the date they are made	Common Practice for Accounting Records (HMRC: VAT 700/21 )

Annual Governance Accountability Report	CTC to permanent archive AGAR and supporting documents	Accounts & Audit Regulations 2015 Must remain available for public access for minimum of 5 years.
Accounts & Audits  Associated documents	Permanent archive after Administrative use Concluded  Destroy after Administrative use	Common practice
Scales of Fees and Charges	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21)
Receipt and payment(s) accounts (CTC use Income and Expenditure Accounting)	Indefinite *Permanent archive	Archive
Receipt books of all kinds	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21 )
Investments	*Indefinite	Audit, Management
Loans	Destroy 7 years after loan Repaid	Common practice
Bank statements, including deposit/savings accounts	Last completed audit year According to LTN40 CTC to keep 6 years	Audit  Common Practice for Accounting Records (HMRC: VAT 700/21 )
Bank paying-in books	Last completed audit year According to LTN40  CTC to keep 6 years	Audit  Common Practice for Accounting Records (HMRC: VAT 700/21 )
Cheque book stubs/Paid Checks	Last completed audit year According to LTN40  CTC to keep 6 years	Audit  Common Practice for Accounting Records



		(HMRC: VAT 700/21 )
Paid invoices	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21 )
VAT records	*6 years (20 years for VAT on rents)	Common Practice for Accounting Records (HMRC: VAT 700/21 )
Budget & Estimates/Management	6 years then permanent Archive	Common Practice Records Management
Working Papers	6 years	2 years recommended, CTC to Keep for 6 in line with common practice
Accounts & Audits	Permanent archive after Administrative use is concluded	Common practice
Associated documents	Destroy after Administrative use	
Petty cash, postage and telephone books	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21 )
For Halls, Centres, Recreation Grounds - applications to hire - lettings diaries - copies of bills to hirers - record of tickets issued	6 years	Common Practice for Accounting Records (HMRC: VAT 700/21 )
<b>PERSONNEL AND PAYROLL RECORDS</b>		
Timesheets	*Last completed audit year Recommended by LTN40  6 years CTC	Audit(requirement) * and personal injury (best Practice)  Common Practice
Salaries and wages documents, Inland Revenues(tax & NI) (Wages books)	*12 years	Superannuation
Personnel administration	Destroy 5 years after person leaves Authority ( except staff working with children-25 years)	Local choice & statutory
Recruitment & interview documents	1 Year	Equal opportunities claims

Staff team briefs	3 years	Common practice
Statutory returns to Government etc.	7 years	Common practice
Next of Kin information	Termination of employment	Confidential

The UK Limitation Act 1980 contains a 3-12 year time limit for starting many legal proceedings, dependant on the area. So where documents may be relevant to a contractual claim, it's recommended that these are kept for at least a corresponding 6-year period, see below table.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other torts except personal injury)	6 years
Personal injury	3 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
To recover land	12 years
Rent	6 years
Breach of trust	None

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> April 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7.3 Annual Review of the Business Risk Assessment</b>		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit Regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”.</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively to protect its employees, assets, liabilities, and community against potential losses. The Council is aware that not all risks can be eliminated fully, however, through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint Panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Information Centre, Paddling Pool, and events in the town centre.</p>		
<b>Updates</b>	<p>The management team has updated the Business Risk Assessment in its current form for 2024-2025.</p> <p>There have been no updates to the Risk Assessment or the scores, but a matrix system has now been included and a column added to show the risk based on our scoring system:</p> <p style="padding-left: 40px;">Risk Matrix: Low (1-2) Green Medium (3-4) Orange High (6-9) Red</p> <p>The Business Risk Assessment was approved by Finance and Policy on 14<sup>th</sup> March 2024, with one addition to add Staff and Councillor Training within the Management/control of risk information of Section 4 ICT and Cyber Security</p>		
<b>Decision Requested</b>	To approve the Business Risk Assessment for 2024-2025 .		

## Business Risk Assessment 2024/25 DRAFT

[Risk Matrix: Low (1-2) Medium (3-5) High (6-9)]

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

	ASSETS and SERVICES		Likelihood	Impact	Score	Risk Rating	Management/control of Risk	Review/Action
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3	Med	Lighting, CCTV and appropriate signage and general maintenance	Regular checks by Town Hall Manager.

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A booking system in place to ensure attendees do not go over maximum capacity.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	4	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue	Vandalism, damage, deterioration	1	2	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV.	Part of Streetscape checks

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

	Treo memorial and Our Elizabeth statue						Annual waxing of statues and a maintenance plan in existence for stone.	
1i	Community Garden	H&S of users	1	2	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and	1	3	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS	Maintain existing procedures, and to be reviewed during 2022-23 once future arrangements decided.

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

		Town Hall reputation					SIA door staff used when evening party event involving alcohol. Bookings are not accepted for 18 <sup>th</sup> birthday parties.	
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>							
2a	Banking	Failure of Bank	1	3	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	1	Low	Investment policy in place Investment Policy updated annually	RFO and Council to review annually or potentially sooner if negative interest rates.

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records		2	2	4	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash is verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. . Cash handling policy in place.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	2	2	Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures



## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	2	Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit.	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	2	2	Med	All payment orders authorised by Council as per Financial Regulations. Financial Regulations in place for procedures of purchasing.	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3	Med	All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures , payments are made by BACS where possible
2K(i)	BACs payments	Payment to wrong supplier	1	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations followed for all purchases.	Maintaining existing procedures

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

2m	Salaries	Incorrect payments to staff	1	2	2	Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4	Med	Keeping standards high. Examination and review of agreed contract 2021.  Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022	2	2	4	Med	Weekly operational meeting take place for booking requirements. Monthly Management meetings take place for Financial, Marketing and any issues	Review after initial 12 months Reports back into THAS

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall	2	2	4	Med		To be reviewed in line with outcome 2p.
2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	2	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC  Ensure contracts are in place for new ticket suppliers.
2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	4	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
<b>3</b>	<b>Legal Liabilities</b>							
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	1	3	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by	Maintaining existing procedures Update Asset Register annually Review overall valuation of the

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

		Areas not covered. Policy lapsed.					Council. Annual update of asset values and checks of contracts and policies.	Town Hall being the Town Council's key Asset
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	Storage of ancient documents	1	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

		Retaining documents appropriately						
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures

## Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	4	Med	Green Working Group for the town council which monitors carbon footprint, and plans to reduce the Carbon Footprint.	Consider Environmental impact on all services and activities.
<b>4</b>	<b>ICT and Cyber Security</b>							
4a	Cyber Security	Examples of Cyber Security are: Theft of sensitive or regulated information, hardware damage and subsequent loss, Malware and viruses.	2	3	6	High	CTC hold an ICT Policy which includes virus controls. ICT service are provided by a local company, who back up/scan and monitor our ICT system daily/weekly. The account packages are back up daily and once weekly saved to a separate area. Staff and Councillor Training made available.	All the Councils PC's, Laptops and files are protected by out ICT providers. PC's and servers are backed up by the ICT provider on a daily basis. Keep ICT Policy updated Officers to arrange for staff to attend training and awareness courses.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> April 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>8. Commercial Partner</b>		
<b>Background</b>	<p>Recently both Cllr Firkin and myself met with a small quantity of business that had been forced to close down as a result of the issues at Capital Walk. Whilst we could not get involved in or provide any guidance on legal matters we said we would try and help in anyway way we can. Mark Bailey, our commercial partner, (Marks Events) was at that meeting and as a result, he has held discussions with one of the affected businesses who had a food outlet in Capital Walk.</p> <p>The basis of their discussion progressed to them working with Mark and potentially having some cuisine nights in Blueys which as we know is not fully utilised in the daytime and evenings. If successful this may help them re-establish their business whilst any monies Mark receives will enable him to generate more money towards his annual rent to the council. In principle, Mark would be sub-letting the space, whilst remaining responsible for the activity that takes place in Blueys and the kitchen areas.</p> <p>Personally, given the situation, I feel it is a good idea to progress this proposal however we need to ensure all relevant insurances are in place. Having sought guidance from our Insurance company I have received this response which has been passed on to Mark Bailey to ensure the conditions contained within the response are dealt with</p> <p><i><b>“This does seem to becoming more common.</b></i></p> <p><i><b>Basically in instances like this, the recommendation would be that you are given a copy of the Public Liability of anyone doing this. This gives you (or us if needed) the possibility of pursuing a claim more easily if they have been negligent.</b></i></p> <p><i><b>The potential issue would also be concerning any cooking appliances. If purely using yours in the kitchen, then no problem, but what controls would there be over them bringing their own which you have no way of checking is safe?”</b></i></p> <p>On reviewing the current lease we have with Marks Events it states that our Commercial Partner <b>cannot sub-let his space</b> which in this instance is Blueys, however, I feel that this proposal is a positive way to support a business that has, and is, going through a challenging time and I would suggest that given the clear direction provided by our insurers there is minimal risk to the Council. As this is a new venture for both parties I feel there needs to be a period when this arrangement is reviewed before any amendments to our contract with Marks Events.</p>		

	<p>The prospect of Blueys becoming a flexible dining hub has some appeal and the principle of kitchen sharing is becoming quite common which our insurer also commented upon. Please note as a condition Mark Bailey / Marks Events will be in attendance on the days when Blueys is being sub-let.</p> <p>The hirer of Blueys will be made aware of existing and future bookings of the Town hall where it is not feasible that Blueys can operate due to the kitchen being utilised for larger events within the Town Hall.</p>
<p><b>Considerations</b></p> <p><b>Finance</b></p>	<p>Beneficial to our Commercial Partner will be receiving an agreed income through this arrangement which will support him in paying his rental to the Town Council.</p> <p>There will most likely be an increase in service charges which will automatically be passed through to Marks Events as the area has its own meters.</p>
<p><b>Environmental</b></p>	<p>If there is an increase in the service charges that will generate an increase in the carbon footprint. Note that it was originally expected that Blueys would be open in the daytime and some evenings as a café / bar</p>
<p><b>Equality</b></p>	<p>The proposed changes will create no restrictions on entry as the area is DDA compliant.</p>
<p><b>Proposal</b></p>	<p>That the Council approve the trial of an initial 3 month sub-let of Blueys</p>



## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> April 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie MacArthur (Marketing and Communities Manager and Deputy Chief Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	9 <b>Web Development</b>		
<b>Background</b>	<p>Congleton Town Council is working towards appointing a company to redevelop its website. Due to the potential cost of the contract and in line with our financial regulations as well as advertising locally, we also needed to advertise the offer on the <a href="#">Government's contract finder website</a>.</p> <p>The contract offer was placed on the Government website, and due to our current financial regulations, all the bids were delivered in sealed envelopes. We received 29 sealed envelopes – which resulted in 28 complete bids (envelope 18 contained financial information for envelope 10.)</p> <p>The RFO has run a due diligence check over the companies who submitted a bid using information freely available from Companies House. This has resulted in 16 bids being flagged with some concerns or not meeting our brief for the type of company we are looking to work with.</p> <p>From the remaining 12 bids there are six green and six amber. The amber companies have one element missing, such as being in existence for 4 years not 5, but the RFO is satisfied that everything else is in order according to the Public records on Companies House.</p> <p>The web development working group is currently assessing the bids – many of which are substantial documents, against the criteria with the aim of meeting and shortlisting on 17 April. It is anticipated that after this selection there may be a need to hold meetings with 1-3 companies before recommending an appointment.</p> <p>The next Council meeting is the Annual Town Council meeting where the only business discussed is usually the appointments of roles and committees. The next scheduled Council meeting is the 13 June 2024.</p> <p>In order to progress with this project I would like Council to approve delegated powers to the Website Development Working Group in conjunction with the Chief Officer to appoint a suitable Website developer using the criteria given and within the budget allocated.</p> <p>I would also ask that the Council approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project and the RFO can move the funds from the EMP to revenue budget line 102-4035 (Council Website).</p>		

<b>Further details</b>	Membership of the website working group was established at Council on 12 October 2023. It consists of Cllr Kay Wesley, Cllr David Brown, Cllr Mark Edwardson and officers Jackie MacArthur, Cathy Dean, Debbie Coxon and Paolo Pinto. We can add to this group if the Council would like greater representation.
<b>Financial Implications</b>	An earmarked reserve of £30k has been created for this project and we will make sure that the project is delivered within the budget.
<b>Environmental Implications</b>	Having a well-organised and structured website will help local people to find the information they require without the need for as much paper.
<b>Diversity and Inclusion Implications</b>	Ensuring that the new version of the Congleton Town Council website is accessible and W3C compliant is a key objective of updating the website.
<b>Decision Requested</b>	<ol style="list-style-type: none"> <li>1. To give delegated authority to the Congleton Web Development Working Group with support from the Chief Officer to appoint a company to develop version 4 of the town council website. The chosen company will be from those who have submitted a bid, within the Ear Marked Reserve budget and using the criteria as approved in the bid document.</li> <li>2. To authorise the Deputy Chief Officer to notify the 16 companies least able to meet our specifications that they have not been successful.</li> <li>3. Request for Council to approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project, funds to be transferred to revenue budget line 102-4035 (Council Website).</li> </ol>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> April 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Meeting Calendar 2024-25</b>		
<b>Background</b>	<p>Appendix 1 is the proposed meeting calendar for the civic year 2024/25. This could be subject to change following the informal meeting of the council leading to Mayor Making during the month of May 2024 when committees of the council are agreed.</p> <p>Historically change does not generally happen once the council has been established</p>		
<b>Decision Requested</b>	To approve the proposed meeting calendar for 2024-2025.		

**Appendix 10.1**

**Meeting Calendar 2024-25**

All Thursdays Except *	Meeting	Notes
02-May-24		
07-May-24 *	Informal meeting	Informal meeting to agree Mayor Deputy, Chairs etc -
08-May-24*	Informal meeting R	
09-May-24	Annual Town Meeting	
16-May-24	Mayor Making	
23-May-24	R	
30-May-24	Planning	
06-Jun-24	F&P	
13-Jun-24	Council	
20-Jun-24	THAS	
27-Jun-24	Community	
04-Jul-24	Planning	
11-Jul-24	ENV	
18-Jul-24	R	
25-Jul-24	R	
01-Aug-24	R	
08-Aug-24	Planning	
15-Aug-24	R	
22-Aug-24	R	
29-Aug-24	Community	
05-Sep-24	THAS	
12-Sep-24	Planning	
19-Sep-24	Finance	
26-Sep-24	ENV	
03-Oct-24	Council	
10-Oct-24	Planning	
17-Oct-24	R	
24-Oct-24	R	
31-Oct-24	THAS	
07-Nov-24	Planning	
14-Nov-24	Finance	
21-Nov-24	Community	
28-Nov-24	ENV	
05-Dec-24	Planning	
12-Dec-24	Council	
19-Dec-24	R	
26-Dec-24	R	
02-Jan-25	R	
09-Jan-25	R	
16-Jan-25	Planning	
23-Jan-25	THAS	
30-Jan-25	Community	
06-Feb-25	ENV	
13-Feb-25	Finance	
20-Feb-25	Planning	
27-Feb-25	Council	
06-Mar-25	R	

13-Mar-25	R	
20-Mar-25	Planning	
27-Mar-25	Finance	
03-Apr-25	ENV	
10-Apr-25	THAS	
17-Apr-25	Community	
24-Apr-25	Planning	
01-May-25	Council	
06-May 25*	Informal meeting	Informal meeting to agree Mayor Deputy, Chairs etc -
07-May 25*	Informal meeting	For the above if required
08-May-25	R	
15-May-25	R	
22-May-25	Mayor Making	
29-May-25	Planning	