



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk
29 December 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Policy & Governance Committee** which will be virtually via the following link <https://us02web.zoom.us/j/83896986338> on **Tuesday 5 January 2021 at 6pm**. You can also access via phone using the following number and meeting ID number: **838 9698 6338** and Tel No: **+44203 4815237**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)

Councillor M. Westerman - Chairman

Councillor J. Akhtar

Councillor A. Ahmed

Councillor M. Anayat

Councillor S. Cooper

Councillor M. Curtis

Councillor M. Dowse

Councillor M. Walker

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Welcome & Introduction

The Chairman will remind Members of the Virtual Meeting protocols.

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes – For Decision

Members are asked to approve the minutes of the meeting of the Policy & Governance Meeting held Tuesday 1 December 2020.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 1 December 2020.

Copy attached

7. Town Plan Update – For Noting

To consider the attached report from the Assistant Town Clerk/CDO regarding the Town Plan.

Copy attached

8. Corporate Governance Action Plan – For Noting

To receive an update on the Corporate Governance Action Plan.

Copy attached

9. Corporate Risk Assessment – For Noting

To consider the attached report on the Corporate Risk Assessment.

Copy attached

10. Review of Committees and Terms of Reference – For Decision

To consider the attached report from the Town Clerk relating to a review of the current Council committees and their terms of reference.

Copy attached

11. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 2 February 2021 at 6.00pm.



KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance Committee held remotely on Tuesday 1 December 2020, 6.00pm

Present: Councillor Westerman - Chairman
Councillor Anayat
Councillor Curtis
Councillor Akhtar
Councillor M Walker
Councillor Adams - Ex Officio

Also Present: Joe Cooney, Town Clerk

065/2020 (PG) Welcome & Introduction

The Chairman reminded members of the arrangements for virtual meetings.

066/2020 (PG) Apologies for absence

Cllr. Dowse

RESOLVED to accept and record the above apologies

067/2020 (PG) Declarations of Interest

RESOLVED there were no further declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

068/2020 (PG) Public Question Time

None.

069/2020 (PG) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday 3 November 2020 be confirmed as a true record of the proceedings and signed by the Chairman.

070/2020 (PG) Progress Report

RESOLVED to note the Progress Report.

071/2020 (PG) Social Media

Members considered a report from the Town Clerk updating members on the councils Social Media pages and media interactions.

RESOLVED members noted the report.

RESOLVED members requested the next update be presented to the March committee meeting.

RESOLVED all press releases are emailed to committee members once issued to the media.

RESOLVED future updates to include information on press releases issued and their uptake by media outlets.

072/2020 (PG) Councillor Skills Audit

Members considered the report from the Town Clerk on the recent Councillor Skills Audit and the subsequent members training plan.

RESOLVED members approved the training plan.

RESOLVED members requested the approved plan should also include training that addressed wider societal challenges as well as local council specific courses.

073/2020 (PG) Live Streaming

Members considered a report from the Town Clerk outlining arrangements for the live streaming of council committee meetings.

RESOLVED members approve the live streaming of Council Committee meetings onto the Council's social media pages.

RESOLVED members approve the Live Streaming guidance for members.

RESOLVED members requested a report on the impact be provided to the committee in March 2021.

074/2020 (PG) Town Plan

Members considered a report from the Assistant Town Clerk relating to the committees Town Plan responsibilities.

RESOLVED members noted the report.

075/2020 (PG) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Tuesday 5 January 2021 at 6.00pm.

Signed **Date**
Chair



REPORT FROM: TOWN CLERK

TO: POLICY & GOVERNANCE COMMITTEE

DATE: Tuesday 1 December 2020

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
POLICY & GOVERNANCE MEETING DATED TUESDAY 3
NOVEMBER**

Item No	Committee Decision	Update
1.	Social Media - members requested the next update be presented to the March committee meeting.	Item will be on March Agenda.
2.	All press releases are emailed to committee members once issued to the media.	Members will be sent any press releases on a monthly basis
3.	Future updates to include information on press releases issued and their uptake by media outlets.	Will be added reported as part of the quarterly update
4.	Members requested the approved plan should also include training that addressed wider societal challenges as well as local council specific courses.	Training plan has been updated. Once 2021 training dates are released the plan will be implemented
5.	Members approve the live streaming of Council Committee meetings onto the Council's social media pages.	Live streaming of committee meetings have begun

6.	Members requested a report on the impact be provided to the committee in March 2021.	Will be on March Agenda
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KEIGHLEY TOWN COUNCIL

Item 7

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	5 January 2021

SUBJECT	TOWN PLAN UPDATE
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PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

RECOMMENDATION(s):

2. That Members use the information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.

REASONS FOR RECOMMENDATION:

3. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

SUMMARY OF KEY POINTS:

4. The Town Plan sets out the Council's aims and objectives over the next 3 years.
5. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
6. It is important that all members are involved in the delivery of the Town Plan. The Chair of this Committee will attend the Town Plan Steering Group to share the Committee's progress. In the absence of the Chair, the Vice or another Member of the Committee will attend.
7. The Key Objectives, attached as Appendix A, detail the responsibilities of the Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

8. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

TOWN PLAN IMPLICATIONS:

9. All decisions should be made with direct reference to the Town Plan.

CLIMATE CHANGE IMPLICATIONS:

10. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

POLICY IMPLICATIONS:

11. There are no new policy implications arising from this report.

DETAILS OF CONSULTATION:

12. In some circumstance's consultations may have taken place.

BACKGROUND PAPERS:

13. Town Plan.

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, Assistant Town Clerk/CDO pip.gibson@keighley.gov.uk

Town Plan 2020-2023

Key Objective	What we will do	Timescale	Who's responsible	Budget Implications	Actions 2020/21	Budget implications 2021/22	Actions 2022/23
Civic Pride							
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff		Virtual Ward Forums created for each Ward. Weekly media programme showcasing the work of KTC. Pop Up Markets, Oakworth Village	£0.00	
CP013	Develop a Corporate Governance Action Plan to ensure the Council is being run effectively.	Ongoing (2020-23)	Policies & Governance Committee		Implemented and being monitored by the Policy & Governance Committee	£0.00	
CP018	Keep the Town Plan under continuous review throughout its lifespan.	Ongoing (2020-23)	Policies & Governance Committee		Town Plan Steering Group established. Town Plan standard item on all Agendas and Reports	£0.00	
Community Development							
CD002	Participate in any public consultation that would have a direct impact on Keighley.	Ongoing (2020-23)	Policies & Governance Committee		Online survey Grammar School/College site. Incinerator site objections sent to BMDC for consideration plus Town Fund. The council has also submitted a response to the national consultations undertaken by the Local Government Association (LGA) on the members code of conduct. Council has also responded to the Committee on Standards in Public Life consultations on the current standards in public life. Council has also responded to the Government consultation on changes to the Planning system. The council worked with Bingley and Shipley Town Councils to submit similar responses given the proximity of the other authorities and the shared challenges we face.	£0.00	
CD014	Undertake a review of bylaws within Keighley.	Long Term (2022/23)	Policies & Governance Committee			£0.00	
Developing the Local Environment							

KEIGHLEY TOWN COUNCIL

Item 8

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 5 January 2021

SUBJECT	Code of Governance Action Plan
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PURPOSE:

1. To update members on the action plan to ensure the Council complies with its own Code of Corporate.
2. To submit members the current identified actions required and their progress to date.

RECOMMENDATION(s):

3. Members note the Action Plan.
4. The Town Clerk updates the Action Plan and presents it to Council for consideration in 2021.

REASONS FOR RECOMMENDATION:

5. To ensure Keighley Town Council is implementing the actions within its Code of Corporate Governance.

SUMMARY OF KEY POINTS:

6. Members will recall Council approved the Code of Corporate Governance on 19th March 2020.
7. The Code of Governance set out the 4 key principals for good governance. Namely, Openness & Inclusivity, Integrity, Accountability, Transparency.

8. The Action Plan focused on 5 key areas of work. These are; Community Focus, Service Delivery Arrangements, Structures & Processes, Risk Management & Internal Control and Standards of Conduct.
9. The Action Plan sets out how we will deliver against these 5 key areas of work and maintain the 4 key principals of good governance.
10. The Action Plan is a standing item on the internal staff meetings and staff are reminded of their obligations under the Code of Governance.
11. The Policy & Governance Committee has the responsibility on assessing the Council's adherence to the code on an annual basis. This annual statement will be published on the Council's website.
12. The Action Plan sets out the targets for the coming financial year and once approved it will be the basis for the assessment later in the year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

13. This section covers any financial implications arising from the report.

TOWN PLAN IMPLICATIONS:

14. Meets the Town Plan Key Objectives: CP012

CLIMATE CHANGE IMPLICATIONS:

15. N/A.

POLICY IMPLICATIONS:

16. N/A

DETAILS OF CONSULTATION:

17. N/A

BACKGROUND PAPERS:

18. Appendix A – Action Plan

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney, 01535 872101, joe.cooney@keighley.gov.uk

Code of Corporate Governance Action Plan 2020

1. Community Focus			
The Council will continue to work for and with the people of Keighley, exercising leadership when it is right to do so and do its best to promote the well-being of the town.			
	What	How	Where
a)	The Council will publish information in an objective and understandable form of its: <ul style="list-style-type: none"> • Activities & achievements • Financial position and performance 	<p>The Council will produce a newsletter at least twice a year containing articles on services and activities, feedback from any community survey. We will also publish a Town Plan with performance measures for the year.</p> <p>The Council will produce and publish its statement of accounts annually and make it available in both electronic and paper format.</p>	<p>Online and small amount in paper copies</p> <p>Annual Accounts will be published on Keighley.gov.uk</p>
b)	The Council will publish an annual update to the Town Plan presenting an objective, balanced and understandable account and assessment of its: <ul style="list-style-type: none"> • Current performance in service delivery Plans to maintain and improve service quality	The Council will produce and publish an update on the Town Plan by 30 June each year. This will contain performance figures, targets for improvement, performance against priority tasks and summaries of completed reviews.	Town Plan
c)	The Council has put in place proper arrangements for independent review of its financial and operational reporting processes.	Reports from the Internal and External Auditor are submitted to the Finance & Audit Committee for information; all members of the Council receive copies of the External Auditors final opinion electronically.	
d)	The Council has put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure they continue to work in practice.	<p>The Town Plan sets out the Council's aim to increase interaction and consultation with residents, partners and community groups.</p> <p>The Council will continue to engage the public, its partners and its stakeholders with reference to specific schemes and projects.</p>	<p>Town Plan</p> <p>Annual appointments to Outside Bodies</p>

		The Council publicises calendars of meetings and circulates agenda papers to the press and the public via its website	Local press and via Keighley.gov.uk
e)	The Council is committed to openness in all its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so, and by its actions and communications deliver an account against that commitment.	The Council has published a Recording at Meetings Policy to aid anyone wishing to film a meeting. Only items relating to personal details or commercially sensitive details are discussed with the exclusion of press and public.	All meeting agendas include info on public participation. Full policy on Keighley.gov.uk
f)	The Council will establish clear channels of communication with all sections of the community and other stakeholders and put in place proper monitoring arrangements to ensure that they operate effectively.	The Council's main channels of external communication are through Town Council newsletter, Council Website, social media platforms, press releases and/or responses.	Local Newspapers, Social Media and Keighley.gov.uk
g)	The Council will engender a high level of civic pride.	<p>The Council provides a wide range of facilities and activities which all help to build a sense of community.</p> <p>It is committed to maintaining the traditions associated with Keighley's historic role as an Industrial Town and to organising civic events which celebrate this in response to both local and national issues.</p> <p>It will continue to organise a free programme of summer events which have proved to be effective in enhancing community life.</p> <p>It will also continue to develop new and improve existing facilities for active and passive recreation where possible and to maintain its various facilities to a high standard.</p>	<p>Annual programme of Civic Events</p> <p>Summer Event programme</p> <p>Town Plan</p>

2. Service Delivery Arrangements

The Council is committed to seeking continuous improvement in all its services.

	What	How	Where
a)	The Council sets standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Standards and targets for performance are set annually by the Council and contained within the Town Plan.	Town Plan Equal Opportunities Policy Equal Opportunities monitoring
b)	The Council will put in place sound systems for providing management information for performance measurement purposes.	Performance information is reported retrospectively in the Town Plan and in a half year monitoring report.	Town Plan
c)	The Council monitors and reports performance against agreed standards and targets and has developed comprehensive and understandable performance plans	The Town Plan reports performance against targets and standards for the year. The half year monitoring report provides ongoing performance information.	Town Plan
d)	The Council has put in place arrangements to allocate resources according to priorities.	Full Council is responsible for allocating resources for the Council's functions considering the objectives approved by the Council. The Town Plan details priority tasks for the year. Progress on these tasks is reported in the half year monitoring report.	Town Plan Annual Budget setting process
e)	The Council will foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors.	The Council has a positive and pragmatic attitude to partnership working and is both receptive to and proactively working towards building and maintaining relationships with other bodies.	
f)	The Council responds positively to the findings and recommendations of external and internal auditors and put in place arrangements for the effective implementation of agreed actions.	Internal Auditor agreed recommendations are absorbed into workload of both the Town Clerk and Responsible Financial Officer.	Internal and External Audit reports

		Follow-up of Audit recommendations is monitored by the Finance & Audit Committee, the Responsible Financial Officer and the Town Clerk.	
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3. Structures and Processes

The Council has established effective political and managerial structures and processes to govern decision making and the exercise of Council within its organisation.			
	What	How	Where
a)	The Council has put in place clearly documented protocols governing relationships between members and officers.	The Council has approved a Member Code of Conduct and an Employees Code of Conduct both of which covers relationships between Councillors and Officers – which is monitored by the Town Clerk	Members Code of Conduct & Employees Code of Conduct
b)	The Council has ensured that the relative roles and responsibilities of members and senior officers are clearly defined.	Terms of Reference of Committees and the Scheme of Delegation set out the roles and responsibilities of the Council and its various committees and senior officers.	Terms of Reference Scheme of Delegation
c)	Members of the Council meet on a regular basis to set the strategic direction of the Council, to determine policy and to monitor service delivery.	A schedule of regular meetings of all Committees and Council is agreed annually in advance.	Annual Meetings Calendar
d)	The Council has developed and maintains a scheme of delegation which includes a formal schedule of those matters specifically reserved for the collective decision of the Council.	The Scheme of Delegation contains a schedule of delegated and reserved powers.	Scheme of Delegation
e)	The Council has put in place clearly documented and understood management processes for policy development, implementation and review and for decision making, monitoring and control, and reporting; and formal procedural and financial regulations to govern the conduct of the Council's business.	Processes are set out in the Council's Terms of Reference for Committees, Standing Orders and Financial Regulations. These also set out in the Standing Orders for full council, committees, officer employment rules, and the financial regulations.	Terms of Reference Standing Orders Financial Regulations

f)	The Council has put in place arrangements to ensure that members are properly trained for their roles and have access to all relevant information, advice and resource as necessary to enable them to carry out their roles effectively.	A member's induction pack is maintained by the Council. This pack contains information on key contacts, forthcoming events, members code of conduct, the Council's Terms of Reference for Committees, Standing Orders and Financial Regulations etc.	Members Induction Pack and members briefing Code of conduct for Councillors and Employees
g)	The Town Clerk is responsible to the Council for all aspects of operational management.	The Town Clerk's responsibilities as overall operational manager is set out in the job description for the post.	Town Clerk's Job Description
h)	The Council has adopted clear protocols and codes of conduct to ensure that the implications for supporting community political leadership for the whole council are acknowledged and resolved.	The Council has adopted an employee's Code of Conduct which specifically sets out guidelines for officer support to members.	Employees Code of Conduct

4. Risk Management & Internal Control

The Council is in the process of establishing a systematic strategy, framework and processes for managing risk.

	What	How	Where
a)	<p>The Council will develop a robust system for identifying and evaluating all significant risks which involve the proactive participation of all those associated with planning and delivering services.</p> <p>The Council will maintain a risk management system.</p>	<p>A high-level risk management policy has been developed, and strategic and business risks have been identified by officers.</p> <p>An ongoing risk management system is in place and monitored by the Policies & Governance Committee and Finance & Audit Committee.</p>	Corporate Risk Assessment
b)	A high-level risk management policy (Corporate Risk Assessment) has been developed, and strategic and business risks have been identified by officers.	<p>The council has several risk minimisation/control procedures in place:</p> <ul style="list-style-type: none"> - Internal audit - Health & safety policy and practices - Insurance policy & practices - Performance appraisal 	<p>Internal Audit plan</p> <p>Insurance Policy</p> <p>Appraisal Policy</p>

	An ongoing risk management system is in place and monitored by the Policies & Governance Committee.	<ul style="list-style-type: none"> - Financial regulations - Corporate Risk Assessment <p>An ongoing risk management system is in place, which draws these various elements together.</p>	<p>Financial Regulations</p> <p>Corporate Risk Assessment</p>
c)	Services are delivered by trained and experienced people.	The Council has introduced a full programme of staff appraisal, mandatory for all officers, which ensures officers are aware of their personal objectives, and identifies and addresses all training needs in a specific manner.	Staff Appraisal Scheme
d)	The Council has put in place effective arrangements for an objective review of risk management and internal control, including internal audit.	<p>The Internal Auditor reviews the Council's risk management arrangements and this report annually to members.</p> <p>The Council's internal auditor reviews risk management and internal control annually.</p>	Internal Audit Report

5. Standards of Conduct

The Council is committed to the highest standards of conduct in all its dealings. Members and Senior Officers are expected to exercise leadership by conducting themselves as role models for others within the Council to emulate, and by defining standards of personal behaviour applicable to all members and staff.

	What	How	Where
a)	The Council has developed and adopted formal codes of conduct defining the standards of personal behaviour to which individual members, employees and volunteers of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with.	<p>The Council has adopted a code of conduct for members and employees.</p> <p>The Council has approved a whistle blowing policy which has been communicated to members and staff as applicable.</p> <p>There is a formal complaints procedure in place.</p>	<p>Members Code of Conduct & Employees Code of Conduct</p> <p>Staff Handbook</p> <p>Complaints Policy</p>
b)	The Council has put in place arrangements to ensure that members and employees of the Council are not influenced by prejudice, bias or conflicts of interest in dealing with different	There are a number of arrangements in place to ensure freedom from prejudice, bias and conflicts of interests for members and officers.	Members Code of Conduct & Employees Code of Conduct.

	stakeholders and put in place appropriate processes to ensure that they continue to operate in practice.	<p>The primary document for members is the code of conduct, and the annual declaration of interests made by Councillors.</p> <p>Officers will be bound by the employee's code of conduct and must also declare any interests. In addition, the Council's Standing Orders and Financial Regulations provide guidance for employees.</p>	<p>Standing Orders</p> <p>Financial Regulations</p>
c)	Put in place arrangements for whistle blowing to which staff and all those contracting with the Council have access to.	The whistleblowing policy is included in the staff handbook and a copy has provided to all staff members.	Whistleblowing Policy

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 5 January 2021

SUBJECT	Corporate Risk Assessment Update
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PURPOSE:

1. To update members on the actions identified in the Corporate Risk Assessment for 2020.
2. For members to note the progress against the set objectives for the current financial year.

RECOMMENDATION(s):

3. Members note the progress on the actions identified in the Corporate Risk Assessment.

REASONS FOR RECOMMENDATION:

4. To effectively manage the council's risk.

SUMMARY OF KEY POINTS:

5. The Corporate Risk Assessment is not just about financial management; it is about setting objectives and achieving them to deliver high quality public services.
6. The Policies & Governance Committee has reviewed the current Corporate Risk Assessment on three occasions during the current financial year.
7. This has ensured officers have continued to deliver against the additional measures identified at the start of the year. The oversight and scrutiny of such documents is one the committee takes very seriously, and its effectiveness is evident in the progress made on addressing the additional measures identified.

8. Members will recall, following the councils internal audit for financial year 2019/20 the internal audit concluded the council did not have an effective risk management system in place. This resulted in the Internal Auditor stating we had failed to adhere to the internal control objective.
9. Although members approved the current Corporate Risk Assessment in March 2020, the internal auditor took the view the risk was not managed for the entirety of the financial year 2019/20.
10. To ensure this did not reoccur in 2020/21 internal audit, the committee agreed to monitor the councils progress against actions highlighted in the risk assessment.
11. 31 additional control measures were identified. These would need to be implemented throughout 2020/21 to improve the council's management of risk and improve the internal control.
12. At the time of writing this report a total of 29 control measures have been implemented. The remaining two are on track to be completed before the end of the current financial year.
13. One relates to an updated Security Policy. The second relates to an Allotment Policy. This work is will be commenced in January 2021. The Allotments & Landscape have established a working group to review the policy and tenancy agreements. Any new policy will require the approval of Council.
14. Appendix A details the 31 areas and the action taken against each point.
15. Appendix B is a copy of the Corporate Risk Assessment which has been updated to reflect the implementation of the additional control measures. 39 updates have been possible following the work overseen by the committee during the current financial year.
16. Most importantly the risk rating has been reduced in 6 areas.
17. The new measures and changes in risk rating are highlighted in yellow in Appendix B.
18. The Internal Auditor has recently completed their first visit of year. Whilst, we are waiting their report the internal auditor has confirmed our risk management system would now be sufficient for the internal control measure to be agreed with in their annual report.
19. The Corporate Risk Assessment is live document and needs constant updating throughout the year. Rightly, the committee's focus this year has been on implementing the additional control measures. As the council moves forward that focus will migrate to identifying emerging risks and what impact they will have on the council and what measures the council can put in place to reduce the impact.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

20. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

21. Meets the Town Plan Key Objectives: CP012

CLIMATE CHANGE IMPLICATIONS:

22. N/A.

POLICY IMPLICATIONS:

23. New Security Policy to be developed.

DETAILS OF CONSULTATION:

24. N/A.

BACKGROUND PAPERS:

25. Appendix A – Corporate Risk Assessment Actions
Appendix B – Updated Corporate Risk Assessment

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

2020 Corporate Risk Assessment – Action Update

	Controls in place	Additional controls required	Timeframe	Officer	Update
Protection of physical assets, e.g. Buildings, furniture and equipment	All physical assets are insured with Zurich Municipal Policy Number: YLL-122026-3293	Insurance policy is reviewed on an annual basis to ensure it reflects the Town Council's needs	Annual	TC/RFO	From 6 th June 2020 the Council Liability Insurances and contents insurance will be moved to one Provider. Came & Company. The policy includes the updated asset register approved by Council in March 2020.
	Council Vehicle has comprehensive insurance policy with Came & Company Policy Number: AGRI/103849/2020	Insurance policy is reviewed on an annual basis to ensure it reflects the Town Council's needs	Annual	TC/RFO	Policy due for renewal in January 2021.
Risk of damage or injury to staff	Keighley Town Council has Employers Liability insurance of £10,000,000 Policy Number: YLL-122026-3293	Staff Handbooks are being updated to include all relevant policies. Staff training budget of £4,000 available to address any identified needs.	Sep – 20	TC	New staff handbook has approved by Council in March 2020 and copies provided to all staff.
Business Interruption	New I.T system in place which includes a secure independent cloud-based server.	At next Insurance Policy renewal investigate the benefit of Business Interruption insurance	Apr-20	RFO	New Policy with Came & Company now includes Business Interruption. Policy commences 21 st June 2020.
Loss of cash through dishonesty or theft	The Council has a Fidelity Guarantee of up to £500,000 for any one person and £2,000,000 any one incident		Mar – 20	TC/RFO	

	Annually reviewed Financial Regulations are in place and cover the payment of invoices. Multiple signatures are required on all cheques paid out by the Town Council.	Review internal process of paying invoices to ensure its robustness			New Budget Management process implemented that includes the ordering, invoicing and accounting for each budget line. (SoP Budget Management)
Key Member of staff being unavailable	Annual budget includes £14,000 for the provision of temporary staff to cover absences if required.	Investigate Insurance options Internal review of procedures underway to strength business continuity within the Staff team	Mar-20	TC	New Insurance Policy from 21 st June 2020 includes Key Persons Cover
Risk Assessments – fire, legionella etc in the Civic Centre Risk of fire, injury to staff, residents, councillors and visitors.	Health & Safety advisors carry out an annual inspection of the Civic Centre along with reviewing all relevant risk assessments.	Review the annual maintenance contracts for all aspects of the Civic Centre. Such as fire safety equipment, lift equipment etc. A new integrated Access system will be installed once approved by Councillors. This will integrate the fire, intruder and access system into the Civic Centre	Aug-20 Mar-20	CCM CCM	Annual maintenance contracts have now been reviewed Booklet on fire safety, gas leak procedure, security, access control and evacuation plan in progress Risk assessments to be written and approved by Aug-20 New Integrated Access Control System now in place and fully functional
Damage to or loss or theft of assets	All valuable assets (except community assets) locked securely at Civic Centre or Town Hall.	Review and update Security Policy	Nov-20	TC	New access system installed within the Civic Centre. Access to the building and town council offices is now triggered by keycard. Each councillor

	<p>Insurance in place for contents and some community assets.</p> <p>CBMDC holds title to the Civic Regalia and a loan agreement is in place. The Town Council is responsible for the insurance of civic regalia The Mayor and Officers ensure its safe stewardship whilst in the care of KTC. There is a Building security in place for the Civic Centre.</p>				<p>and staff member has their own Keycard and its usage can be tracked.</p> <p>A new security policy will be presented to council in 2021.</p>
Allotments	<p>Regular inspections are carried out by the Allotment Officer. A risk assessment is held for the allotments and communicated to allotment holders and is publicly available via the Council's website.</p> <p>The Council also adopts an annual Allotment Policy which is reviewed on a yearly basis.</p>	<p>New Allotment Officer in post from April 2019. Will undertake a review of all risk assessments</p> <p>Review Allotment Policy</p>	<p>May-20</p> <p>May-20</p>	<p>AO</p> <p>AO</p>	<p>New inspection regime in place. Allotment officer now uses App based software to undertake inspections. Any actions/warning letters arising from these inspections are completed at the Administration & Events Officer.</p> <p>The Council has also set a target of 60 plot inspections each quarter. The target forms part of the Councils Key Performance Indicators.</p> <p>The Allotment Tenancy agreement has been reviewed and approved by the Allotments & Landscape Committee in August 2020.</p>
Town Hall Square	<p>Regular inspections are carried out by the Allotment Officer.</p> <p>Annual maintenance regime in place and undertaken by a third-party contractor</p>	<p>Contract up for review in September 2021</p>	<p>May-21</p>	<p>AO</p>	

	A risk assessment is held by the council and sight of the contractor's risk assessment, insurance and method statements are to be obtained. Town square railings are listed on the Town Council Asset Register				
Banking Services	Multiple signatories required to make any payments. These are changed on yearly basis following the election of a new Mayor	Council is overdue a review of its banking arrangements, including increasing its use of online banking services	May-20	TC/RFO	On-line banking has now been introduced with authorisation payment controls. The majority of invoices are now paid via internet banking.
Professional services and contractors	Requirement for quotations is contained within financial regulations	Internal staff training to ensure all staff who are responsible for ordering works on behalf of the Council are aware of the Financial Regulations	May-20	TC	Requirements have been included in the new Budget Management SoP.
Computer back up. Loss of records	All council files email systems are protected via an encrypted server. Council has an annual contract with Cosurica for the maintenance of its entire I.T systems	Staff need to attend Disaster Recovery workshop provided by Cosurica as part of their contract 2-year contract signed in 2019, the contract expires in February 2021	Oct-20 Nov-20	TC TC	Still to be actioned with Cosurica, dependent on Covid-19 restrictions. The contract will be extended into its third year after which the market will be tested to ensure best value has been secured.
Project Delivery	The Town Council undertakes a number of projects which rely	Terms of Reference for Community	May-20	CDO	New Terms of Reference approved by Council in March 2020.

	on Councillor Input. Regular reports are made to the Community Development Committee which oversee the work. The committee manages its approved budget within Financial Regulations	Development Committee being reviewed to ensure it matches the work being undertaken by the Town Council			
All requirements met under Employment law	Salary forecasts are undertaken as part of the budget setting process. The Council receives Employment Advice from a specialist HR firm, Ellis Whittam	A full review of staff contracts and Employee Handbook is currently underway by Ellis Whittam No staff appraisal system in place to review salaries and/or performance. A new policy will be developed and approved by Council	Mar-20 May-20	TC TC	New handbook approved in March 2020 and copies provided to all staff members. Human Resource Committee approved a new Staff Appraisal process in April 2020.
Adequacy of precept	There is a rigorous process for the setting of the budget.	Due to internal staffing issues the prescribed budget process set out in Standing Orders wasn't followed. Ensure for 2020/21 the correct process is followed	Nov-20	TC/RFO	BWG has met once in November, committees have submitted their funding requests to the working group. The BWG meets again on 9 th December where it will make its final recommendations to the Finance & Audit Committee which meets on 21 st December. Council will approve the 2021/22 budget in January 2021.
Proper use of funds awarded to community groups	The Council currently has General Power of Competence and a grant awarding policy. Receipts/invoices are	The new Clerk is currently undertaking their CiLCA qualification which is needed to retain the	Dec-20	TC	The clerk has completed the CiLCA qualification. The council will reaffirm its claim to the GPC at its November meeting.

	requested as part of the grant completion documentation	General Power of Competence. A review of the grant funding policy is required to ensure Monitoring and Evaluation of projects funded is consistently in place	May-20	TC/RFO	New grants policy has been agreed by Council in March 2020. A new Grants procedure has been implemented as part of a SoP.
Electors wishing to exercise their rights of inspection	Right of inspection is adhered to, according to legislation. The council has a model publication scheme.	The model publication scheme needs to be publicly available on the Town Council Website	Feb-20	TC	New scheme agreed by Council in March 2020. Copy now available on website.
Register of interests, gifts and hospitality	The Members interests are held in a locked filing cabinet. A copy is also held by the Monitoring Officer and via the Keighley Town Council website.	No current policy or register for gifts and hospitality. A Policy will be developed	May-20	TC/RFO	New Gifts & Hospitality policy adopted by Council in September 2020/
System of performance management	No current staff appraisal system in place.	A new system needs developing and introducing for all staff, following approval by Full Council	May-20	TC	Appraisal system approved by Human Resources Committee in April 2020. All Appraisals to be completed by September 2020.
Adoption of Code of Conduct for Councillors and Employees	Keighley Town Council has a code of conduct for all members which are signed by members at the		Mar-20	TC	Updated Code of Conduct agreed by Council in March 2020

	<p>commencement of their term in office.</p> <p>Staff are governed by their contracts</p>	Staff contacts currently being updated			
Review of internal controls and their documentation	Internal controls are in place and reviewed by the Town Clerk, RFO, Policy & Governance committee	A review of internal processes is overdue and will be undertaken	Apr-20	TC/RFO	New series of Standard Operating Procedures (SoP's) are being introduced to cover critical tasks undertaken by staff.
Transaction testing of income and expenditure	Covered during internal audit process and as part of internal control.	Need to ensure the relevant standing orders are complied with re, Councillor spot checks	Dec-20	RFO	At each Finance and Audit meeting, Cllrs carry out three spot checks on the current month's payments, checking that payment figures and details match the appropriate invoice etc.
Up to date register of assets	Reviewed annually. Additional items added to register at time of purchase	Asset Register needs updating, work currently underway	Mar-20	TC	Updated Asset Register completed and approved by Council in March 2020.
Internal control testing	Testing of specific internal controls by councillors with responsibility for financial controls and reporting findings to Finance & Audit committee.	Need to ensure the appropriate standing order is adhered to relating to councillor checks	Apr-20	RFO	At each Finance and Audit meeting, Cllrs carry out three spot checks on the current month's payments, checking that payment figures and details match the appropriate invoice etc.
Annual budget	There are transparent processes to ensure that the budget is effectively drawn up. The draft budget is considered at the November Finance & Audit committee before being approved by Full Council before the end of January	Need to ensure the current procedure is adhered to in year 2020/21	Nov-20	TC/RFO	BWG has met once in November, committees have submitted their funding requests to the working group. The BWG meets again on 9 th December where it will make its final recommendations to the Finance & Audit Committee which meets on 21 st December. Council will approve the 2021/22 budget in January 2021.



Keighley Town Council

Risk Assessment Policy

APPENDICES

- Appendix A Corporate Risk Assessment
-

KEIGHLEY TOWN COUNCIL RISK MANAGEMENT AND RISK ASSESSMENT POLICY 2020-21

Keighley Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by Keighley Town Council.

The Clerk and Finance & Audit and Policy & Governance Committee's will review risks on a regular basis, including any newly identified risks, and will report back to the full town council. The review will include identification of any unacceptable levels of risk.

The Local Council's Government and Accountability Guidance highlight the following observations regarding risk management.

- Risk management is not just about financial management; it is about setting objectives and achieving them in order to deliver high quality public services.
- The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers. It makes the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore
- Take steps to identify key risks facing the Council
- Evaluate the potential consequences to the Council if an event identified as a risk takes place
- Decide upon appropriate measures to avoid, reduce or control the risk or its consequences
- To identify the risks facing a Council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken
- Areas where there may be scope to use insurance to help manage risk (Section A)
- Areas where there may be scope to work with others to help manage risk (Section B)
- Areas where there may be need for self-managed risk (Section C)

APPENDIX A

Keighley Town Council
Risk assessment rating criteria

LIKELIHOOD	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
		SEVERITY				
FINANCIAL IMPACT and/or REPUTATIONAL IMPACT and/or HEALTH & SAFETY IMPACT		Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000	
		Minimal / localised damage to reputation	Damage to reputation within the town	Damage to reputation within the region.	National damage to reputation; intervention by Government	
		No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries	

Keighley Town Council
Risk appetite and approaches to managing risk

LIKELIHOOD	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (ie stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
SEVERITY						

Risks rated as **GREEN** are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be **tolerated** by the Council

Risks rated as **AMBER** are within the risk appetite of the Council, however further additional measures may be needed to **treat** (i.e. control) the risks and so reduce exposure OR to consider risk **transfer** e.g. via insurance, franchising or other contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.

Risks rated as **RED** go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to **terminate** the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. *Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.*

Keighley Town Council
CORPORATE RISK ASSESSMENT, December 2020

SECTION A Areas where there may be scope to use insurance to manage risk

	Severity	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Protection of physical assets, e.g. Buildings, furniture and equipment	1	2		<p>All physical assets are insured with Came & Company via Axa Insurance Policy Number: RGBDX6962034. The current policy was signed in June 2020 and a premium agreed for a 3-year period.</p> <p>Council Vehicle has comprehensive insurance policy with Came & Company Policy Number: AGR1/103849/2020. Renewal due in February 2021.</p>	<p>Insurance cover is reviewed on an annual basis to ensure it reflects the Town Council's needs</p> <p>Insurance policy is reviewed on an annual basis to ensure it reflects the Town Council's needs</p>	<p>Annual</p> <p>Annual</p>	<p>TC/ RFO</p> <p>TC/ RFO</p>
Risk of damage to third party property or individuals as the result of the council providing services or amenities to the public	2	2		<p>Keighley Town Council has public liability insurance of £10,000,000 for any one event products liability insurance of £10,000,000 of any one period of insurance. Policy Number RGBDX6962034</p> <p>Additional Risk Assessments for specific events and strands of work are in place. For example, event risk assessments.</p>		Annual	TC/ ATC/ CDO
Risk of damage or injury to staff	3	1		<p>Keighley Town Council has Employers Liability insurance of £10,000,000 Policy Number: RGBDX6962034</p>		Annual	TC

			<p>Staff handbooks are reviewed by the councils HR Advisor to ensure the policies are up to date.</p> <p>Council has a £4,000 staff training budget to support any employee training needs</p>		
Business Interruption	3	1	<p>I.T system in place which includes a secure independent cloud-based server.</p> <p>Insurance Policy includes Business Interruption cover.</p>	Annual	RFO
Loss of cash through dishonesty or theft	3	2	<p>The Council has Officer Liability cover of up to £500,000. The insurance policy includes employee dishonesty cover up to a maximum of £680,000.</p> <p>Annually reviewed Financial Regulations are in place and cover the payment of invoices.</p> <p>Standard Operating Procedures are in place for the processing and paying of invoices. Invoices are checked by Administration Officer, approved by the relevant budget holder and doubled checked by RFO who processes the payments.</p> <p>Invoices are paid online via the councils online banking facilities. Payments require two officer approval before the payment is confirmed.</p>	Annual	TC/ RFO
Key Member of staff being unavailable	2	2	<p>Annual budget includes £5,000 for the provision of temporary staff to cover absences if required.</p> <p>Council insurance policy includes Key Person cover up to £250 per week or £2,500 per</p>	Annual	TC

			<p>insurance period.</p> <p>Standard Operating procedures (SoP's) in place for key areas of work. SoP's are stored on the council's server and accessible to all staff members.</p>			
Requirements met under employment law and HMRC regulations	1	2	The Council contracts its payroll Bradford MBDC. Bradford MBDC makes Inland Revenues calculations and deals with the Yorkshire Pension Scheme.			
<p>Risk Assessments – fire, legionella etc in the Civic Centre</p> <p>Risk of fire, injury to staff, residents, councillors and visitors.</p>	3	1	<p>Health & Safety advisors carry out an annual inspection of the Civic Centre along with reviewing all relevant risk assessments.</p> <p>All maintenance contracts are listed on the contracts register. Register includes, contract start date, end date and a review date.</p> <p>Integrated Access system with the fire, intruder, and access system into the Civic Centre. Providing protection for staff, tenants, councillors and visitors.</p>		Annual	C&I

	Severity	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Damage to or loss or theft of assets	3	1		<p>All valuable assets (except community assets) locked securely at Civic Centre or Town Hall. Insurance in place for contents and some community assets.</p> <p>The Civic Centre covered by an intruder alarm linked to a 24 hour a day monitoring service. Named keyholders identified and contact details are provided to the monitoring service.</p> <p>Access to the building is either by an access fob or by intercom. Staff confirm who is at the door before remotely opening the door.</p> <p>On second floor a new internal door has been fitted to separate the council's offices from public areas. Door is only accessible with a door fob.</p> <p>CBMDC holds title to the Civic Regalia and a loan agreement is in place. The Town Council is responsible for the insurance of civic regalia The Mayor and Officers ensure its safe stewardship whilst in the care of KTC. There is a Building security in place for the Civic Centre.</p>		Annual	TC
SECTION B areas where there may be scoped to work with others who manage risk							

Allotments	1	1	<p>Regular inspections are carried out by the Allotment Officer. A risk assessment is held for the allotments and communicated to allotment holders and is publicly available via the Council's website.</p> <p>Number of plot inspections forms part of the Councils KPI's. Current target is to inspect 60 plots per quarter</p> <p>The Council also adopts an annual Allotment Policy which is reviewed on a yearly basis.</p>	Review Allotment Policy	May-21	AO
Town Centre Square	2	2	<p>Regular inspections are carried out by the Allotment Officer.</p> <p>Annual maintenance regime in place and undertaken by a third-party contractor.</p> <p>A risk assessment is held by the council and sight of the contractor's risk assessment, insurance and method statements are to be obtained. Town square railings are listed on the Town Council Asset Register.</p>	Contract up for review in September 2021	May-21	AO
Banking Services	3	1	<p>Multiple signatories required to make any payments. These are changed on yearly basis following the election of a new Mayor.</p> <p>Council utilises online banking. Payments are made online, removing the use of cheques for majority of payments. Payments require approval before being made from the online account.</p>			
Professional services and	1	2	Requirement for quotations is contained within			

contractors			<p>financial regulations.</p> <p>Council approved Procurement policy specifies the requirements subject to the expected cost of the work.</p> <p>Council maintains a contract register which details start date, end date and a review date for all contracts held.</p>			
Salaries paid to Bradford MBDC 6 months in arrears	3	1	<p>Bradford MBDC pays salaries direct to staff members on a monthly basis.</p> <p>Monthly salary reports provided from BMDC.</p>			
Computer back up. Loss of records	1	3	<p>All council files email systems are protected via an encrypted server.</p> <p>Council has an annual contract with Cosurica for the maintenance of its entire I.T systems. Contract extended until February 2022.</p>	Staff need to attend Disaster Recovery workshop provided by Cosurica as part of their contract	Oct-20	TC
Events Reputational Damage Lack of Funding Injury to staff, members of public, etc Weather causing cancellation	2	1	<p>Each Event managed by the Town Council has its own Event Plan and Risk Assessment. Any outside suppliers are required to provide copies of Public Liability insurance, Food Hygiene (if applicable), risk assessment and method statements if appropriate. First aid is provided if the event risk assessment deems it appropriate.</p> <p>Annual event plan agreed by Events & Leisure Committee.</p>			AEO

Grit Bins	2	2		<p>Town Council owns 78 grit bins. Sites are assessed against a set criteria and filled by the Town Council contractor they twice a year.</p> <p>Grit Bin policy approved by council and reviewed every 12 months.</p> <p>Council completed an audit of grit bins in October 2020.</p>			
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	Severity	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
SECTION C Areas where there may be a need to self-manage risk							
Project Delivery	1	1		<p>The Town Council undertakes a number of projects which rely on Councillor Input. Regular reports are made to the Community Development Committee which oversee the work. The committee manages its approved budget within Financial Regulations.</p> <p>Terms of Reference for Community Development Committee agreed by Council and included in the Council's Scheme of Delegation.</p>			ATC/ CDO
Keeping proper financial records in accordance with statutory regulations	1	3		<p>Financial records are kept in accordance with statutory requirements, which are the responsibility of Keighley Town Council and are reported as part of the audit process.</p>			RFO
Complying with restrictions on borrowing	1	2		<p>The Council has one longstanding loan via the PWLB until 01.09.2060. The annual repayment amount is factored into the annual budget process to ensure commitments are met.</p>			

	Severity	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
All requirements met under Employment law	2	2		<p>Salary forecasts are undertaken as part of the budget setting process.</p> <p>The Council receives Employment Advice from a specialist HR firm, Ellis Whittam.</p> <p>Contracts and Employee handbook reviewed in May 2020.</p> <p>Council approved Appraisal system in place. Appraisals are undertaken in September each year.</p>			
Adequacy of precept	1	2		<p>There is a rigorous process for the setting of the budget.</p> <p>Budget Working Group process followed as part of the 2021/22 budget process.</p>			
Proper use of funds awarded to community groups	2	2		<p>The Council currently has General Power of Competence and a grant awarding policy. Receipts/invoices are requested as part of the grant completion documentation.</p> <p>GPC reaffirmed in November 2020 following the Clerk obtaining the CiLCA qualification.</p> <p>Council adopted a grant policy. A grant SoP has been developed which includes gathering necessary M&E for grants awarded.</p>			

Minutes numbered	1	2		Minutes are numbered and signed by the relevant Chair at the subsequent meeting.		
Electors wishing to exercise their rights of inspection	1	3		Right of inspection is adhered to, according to legislation. The council has a model publication scheme which is available on the council website.		
Register of interests, gifts and hospitality	2	2		The Members interests are held in a locked filing cabinet. A copy is also held by the Monitoring Officer and via the Keighley Town Council website. Council approved a gift and hospitality policy in September 2020. Gifts register will be published annually		
Regular scrutiny of financial records	1	2		All payments are approved by Finance & Audit Committee. Each month Finance & Audit Committee appoint 2 councillors to undertake spot checks of payments made. Some budgets/expenditure are delegated to committees and the Clerk. Details are contained within the Scheme of Delegation and minutes.		
Regular returns of VAT	1	2		The RFO is responsible for the completion and submission of quarterly VAT returns. This process is checked by the Internal Auditor		
System of performance management	2	2		Staff appraisal process adopted by Council. Appraisals are carried out in September each year and are reviewed after 6 months.		

Adoption of Code of Conduct for Councillors and Employees	2	2		<p>Keighley Town Council has a code of conduct for all members which are signed by members at the commencement of their term in office.</p> <p>Staff are governed by their contracts.</p>			
Review of internal controls and their documentation	1	2		<p>Internal controls are in place and reviewed by the Town Clerk, RFO, Policy & Governance committee.</p> <p>SoP's are in place for key areas of work. Such as finance, processing of invoices, processing grants.</p>			
Transaction testing of income and expenditure	1	2		<p>Covered during internal audit process and as part of internal control.</p> <p>2 Councillors undertake monthly spot checks of the council's finances.</p>			
Council acting with legal powers and according to proper practices	1	1		<p>The Town Clerk holds a CiLCA qualification. As well as undertaking additional training to ensure staff are up to date with latest policy.</p> <p>The Council is a member of YLCA and the Clerk a member of SLCC</p>			
Up to date register of assets	1	2		<p>Reviewed annually. Additional items added to register at time of purchase.</p>			
Annual review of risks and adequacy of the insurance cover	1	2		<p>The Clerk adds items to the insurance as they are purchased. The Policy & Governance committee reviews the insurance and makes recommendations to the full council</p>			
Ensuring robustness of insurance providers	1	2		<p>The insurer for the Council is Came and Company who have experience of local council insurance</p>			
Internal Audit Assurances	1	2		<p>Internal Controls are reviewed as necessary by the RFO and councillors who have responsibility for checking internal controls and</p>			

				internal auditor. Any issues identified are reported to the Finance & Audit committee			
Internal audit documentation	1	2		Reported directly to full council			
Internal control testing	1	2		Testing of specific internal controls by councillors with responsibility for financial controls and reporting findings to Finance & Audit committee.			
Annual budget	1	1		There are transparent processes to ensure that the budget is effectively drawn up. The draft budget is considered at the December Finance & Audit committee before being approved by Full Council before the end of January			
Arrangements to detect fraud and corruption	1	2		Invoices are subject to scrutiny by the RFO, two councillors check against invoices and sign the schedule of payments at the Finance and Audit Committee meeting, payments are then processed via online banking which requires two officers to approve any payments from the bank account. his information along with the cashbook forms part of the twice yearly internal audit.			
Monthly bank reconciliations	1	2		Presented to and checked monthly at the monthly Finance and Audit Committee.			

NOTES

SEVERITY refers to the urgency and importance of the activity
 LIKELIHOOD How likely something is to happen / or not happen

1 is low and 3 is high

KEIGHLEY TOWN COUNCIL

Item 10

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 5 January 2021

SUBJECT	Review of Committees and Terms of Reference
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PURPOSE:

1. To consider establishing a working group to review the current committee structure and the relevant terms of reference.
2. To agree a timeline for reporting should committee agree to establish a working group.

RECOMMENDATION(s):

3. Members agree to set up a working group to review the council's current committee structure and their terms of reference.
4. Up to 4 members are nominated to be part of the Working Group.
5. Members agree the Working Group Terms of Reference included in Appendix A.
6. The working group reports their recommendations to the March meeting of the Policies & Governance Committee.

REASONS FOR RECOMMENDATION:

7. To ensure council's structures are effective for the delivery of activities.

SUMMARY OF KEY POINTS:

8. The formation of council committees and their terms of reference are ultimately the responsibility of Council. The Annual Council meeting establishes the number of committees, their membership, their delegated powers and their terms of reference.

9. The Policies & Governance Committee has within their terms of reference the responsibility for reviewing the councils committee structure and making recommendations on any proposed changes to council.
10. The council currently has 9 standing committees. Allotment & Landscapes, Civic Centre & Strategy, Community Development, Events & Leisure, Finance & Audit, Policies & Governance, Human Resources and Planning.
11. The council also currently has a 1 Steering Group. The Town Plan Steering Group oversees the implementation of the Town Plan.
12. The council also has a complaints committee which only meets as and required to consider any complaints which reach Stage 2 of the Complaints policy.
13. If members agree to establish a working group, it would consider all aspects of the current committee structure. It would also review each committees' terms of reference and make recommendations as they see fit.
14. Members will be aware from the Councils KPI's attendance at committee meetings isn't as high as it could be. The Working Group may consider if the number of committees could be a contributing factor to the low attendance at committees.
15. Appendix A outlines the working groups terms of reference.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

16. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

17. Meets the Town Plan Key Objectives: CP012

CLIMATE CHANGE IMPLICATIONS:

18. N/A.

POLICY IMPLICATIONS:

19. Not at this time.

DETAILS OF CONSULTATION:

20. N/A.

BACKGROUND PAPERS:

21. Appendix A – Term of Reference

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

**Committee Review Working Group
Terms of Reference**

Membership: 3 members plus Mayor & Deputy Mayor (Quorum 3 members)

Terms of Reference:

1. The Working Group will elect its Chairman from amongst its number at its first meeting.
2. Should the Chairman be unable to attend those members present will elect a Chairman for the meeting.
3. Scrutinise the current Town Council committee Structure and its effectiveness delivering council policy and objectives
4. Review all committee terms of reference and make recommendation for any amendments.
5. Consider how committees engage with the public in discharging their functions.
6. Review the current designation of the Complaints Committee to ensure it complies with the councils adopted Complaints Policy.
7. Provide reasonable options for models of committee structures to deliver the councils objectives.
8. Report their recommendations to the Policies & Governance Committee for consideration.