

CORPORATE RISK ASSESSMENT

ACTION PLAN – 2021/22

Section	Item	No.	Action identified	Target date	Responsible officer	Completion date
1.	Corporate	1.10	Review contractor's public liability certificates.	November 2021	FM	
2.	Financial	2.4	Review property insurance valuations.	September 2021	TGOM	
		2.8	Review levels of authority to incur expenditure.	November 2021	FM	
		2.27	Record assets on an asset register	December 2021	FM/TGOM/TM	
		2.36/2.37	Remind Members to update Register of Members Interests and of need to complete Hospitality Register.	September 2021	FM	
		2.38/2.39	Remind staff to update Staff Interests form and of need to complete hospitality register.	September 2021	FM	
4.	Property and Documents	4.3	Record assets on an asset register	December 2021	FM/TGOM/TM	
5.	Data Protection	5.3	Establish the document retrieval system	October 2021	C	
6.	Employment of Staff	6.5	Carry out risk assessments on personal safety. Review lone working policy	December 2021	FM/TGOM/TM	
		6.6	Improve leadership at all levels.	March 2022	C/FM/TGOM/TM	
		6.7	Continue to enact on recommendations contained in the Investors in People Standard Assessment Report.	March 2022	C/FM/TGOM/TM	
7.	Provision of Office Accommodation/Working Environs	7.2/7.4	Staff to receive refresher training on carrying out housekeeping checks and fire marshal duties.	December 2021	TGOM	

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8.	Land and Buildings	8.1	Review title deeds and register unregistered property with the Land Registry	March 2022	FM/TGOM	
9.	Community Halls and Changing Rooms	9.2	Record assets on an asset register.	December 2021	FM/TGOM	
		9.14	Clarify licensing requirements for a Public Entertainment Licence.	September 2021	TGOM	
14.	Cemetery and Buildings	14.4	Refresher training to receive refresher training on carrying out housekeeping checks and fire marshal duties.	December 2021	TGOM	
16.	Pandemic	16.1	Review of actions in all areas to be undertaken when current pandemic comes to an end. Document process to be followed in the event of any future emergency planning.	March 2022	C/FM/TGOM/TM	

C – Clerk to the Council
 FGA - Finance and Governance Adviser
 FM – Finance Manager
 TGOM – Technical and General Operations Manager
 TM – Training Manager

28 June, 2021.