

**MONMOUTH TOWN COUNCIL
RISK MANAGEMENT POLICY
Version 1, 27/01/2020 FC**

1. The council ensure that the necessary risk management systems are in place and all significant business risks are being managed effectively.
2. The Town Clerk will provide advice and guidance of the risks associated with operation and management decisions to the council.
3. The council will manage its risks utilising the One Voice Wales Risk Assessment attached as Appendix A.
4. In line with this policy a risk register will be maintained.

Appendix 1

Monmouth Town Council –Annual Risk Assessment Last Full Review 16th September 2019

CQ=CONSEQUENCE, LK=LIKELIHOOD, H=HIGH, M=MEDIUM, L=LOW

1. The Protection of Physical Assets owned by the Council (Loss or Damage):					
AREA/RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
1.1 Town Field	M	L	Insurance -annually reviewed by Council	<ul style="list-style-type: none">• Dedicated as “Queen Elizabeth II Fields in Trust” Status to protect as public space	<ul style="list-style-type: none">• Councillors regularly inspect and report on physical assets within their wards• Area mown and inspected by MCC as contractors• Tree survey undertaken in September 2018 by MCC
1.2 Drybridge Play Area <ul style="list-style-type: none">• Vandalism/Fire	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none">• Insurance updated 2011 to include specific equipment costs• Fencing to prevent vehicle access	Regular inspections undertaken by MCC on behalf of MTC

				<ul style="list-style-type: none"> • New playground surface 2016/17 	
1.3 Litter Bins. <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Council decision not to include physical replacement on insurance (excess not warranted) (August 2011)	<ul style="list-style-type: none"> • Budgetary provision for repair/replace (Town Maintenance) 	
1.4 Dog Waste bins <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Council decision not to include physical replacement on insurance (excess not warranted) • Budgetary provision for repair/replace (Town Maintenance) 	<ul style="list-style-type: none"> • Ongoing mapping and monitoring of locations by ward members • Weekly emptying of bins undertaken by contractor on behalf of MTC
1.5 Benches <ul style="list-style-type: none"> • Vandalism/Fire 	L	M	Council decision not to include physical replacement on insurance (excess not warranted) (Aug 2011)	<ul style="list-style-type: none"> • Budgetary provision for repair/replace (Town Maintenance) 	<ul style="list-style-type: none"> • Councillors regularly inspect and report on physical assets within their wards
1.6 Floral Planters/ Raised Beds <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Council decision not to include physical	<ul style="list-style-type: none"> • Budgetary provision for repair/replace 	<ul style="list-style-type: none"> • New 4 year floral contract in place Oct

			replacement on insurance (excess not warranted) (August 2011)	(Town Maintenance)	2018, increased contractor responsibilities
1.7 Christmas Lights and Pennants and Banners <ul style="list-style-type: none"> Vandalism/ other damage 	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> Installed, removed, repaired and stored securely by external contractors 	<ul style="list-style-type: none"> New 4 year contract awarded before Christmas 2017 and post contract review undertaken, lessons learnt documented. Christmas lighting anchor points inspected as included within contract spec.
1.8 Mayoral Regalia <ul style="list-style-type: none"> Damage/stolen 	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> Insurer informed/consulted if taken abroad Fire and intruder alarms operational in Shire Hall (MCC) 	<ul style="list-style-type: none"> Vigilance and care by Mayor /Deputy/Clerk Photographic record to be progressed as paintings relocated within building. Report/valuation received Oct 14 confirming value/condition of Mayor's Chain. Mayor's Parlour and cupboard kept locked

					(unless being used) during Shire Hall opening times
1.9 Office/ Mayors Parlour general furniture and paintings <ul style="list-style-type: none"> • Damage/stolen 	L	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> • Fire and intruder alarms operational in Shire Hall 	<ul style="list-style-type: none"> • Photographic record ongoing as stored within Shire Hall securely. • Mayor's Parlour and cupboard kept locked (unless being used) during Shire Hall opening times
1.10 Agincourt Street Public Conveniences	M	M	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> • Call-out/urgent repair contract with MCC • Service contract with MCC notice of maintenance required 	<ul style="list-style-type: none"> • Internal fittings and facilities in good repair. • Condition of roof checked with ongoing adjacent work Dec 2016. • Repainting/redecorating May 2019, closed to public whilst work ongoing

2. The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (Public Liability):

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
2.1 Town Field Injury to member of Public <ul style="list-style-type: none"> • Slips/trips/falls • Injury from Moving debris from machinery (eg mower, chainsaw) • Injury/drowning in adjacent river 	H	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Field inspected and maintained regularly by MCC as contractor for Town Maintenance • Pathway maintained without easy access route to river • Lifebelt provided on riverbank, inspected regularly • Tree survey & report commissioned Sept 2018. 	<ul style="list-style-type: none"> • Weekly inspection checks by MCC (Grounds Maintenance Contract) • Redundant skateboard park facilities now removed by MCC. • Ongoing debate about re-instatement of area use.
2.2 Drybridge Play Area Injury to member of Public <ul style="list-style-type: none"> • Slips/trips/falls • Injury from faulty equipment • Play area contaminated by waste from bin/other debris • Injury to member of public during maintenance work 	H	L	Public liability insurance cover in place	<ul style="list-style-type: none"> • Weekly checks made by contractor MCC and records kept by Town Clerk • Contract in place with Zurich Engineering for annual inspection of equipment and play area. • No maintenance work carried out whilst public in vicinity 	<ul style="list-style-type: none"> • Straps for accessible swing not replaced, undergoing investigation best course of action • Tree inspection in vicinity carried out by MCC as contractor

<ul style="list-style-type: none"> • Injury from moving vehicles in school area 				<ul style="list-style-type: none"> • Fencing around play area to prevent vehicle and animal access • Play area completely resurfaced with appropriate new safety surfacing Nov 16. • Bench re-sited to allow easier visibility/supervision of children whilst playing • New accessible swing unit supplied and fitted for inclusive access to facilities 	
<p>2.3 Litter Bins</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged bin • Sharps/hazardous waste present 	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Litter bins installed/maintained by reliable contractor (MCC) • External contract (MCC) in place with reliable contractor for weekly/daily empty-Blestium Street. • Police/MCC Emergency contact for hazardous waste. 	

<p>2.4 Dog Waste bins</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged bin • Sharps/hazardous waste present 	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • External contract in place for regular/weekly empty • Police/MCC Emergency contact for hazardous waste 	<ul style="list-style-type: none"> • Councillors regularly inspect and report on any damage within their wards • Dog waste contractor credentials/insurance checked and reported to F and P Committee • Contractor to report any damage observed • Updated location map in process/ has been produced and updated as new bins purchased
<p>2.5 Benches</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged plinths/ slats in bench • Footings damaged or unsecure 	L	L	Public liability insurance cover in place		<ul style="list-style-type: none"> • Councillors generally inspect and report on any damage within their wards. • Benches formally inspected and recorded by Maintenance contractor (MCC) bi-monthly.
<p>2.6 Floral Planters/ Raised Beds</p>					

Injury to member of Public	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • External contract in place to plant and maintain beds. External contractor insurance in place • Regular inspections made by Floral working group members • Any physical repairs required made by contractor/MCC Town Maintenance 	<ul style="list-style-type: none"> • 4-year contract to 2021 awarded • Contract to be reviewed by committee annually • Councillors regularly inspect and report on any damage within their wards, working group in place to update.
2.7 Christmas Lights Injury to member of Public	M	M	Public liability insurance cover in place	<ul style="list-style-type: none"> • External contractors insurance/certifications in place 	<ul style="list-style-type: none"> • Four-year contract to 2021, includes annual inspection • Christmas lighting fixings/anchor points inspected and tested December 2017, to be inspected annually included in new contract as awarded.
2.8 – Agincourt St /Blestium St Toilets	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • External contracts with MC 	<ul style="list-style-type: none"> • Daily cleaning carried out by MCC Contractor

<p>Injury to member of public</p>			<p>Agincourt Street on the asset list and covered by Public Liability</p> <p>Blestium St toilets under MCC ownership</p>	<ul style="list-style-type: none"> • Call-out/urgent repair contract with MCC • Service contract with MCC notice of maintenance required 	<p>including emptying of bins</p> <ul style="list-style-type: none"> • General maintenance/repair is contracted out to MCC. Service • Internal fittings and facilities in good repair. • Repainting/decoration May 2019 -closed while completed. • Condition of the roof assessed by professional surveyors whilst work completed on adjacent building. • Asbestos surveys requested
<p>2.9 Mayoral Regalia</p> <p>Injury to member of Public</p>	<p>L</p>	<p>L</p>	<p>Public liability insurance cover in place.</p>		<ul style="list-style-type: none"> • Vigilance and care by Mayor/Deputy/Clerk • Any damage to be recorded and repaired as necessary • Mayor's discretion on safety of occasion for wearing regalia (Personal safety and

					physical damage to chain)
2.10 Offices/ Mayors Parlour general furniture and paintings Injury to member of Public/staff	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> Regular inspections of electrical equipment (MCC Shire Hall shared facilities) Maintenance contracts in place for IT equipment. 	<ul style="list-style-type: none"> Mayor's Parlour chairs repaired and re-upholstered (2012) Further repairs identified and Completed Dec 2013 Visual inspections ongoing.

3.The risk of Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)					
RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<i>Annual review of risk and adequacy of cover Ensuring the robustness of insurance providers</i>	L	L	Insurance provision in place	<ul style="list-style-type: none"> Use of recognised suppliers Ensure contractors have appropriate insurance 	<ul style="list-style-type: none"> Obtain references for new suppliers Re-appraise contracts/suppliers regularly

4.Loss of cash through theft or dishonesty

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<p>4.1 Annual review of risk and adequacy of cover</p> <p>Implement recommendations of internal/external auditors</p>	H	L	Insurance (fidelity) provision in place	<ul style="list-style-type: none"> • Requirement for all cheques to be signed by 2 signatories (Chairs of Committees) on checking invoice/voucher • All payments above £25 to be made by cheque • Bank reconciliations reported regularly to council • Schedule of all payments presented to council regularly • Standing Orders/Financial Regulations reviewed every 18months. Latest Standing Orders reviewed fully Oct 2018, updated and to be reviewed again in 2018 • New Model Financial Regulations reviewed March 2019 • Nominated Councillors (Chair & Dep of Finance & Policy Cttee) carry 	

				out half yearly internal audits.	
4.2 Risk of bank no longer accepting cheques	H	L	Card use/BACS/CHAPS payments	Cheque use to continue at present	Financial Regs not yet include bank card use but potential ready to amend

5. Legal Liability as a consequence of asset ownership (public liability)					
RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<i>Annual review of risk and adequacy of cover</i>	L	L	Insurance provision in place	Inspections made and recorded on physical condition of assets	<ul style="list-style-type: none"> • Consider contracting legal professional advice re the lease • Consider contracting out ongoing maintenance /repair contract for Agincourt Street conveniences

(TABLE 2) Areas where there may be scope to work with a third party to help manage risk

<i>Practitioners' Guide Recommended Internal Controls:</i>	Monmouth Town Council:
<i>Standing Orders and financial regulations</i>	Reviewed every 12-18 months. Last reviewed April 2018
<i>Regular reporting on performance by suppliers/contractors/providers</i>	Reported to Committees with delegated responsibility for contract
<i>Annual review of contract</i>	Reviewed annually.

<i>Clear statements of management responsibility for each service</i>	
<i>Regular scrutiny of performance against targets</i>	Staff appraisal, contract conditions/specifications to be introduced with advice by Ellis Whittam – HR/H & S consultants
<i>Adoption of and adherence to codes of practice for procurement and investment</i>	Standing Orders/Financial regulations
<i>Arrangements to detect and deter fraud and/or corruption</i>	Nominated councillors (2) carry out half yearly audits, internal and external audits
<i>Regular bank reconciliation, independently reviewed</i>	Monthly bank reconciliations for all cash books verified by council

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
1.Security for vulnerable buildings, amenities or equipment	M	L	<ul style="list-style-type: none"> Contracted out to principal authority/owners (Shire Hall) 		External audit undertaken by EW
2. Maintenance for vulnerable buildings, amenities or equipment <i>Annual review of contract</i> <i>Regular reporting on performance by suppliers/contractors/providers</i> <i>Adoption of and adherence to codes of practice for procurement and investment</i> <i>Standing Orders and financial regulations</i>	L	L	<ul style="list-style-type: none"> Contracted out to principal authority/owners (Shire Hall) Maintenance of Drybridge Play area and Town Field – MCC contracted 		Standing Orders and Financial regulations adopted and reviewed annually

<p>3.The provision of services being carried out under agency/partnership agreements with principal authorities <i>Clear statements of management responsibility for each service</i></p>	L	L	<ul style="list-style-type: none"> • MCC –various • Torfaen CBC Pension fund and purchasing 		<ul style="list-style-type: none"> • Shire Hall Service Level Agreement confirmed and currently under review. • Staff aware of their rights under the Pension Act of 2016 to choose their pension arrangements and direct online access to Pension providers available. • Review of pension discretions underway
<p>4.Banking arrangements, including borrowing or lending <i>Regular bank reconciliation, independently reviewed and reported regularly to Finance and Audit Committee</i></p>	M	L	<ul style="list-style-type: none"> • Bank • Advice form One Voice Wales, SLCC, Internal auditor 	<ul style="list-style-type: none"> • Standing Orders (33) and Financial Regs reviewed and adopted • 	<ul style="list-style-type: none"> • Relatively low levels of income banked • References in place for all staff • Banking undertaken within 2 days and separation of duties exists with RFO in place
<p>5.Ad hoc provision of amenities /facilities for events to local community groups N/A</p>					
<p>6.Markets management N/A</p>					
<p>7.Vehicle or equipment lease hire N/A</p>					
<p>8.Trading units (leisure centres, playing fields etc) Town Field</p>	M	L		<ul style="list-style-type: none"> • Vehicle access gated 	

<i>Clear statements of management responsibility for each service</i>			<ul style="list-style-type: none"> • User provides event risk assessment and insurance confirmation • Requests for use made to Council 		Copies of Insurance and Risk assessments to be provided to Council by users.
9. Professional services (architects, planning, accountancy etc) <i>Clear statements of management responsibility for each service</i> <i>Annual review of contract</i>	L	L	<ul style="list-style-type: none"> • MCC contracts • Salary payments contracted out 	<ul style="list-style-type: none"> • Access to wide range of MCC professional services for advice • GPDR advice from a specialist on the implications of the new regulations 	
10. Long term provision of Council accommodation after 10 years	M	M	<ul style="list-style-type: none"> • Ongoing negotiations with MCC over SLA after 2021 	<ul style="list-style-type: none"> • Investigation of Users' rights 	

(TABLE 3) Areas where it may be better to self manage the risk

<i>Practitioners' Guide Recommended Internal Controls:</i>	Monmouth Town Council:
<i>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</i>	Financial regulations within Standing Orders
<i>Recording in the minutes the precise powers under which expenditure is being approved</i>	
<i>Regular returns to HM Revenue and customs, contracts of employment for all staff, annually reviewed by the council, systems of updating records for any change in relevant legislation</i>	

<i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues</i>	RFO completes, checked by Chair F & P
<i>Regular budget monitoring statements</i>	Reported at every Finance and Policy Committee meeting
<i>Developing systems of performance measurement</i>	Staff Appraisal – undertaken by Town clerk with advice from Ellis Whittam
<i>Procedures for dealing with and monitoring grants or loans made or received</i>	Grant applications undertaken
<i>Minutes properly numbered and paginated with a master copy kept in safekeeping</i>	Administrative Office completes, checked by Town Clerk
<i>Documented procedures to deal with enquiries from members of the public</i>	All enquiries through the Town Clerk and documented via email
<i>Documented procedures to deal with responses to consultation requests</i>	All passed to appropriate committee with date of response required
<i>Documented procedures for document receipt, circulation response, handling and filing</i>	All documents listed on correspondence and scanned for archive
<i>Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received</i>	Registers held
<i>Adoption of Codes of Conduct for members and employees</i>	Agreed with acceptance of office and in year reminder on the Code of Conduct

RISK	C	L	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<p>1.Keeping proper financial records in accordance with statutory requirements</p> <p><i>Regular scrutiny of financial records and proper arrangements</i></p>	M	L	<ul style="list-style-type: none"> Recognised computerised Finance system (RBS) Membership of SLCC and One Voice Wales as sources of advice 	<ul style="list-style-type: none"> Regular financial reports to Finance and Policy Committee Support for on-going training to ensure members/staff are aware of changes to 	

<i>for the approval of expenditure</i>				requirements/good practice etc	
<p>2.Ensuring all business activities are within legal powers applicable to local councils</p> <p><i>Recording in the minutes the precise powers under which expenditure is being approved</i></p>	M	L	<ul style="list-style-type: none"> • Council • Membership of SLCC • Membership of One Voice Wales as sources of advice • Support for Clerk to become CiLCA qualified • Support for office staff on ILCA qualification 	<ul style="list-style-type: none"> • Support for on-going training to ensure members/staff are aware of changes to requirements/good practice etc 	<ul style="list-style-type: none"> • Precise powers under which non routine expenditure is approved to be recorded in minutes • Important to record the s137 expenditure • Support for ongoing training ensure staff are aware of the changes and good practice guides
<p>3.Complying with restrictions on borrowing</p> <p><i>Procedures for dealing with and monitoring grants or loans made or received</i></p>	L	L	<ul style="list-style-type: none"> • Council • Membership of One Voice Wales/SLCC as sources of advice • Bank 	<ul style="list-style-type: none"> • Standing Orders (33) procedures in place 	
<p>4. Ensuring that all requirements are met under employment law and regulations</p> <p><i>Regular returns to HM Revenue and customs, contracts of</i></p>	H	L	<ul style="list-style-type: none"> • Council • Membership of One Voice Wales/SLCC 		<ul style="list-style-type: none"> • New 3 year Contract HR/Personnel consultancy service in Jan 2019 to ensure current best practice and legal requirements in place • Review of the arrangement to be

<p><i>employment for all staff , annually reviewed by the council, systems of updating records for any change in relevant legislation</i></p> <p><i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues</i></p>					<p>undertaken by the Staffing Sub Committee</p>
<p>5.Ensuring all requirements are met under HM Revenue and Customs notices and regulations (Income Tax, National Insurance, and VAT)</p> <p><i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation</i></p> <p>Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues <i>on issues</i></p>	M	L	<ul style="list-style-type: none"> • Council • Membership of One Voice Wales/SLCC as sources of advice • Salary payments contracted out 	<ul style="list-style-type: none"> • VAT returns submitted quarterly • Regular reporting of payments and VAT reclaimed 	<ul style="list-style-type: none"> • HR/Personnel consultancy service contracted in 2019 for 3-year contract

<p>6.Ensuring the adequacy of the annual precept within sound budgeting arrangements</p> <p><i>Regular budget monitoring statements</i></p>	M	L	<ul style="list-style-type: none"> • Council • Regular budget monitoring reports to Committees and all to Finance and Policy Committee 	<ul style="list-style-type: none"> • Report on Reserves made to Finance and Policy Committee twice yearly • Adequate reserves maintained between 33.5 and 100% of precept 	Review of the level of General reserves and earmarked reserves to be undertaken at the half year point
<p>7. Monitoring of performance against agreed standards under partnership agreements</p> <p><i>Developing systems of performance measurement</i></p>	L	L	<ul style="list-style-type: none"> • Council 	<ul style="list-style-type: none"> • Maintenance contracts performance specifications 	Procurement on new contracts from extended contracts to be reviewed 2019
<p>8.Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</p> <p><i>Procedures for dealing with and monitoring grants or loans made or received</i></p>	M	M	<ul style="list-style-type: none"> • Council • Community Grants Scheme procedure/criteria in place to ensure proper use of grants 		Reported as required re the section 137 expenditure limits
<p>9.Proper timely and accurate reporting of</p>	L	L	<ul style="list-style-type: none"> • Council • Minutes paginated 	<ul style="list-style-type: none"> • All minutes at agreed and signed at following meeting 	

council business in the minutes <i>Minutes properly numbered and paginated with a master copy kept in safekeeping</i>					
10. Responding to electors wishing to exercise their rights of inspection <i>Documented procedures to deal with enquiries from members of the public</i>	M	L	<ul style="list-style-type: none"> • Council • Correspondence reported to Council • Office hours advertised 		<ul style="list-style-type: none"> • Freedom of Information Act document retention policy to be developed and approved • Procedures for dealing with enquires to be documented and monitored
11. Meeting the laid down timetables when responding to consultation invitation <i>Documented procedures to deal with responses to consultation requests</i>	M	L	<ul style="list-style-type: none"> • Council • Consultative documents reported to appropriate Committee or Full Council stating response date 	<ul style="list-style-type: none"> • Town Council /committee meetings work on 6/7 week cycle, so some delays possible. Consultation invitees informed, or extra meetings called if necessary. 	<ul style="list-style-type: none"> • Procedures for dealing with responses to consultation papers to be documented and monitored
12. Proper document control	H	L	<ul style="list-style-type: none"> • Council 		<ul style="list-style-type: none"> • Procedures for document receipt, circulation,

<p><i>Documented procedures for document receipt, circulation response, handling and filing</i></p>			<ul style="list-style-type: none"> • All correspondence recorded date received, recorded on distributed correspondence lists to councillors 		<p>response, handling and filing to be documented</p>
<p>13. Register of Members' interests, gifts and hospitality complete, accurate and up to date</p> <p><i>Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received</i></p>	L	L	<ul style="list-style-type: none"> • Council • Register of Interests, Gifts, Hospitality maintained 	<ul style="list-style-type: none"> • Registration of Interest forms completed as made, published on website 	<ul style="list-style-type: none"> • Register of interests of Cllrs published on The Town Council website. Social media policy needs to be adopted
<p>14. Adoption of codes of conduct for members and employees</p> <p><i>Adoption of Codes of Conduct for members and employees</i></p>	L	L	<ul style="list-style-type: none"> • Council • Members code of conduct formally adopted and accepted by members with acceptance of office, as amended 2016 (Wales) adopted Dec 2016 • Staff code of conduct automatically applied 	<ul style="list-style-type: none"> • Copy of Code of Conduct issued to all members and acceptance signed and agreed • Complaints procedure within Standing Orders 	<ul style="list-style-type: none"> • Copy of Code of Conduct issued to all members and acceptance signed and reminder issued in May 2017 on the code. • Complaints Policy and procedure adopted in 2017. New staff contingencies budget for cover

15. GDPR Consideration	H	L	<ul style="list-style-type: none"> • Council Members and Office Staff • An awareness of the legal obligation 	<ul style="list-style-type: none"> • Training for officers (Oct 19) • Cascade information from training to Council Members 	<ul style="list-style-type: none"> • Update training regularly
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