BRIGG TOWN COUNCIL –
RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS
ADOPTED 2018 (reviewed February 24th February 2026) Min ref 2025/120a

Category/Area	*Duty/Power*
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied
IT and Office	Power to provide Office Accommodation Power to facilitate IT to facilitate discharge of any function Provision of Website/Internet - Power to provide from 'free resource'
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures
Employment of Staff	Duty to Appoint
Financial Management and Administration	Duty to ensure responsibility for financial affairs
Land and Property	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land Power to provide receptacles for litter; Duty to empty & cleanse those provided
Newsletters and Websites	Power to provide from 'free resource', Power to provide information about matters affecting local government
Public Conveniences	Power to provide
Village Signs	Power to erect (with Highway Authority approval)
War Memorials	Power to maintain, repair and adapt war memorials
Councillors, Meetings and Legislation	Duty to hold meetings Duty to adopt a code of conduct Duty of Notification and Duty to Disclose (Subject Access and Data Protection) Duty to disclose documents and to adopt publication scheme
Miscellaneous/General	Duty to ensure adequate insurance

Risk Factor *	L - Low, M - Medium, H - High

Category	Persons at risk	Risk Factor*	Existing controls and mitigation	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed
a) Allotments	BTC/ Tenants	L	• The Council keeps an up to date register of tenants, along with a waiting list when necessary, and advertises empty plots and undertakes regular (quarterly) site inspections made to check conditions • A contract exists with a Pest Control provider • The Principal Council undertakes maintenance of pathways through a Service Level Agreement • Appropriate Insurance Cover is in place	**Y**	Rent review scale of charges	Annually in April and review	**Feb 2025**
b) IT and Office	Staff, public and Councillors	L	• Maintenance of security of site and equipment • Maintenance of Asset Register • Appropriate Insurance Cover is in place • Appropriate budget provision in place • Periodical inspection of office furniture and fittings • Annual PAT, H&S and Fire safety checks • Appropriate Staff Training in place	Y	PAT Test due	Annually	2025
c) CCTV/Security - Prevention of Crime	Public/Staff	L	• Relevant Data Protection in place • Compliance with Code of Practice in place • Relevant staff training in place • Relevant budget provision in place	Y			GDPR undertaken March 2018

d) Employment of staff	Staff and Council	L	• Appropriate Staff in place • Staff have appropriate Contracts and Job Descriptions • Regular Training undertaken • Employment Law complied with • Regular Appraisals undertaken • Appropriate Security in place	Y	As required	n/a	
e) Financial Management and Administration	Council and Public	L	• Employment of RFO, and appropriate delegation limit set • Maintenance of Asset Register • Appropriate Insurance Cover in place • Compliance with Financial Standing Orders (reviewed annually) • Annual Audit procedures to ensure proper accounting procedures • Regular maintenance of cash book and receipts • Errors rectified immediately • VAT returns completed • Appropriate security in place • Appropriate use of s137 recorded • Budget set annually and precept determined	Y	Review of Standing Orders Review of Insurance Cover Review of Financial Regulations	Annually in May and as reviewed April 2022 Annually in May	May 24 April 2024 May 2024
f) Land and Property	Council and Public	L	• Regular checks on maintenance of land and any furniture on site • Responsibilities clearly defined • Appropriate Insurance Cover in place • Appropriate management of litter	Y	As required		

g) Newsletter and Website	Council and Public	L	• Content carefully checked for validity, sensitivity and non-politicisation • Appropriate Insurance Cover in place • Appropriate Budget Provision in place • Relevant software licences in place • Conformity with the GDPR and FOI	Y	As required		
h) Public Conveniences	Council and Public	L	• Appropriate Service Level Agreement in Place • Equality Act complied with to ensure disabled access • Appropriate Insurance Cover in place • Appropriate Budget Provision in place • Regular checks undertaken	Y			
i) Village Signs	Council and Public	L	• Appropriate Highway approval established • Regular Maintenance checks undertaken • Appropriate Insurance Cover in place	Y	As required	n/a	
j) War Memorials	Council and Public	L	• Regular Maintenance established • Appropriate permissions sought from Highways Authority	Y	As required	n/a	
k) Councillors and Meetings	Councillors, the Council and the electorate	L	• Regular Training to ensure compliance with legislation • Code of Conduct signed and adhered to • Declarations and Register of Interests regularly updated • Summons to meetings issued in accordance with legislation • Appropriate recording of decisions in Minutes of meetings • Publication Scheme adopted	Y	As required Annually in May	n/a	May 2024

l) Miscellaneous	Council and public	L	• Civic Regalia appropriately maintained and listed on Register of Assets • Appropriate Insurance Cover in place • Remembrance Day Parade – Highway legislation provided for and Traffic safety provision ensured • Holocaust Memorial Service – appropriate Insurance in place. • Christmas Lights – appropriate Contract secured, with Public Liability Insurance	Y	As required	n/a	