



11th March 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday, 17th March 2025** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH**, at **6.30 pm**

Mr I Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

AGENDA

1. **Apologies for Absence**
2. **To Receive Declarations of Interest**
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>
3. **Public Participation**
Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
4. **Minutes**
To approve the Minutes of the following meeting:-
 - a. Council held on 3rd March 2025 (Copy attached)
5. **Proposal to Partner with Fundraise & Recycle Ltd for Clothing Banks**
Report of the Communications and Marketing Officer (Copy attached)
6. **Sale of the Stage at Shotton Hall**
Report of the Town Clerk (Copy attached)
7. **Review of the Town Council's approach to Risk, Risk Policy and Risk Register**
Report of the Town Clerk (Copy attached)

8. Contractor Damage at Woodhouse Park

Report of the Town Clerk (Copy attached)

9. Exclusion of Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and/or personal information contained in the report.

10. Successful Grounds Maintenance Contract Bid – Ferryhill Town Council

Report of the Town Clerk (Copy attached)

11. Council Insurance Renewal – Quote Comparison

Report of the Town Clerk (Report to follow)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 3rd March 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor D Howarth (Mayor)
and Councillors F J Black, R Burnip, M A Cartwright, B Fishwick, M L Franklin, S P Franklin, K Hawley, A Laing, K Liddell, R Moore, R Scott, S Simpson, A Stockport and M T Tough.

Also Present: Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Deborah Woodhall (Resources Manager) and Louise Hudson (Democratic Services Assistant)

C.156/24 APOLOGIES FOR ABSENCE
Apologies for absence had been received from Councillors D Hawley, M McCue and M Sanderson.

RESOLVED: That the apologies be noted.

C.157/24 DECLARATIONS OF INTEREST
No declarations of interest were submitted.

C.158/24 PUBLIC PARTICIPATION
No questions were raised during public participation.

C.159/24 MINUTES

- a. Finance Sub-Committee held on 17th February 2025
- b. Council held on 17th February 2025
- c. Events Working Party held on 18th February 2025

RESOLVED: That the Minutes of the above meetings be approved as a correct record, subject to the following amendments:

Events Working Party held on 18th February 2025
Councillor R Moore be recorded only in apologies.

That Minute No. EWP.17/25 read "Members present at the meeting, apart from one, were of the opinion that the Council should not hold a fireworks event in 2025".

C.160/24 EVENTS PROGRAMME 2025/26: 80TH ANNIVERSARY OF VE DAY (MAY 2025); FIREWORKS DISPLAY (NOV 2025)
Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, setting out the views of the Events Working Party held on Tuesday 18th February 2025.

A vote was taken in relation to holding a fireworks display in November 2025.

For holding a fireworks event	1
Against holding a fireworks event	14

Councillor Tough requested that his name be recorded as voting in favour of holding fireworks in November 2025.

RESOLVED

1. That VE Day 80th Anniversary Celebrations be arranged as follows:
 - i. Donations of £100 be offered to care homes within Peterlee to help them to celebrate in the way that best suits residents and the care homes.
 - ii. All schools in Peterlee be invited to create a field of remembrance crosses at the Pavilion to assist young people learning about World War 2 and celebrating VE Day.
 - iii. That the Town join in the National Celebrations on 8th May 2025 by:
 - Flag Raising (9.00 am) Arrangements will be made for a dignitary to raise an 80th VE Day flag at the Pavilion. Flags will also be flown on all other Town Council owned flagpoles, (Eden Lane Cemetery, Shotton Hall and Woodhouse Park).
 - Lighting of a Beacon and reading of 'The Tribute' (9.30 pm). A gas fuelled beacon will be purchased to enable to town to join in with the national beacon lighting event. The beacon will be placed at a suitable location outside the Pavilion. Arrangements will be made for a dignitary to light the beacon and read 'The Tribute'.Representatives from the church be invited to take part.
2. That VJ Day 80th Anniversary be marked as set out in the report.
3. That the Council does not hold a fireworks display in 2025 due to the cost.

C.161/25

POWER UPGRADE WORKS AT NORTH DENE, PETERLEE

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to advise Members of action taken in respect to a request from Northern Powergrid, as a matter of urgency, to carry out upgrade works on Town Council owned land.

RESOLVED

That Members note the information and endorse the action taken by the Town Clerk following consulting with Members.

C.162/24

REPLACEMENT OF JOHN DEERE 950 RIDE-ON GRASSCUTTER

Consideration was given to a report of the Neighbourhood Services Manager, which had been circulated with the agenda, to provide members with a summary of a proposal for the necessary replacement of the John Deere 950 ride-on grass-cutter. (Asset No 20A). It was proposed that two vehicles, including Asset No 20A, be traded in to reduce the cost of the replacement.

Members noted details of the prices obtained and that an ex-demonstration vehicle had become available from the company providing the most economical quote, Company A (Thomas Sherriff). It was suggested that negotiations be entered into with that company to purchase the ex-demo ride on grass cutter. If the new cost is reasonable and below the original asking price of £18,584, this offer be accepted

- RESOLVED**
1. That negotiations be entered into with Company A (Thomas Sherriff) to purchase an ex-demo model John Deere 950 ride on grass cutter which had become available. If the new cost is reasonable and below the original asking price of £18,584, this offer is to be accepted.
 2. That Asset No's 5A and 20A be traded in to offset the cost of the new John Deere 950 ride on grass cutter.

C.163/24

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the items to be discussed, the Council passed a formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and/or personal information contained in the report.

C.164/24

CELLNEX LEASE CONTRACT RENEWAL

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, regarding the telecommunications infrastructure on Council-owned land at Eden Lane.

RESOLVED That the item be deferred pending further information being obtained.

Report to: Peterlee Town Council

Date of Meeting: 17th March 2025

Subject: **Proposal to Partner with Fundraise & Recycle Ltd for Clothing Banks**

Report of: Wendy Jeffrey, Communication and Marketing Officer

Report Purpose: The purpose of this report is to present a proposal from Fundraise & Recycle Ltd regarding the placement of clothing banks on Peterlee Town Council premises. Members are asked to consider whether they wish to proceed with this partnership.

Background: Peterlee Town Council has been approached by Fundraise & Recycle Ltd, a company established in 2021 with over 15 years of experience in the textile recycling industry. Their Community Connect Project aims to reduce textile waste while providing local organisations with an additional source of income through clothing bank collections.

Following discussions with the Communications and Marketing Officer, this initiative has been identified as a potential fundraising opportunity to support community projects and the Mayor's Charity, while also reinforcing the Council's commitment to sustainability and community engagement.

Proposal Overview: Fundraise & Recycle Ltd have offered to place clothing banks on Council-owned premises, providing the following benefits:

- 1. Provision of Modern Clothes Banks**
 - Brand-new clothing banks will be supplied at no cost to the Council.
 - No limit to the number of banks placed.
 - Fill level sensors can be fitted at busy locations to prevent overflow.
- 2. Financial Model**
 - The Council would receive 15p per kilogram of clothing collected (£150 per tonne).
 - Payments would be made monthly based on collected amounts.
- 3. Sponsorship & Fundraising**
 - Clothing banks will be added to the Fundraise & Recycle website map.
 - Businesses can purchase sponsorship tiles, creating an additional income stream for the Council.
 - A free home collection service is available, allowing the community to arrange clothing campaigns in support of the Council.
 - Potential for a promotional video featuring the Mayor to raise awareness and boost engagement.
- 4. Environmental & Operational Commitment**
 - Clothing banks will be emptied twice per month (additional collections available if needed).
 - For every 5,000 kg of clothing recycled, a tree will be planted on behalf of Peterlee Town Council, supporting sustainability goals.

The Comms/Marketing Officer has reviewed the proposal and recommends proceeding with the initiative, based on the following:

Key Benefits

Financial Support for Community Projects – The funds raised can support local initiatives such as youth projects, community events, and the Mayor’s Charity.

Environmental Impact – Reduces landfill waste and promotes recycling.

Community Engagement – Encourages civic participation and fosters local pride.

Positive Public Relations – Enhances the Council’s reputation for sustainability and community leadership.

Ease of Implementation – Fundraise & Recycle provides bins, collection services, and marketing materials, requiring minimal Council resources.

Flexibility – Underperforming bins can be relocated or removed with 30 days’ notice.

Comparison with Other Local Collection Points

The success of this initiative in nearby areas suggests significant potential for Peterlee:

Location	Funds Raised (£)
Seaham Town Council (Park)	£2,604.60
Howletch Primary School	£619.35
Shotton Community Hub	£1,015.95
Blackhall Community Centre	£1,963.70
Our Lady of the Rosary Primary School	£380.75
Easington Welfare Community Centre	£447.80

Proposed Collection Points for Peterlee

- Woodhouse Park
- The Pavilion
- Eden Lane

These locations have been identified based on footfall, accessibility, and community engagement potential.

Recommendation: That the Council considers the following options:

1. **Option 1 – Approve the Partnership with Fundraise & Recycle Ltd**
 - Identify potential locations for clothing banks on Council premises.
 - Agree on a trial period to assess performance and community response.
 - Formalise an agreement outlining responsibilities and expectations.

2. **Option 2 – Decline the Proposal**
 - Maintain existing waste and recycling arrangements without engaging in the scheme.

Appendix 1: Implications

Finance Potential income stream.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications

Report to: Peterlee Town Council

Date of Meeting: 17th March 2025

Subject: **Sale of the stage at Shotton Hall**

Report of: Ian Hall, Chief Officer/Town Clerk

Report Purpose: The purpose of this report is to seek Council approval for the sale of the stage at Shotton Hall due to its outdated design, excessive storage requirements, and limited practical use. The funds from the sale would be allocated towards purchasing a more compact and suitable stage for The Pavilion.

Background: The stage at Shotton Hall has been in place for many years and is now outdated and underutilised. Additionally, it presents several logistical and operational challenges:

- Storage Issues – When not in use, the stage takes up a significant amount of storage space, which could be used more efficiently.
- Suitability – The size and structure of the stage do not align with the current and future needs of the Council's event spaces.
- Maintenance & Transport – The stage is difficult to move and set up, requiring considerable effort from staff.

Given these issues, it is proposed that the Council sells the stage and reinvests the proceeds into acquiring a more compact, modern, and user-friendly stage for use at The Pavilion.

Key Considerations

1. Sale of the Existing Stage
 - Senior Management will seek the best possible price for the stage.
 - The sale proceeds will be used to fund a more practical and modern replacement.
2. Purchase of a New Compact Stage
 - The Pavilion would benefit from a new stage that is easier to store and set up.
 - A modern stage would enhance the flexibility of events hosted by the Council.
 - Investing in a suitable alternative ensures continued support for community events and performances.

Recommendation: It is recommended that the Council approves the sale of the Shotton Hall stage and authorises Senior Management to secure the best possible price. The proceeds should then be allocated towards purchasing a new, compact stage for The Pavilion to better meet the Council's event needs.

Appendix 1: Implications

Finance Secure the best possible price and reinvest in more suitable resource for The Pavilion.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications

Report to: Peterlee Town Council

Date: 17th March 2025

Subject: **Review of the Town Council's Approach to Risk, Risk Policy and Risk Register**

Report of: Ian Hall, Town Clerk

Purpose: This report is intended to provide Members with an overview of the Council's approach to managing risk, outline the key internal risk controls, and to carry out the annual review of the Council's Risk Register as required by regulation.

Introduction: The document 'Governance and Accountability for Smaller Authorities in England: A Practitioner's Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements' (March 2022)¹ defines risk and risk management thus:

"Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management."

Typical categories of risks include:

- financial – loss of money;
- security – fraud, theft, embezzlement;
- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse or data loss; and
- reputational – actions taken could harm the authority's public reputation."²

In the Annual Governance Statement (AGS) that the Council submits each year as part of its annual financial returns, the Council is required to make an assertion about Risk Management as follows:

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

This report is intended to provide information to Members about the current assessment of risks facing the authority and the controls that are in place to manage those risks.

The Town Council identifies, records, controls and manages risk through multiple activities that include:

¹ see: <https://www.nalc.gov.uk/library/our-work/jpag/3698-practitioners-guide-2022/file>

² Governance and Accountability for Smaller Authorities in England (March 2022), ss5.88-5.88

What we do	What this does
Maintaining and reviewing a Strategic Risk Register	Identifies the key risks facing the council and the controls in place to mitigate those risks
Providing Strategic Risk Management training for managers of council services	Makes sure that our Managers have an up to date appreciation of risk and risk management
Deploying an annual internal audit programme that is predicated on risk and risk controls	Adds two layers of risk control: the first layer being that the annual internal audit programme is planned on key risk areas; the second layer is that each individual internal audit goes through a 'Control Risk Assessment (CRA) process that is based on detailed risk assessment of each service activity/process being audited.
Including identification of risk in all key decisions including budget setting.	Ensures that Officers and Members take account of risk when making key decisions about the council's resources and services.
Basing our Insurance arrangements of key risk areas to the Council	Ensures that the Council adequate insurance cover for the financial impact of key risks as well as access to specialist risk advice, for instance Risk Engineering assessments of Shotton Hall.
Outsourcing specialist advice on specific risk areas: DCC (Health & Safety and Risk); Clive Owen (Internal Audit); Zurich (Risk Engineering); Hutton Fire (Building specific fire risk assessments & plans)	Provides access to specialist H&S advice and support from trained professionals for service managers. Can also be utilised for specific risk controls eg advising on risk approach to opening up of parks & play areas or fire plans for our main buildings

Risk Policy: In April 2020 the Town Council adopted a Risk Policy in line with recommendations from Internal Audit. A copy of this policy is attached as an appendix to this report. There are no substantive changes to the policy proposed and Members are recommended to review and approve the document as part of this annual review.

Risk Register: A copy of the Council's Corporate Risk Register is attached as an appendix to this report.

The risk register was initially developed in conjunction with a risk specialist from the Council's insurers in 2015 and has been reviewed on an annual basis since then. The Town Council's SMT has reviewed the risk matrix and recommends that Members take this opportunity to review and adopt the matrix in the form presented here.

The risk assessment will be reviewed by SMT on a regular basis and any significant deviations will be reported to Council and/or Resources Committee.

Audit: In September 2023 Clive Owen were appointed the Town Councils Internal Audit service provider to replace DCC's service.

Outsourcing: The Town Council is a relatively small public sector organisation and does not have the resources to directly employ qualified risk specialists. Instead the Council has taken a pragmatic approach and established formal SLAs/contracts with specialist providers to advise the council on specific risk areas. Current SLA/contracts in place include:

Organisation	Services
Durham County Council	Health & Safety Human Resources Corporate Procurement
Zurich Municipal	Insurance, including insurance-related risk engineering
Hutton Fire	Building-specific fire risk assessments and fire plans
Summers Inman	Planned & Preventative Maintenance (PPM) buildings surveys that include Health & Safety items
Atkins	Condition and feasibility report for Shotton Hall

Insurance: The Town Council reviewed and renewed its insurance arrangements with one of the largest local authority insurance providers in March 2024. Current insurance cover includes:

- Public Indemnity
- Pollution/products Indemnity
- Employers' Liability
- Motor Insurance
- Business travel insurance
- Local Council insurance (includes: material damage; business interruption; play equipment; civic regalia; CCTV; lighting; hired plant; IT equipment; furniture; cash on premise; fidelity guarantee; libel and slander; legal expenses and uninsured loss recovery)

Conclusion: Regulations require that the Town Council adopt, deliver and review a system of internal controls for the identification and control of risk. This report has provided a summary of some of the different ways that the Council meets the requirement, from a high-level corporate register of key risks and controls, through to detailed investigation of risk controls right across the Council's administrative and service delivery functions at the internal audit level.

The Council continues to bring in external support to enable it to control and mitigate risk, including formal SLAs in a number of specialist areas and through comprehensive insurance provision.

The Council also routinely reviews and amends its key governance documentation including Standing Orders, Financial Regulations, Code of Conduct (for Officers and Members), Scheme of Delegation and a wide range of operational policies and procedures.

Recommendation: Members are recommended to note the contents of this report and to review and approve the Council's corporate risk assessment and matrix and Risk Policy (as provided in appendices to this report).

Appendix 1: Implications

Finance – no direct implications

Staffing – no direct implications

Risk – This report sets out the Town Council's approach to identifying, assessing and managing risk in line with the audit and accounting regulations

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – no direct implications

Data Protection – no direct implications



RISK MANAGEMENT POLICY

July 2024

SUMMARY

This Risk Management Policy sets out the Council's approach to managing risk. It was initially adopted by the Council in April 2020 and has been reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

Ian Hall

Chief Officer & Town Clerk

Contents

Peterlee Town Council Risk Management Policy.....	2
Introduction	2
Definition	2
Legal Requirements	2
Policy Statement	2
Objectives	3
Implementation	3
Risk Assessments	4
Prioritisation of Risk.....	5
Delivery of this Policy.....	5

Peterlee Town Council Risk Management Policy

Introduction

Peterlee Town Council recognises that Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as per the Accounts & Audit Regulations 2015:

A relevant authority must ensure that it has a sound system of internal control which—
(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
(b) ensures that the financial and operational management of the authority is effective; and
(c) includes effective arrangements for the management of risk.¹

In March 2020 the Town Council's internal auditors carried out a formal review of the Town Council's approach to risk management and provided a 'substantial assurance' opinion with two medium priority actions including a recommendation that the Council develop and adopt a Risk Management Policy.

This Risk Management Policy sets out the Council's approach to managing risk. It was adopted by the Council in April 2020 and will be reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

Definition

For the purposes of this policy, Risk is defined as the chance or possibility of loss, damage, injury or failure to achieve the Council's policies and objectives caused by an action or event for which the Council may be unprepared.

Risk management is the process of identifying those risks which could either threaten the Council through affecting governance, finance, people, buildings or other forms of well-being, and wherever possible reducing (mitigating) such risks to the lowest possible level.

Legal Requirements

Peterlee Town Council will make best efforts to comply with all legal requirements relating to risk, and in particular:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Accounts & Audit Regulations 2015

Policy Statement

Peterlee Town Council has acknowledged through its Standing Orders, Financial Regulations and other core policies that it has a responsibility to manage its risks effectively in order to protect its

¹ The Accounts & Audit Regulations 2015, part 2, regulation 3
<http://www.legislation.gov.uk/ukxi/2015/234/regulation/3/made>

employees, assets, liabilities and community against potential losses and to minimise any impact of unforeseen problems that could occur.

The Council is aware that not all risks can be eliminated fully, however it will put in place a planned and focussed approach to managing risk.

The Council expects all Members and employees at all levels to make best efforts to understand the nature of any risks present in decisions and activities that they are involved in and accept responsibility for risks that exist within their area of authority, as follows:

Councillors - To set the overall policy approach to risk and oversee effective management of risk by council staff;

Senior Officers - To ensure that the Council manage risk effectively through the development and delivery of the risk management process; and

Employees - To manage risk effectively within their roles.

Objectives

The Town Council will:

- i) Ensure that Risk Management forms an integral part of the Council's procedures;
- ii) Manage any risk in accordance with best practice;
- iii) Anticipate and respond to changing social, environmental and legislative requirements;
- iv) Identify risks and the impact of those risks when adopting policies and making operational decisions; and
- v) Positively and actively promote an awareness of risk management across all council services and activities.

Implementation

The Town Council will:

- i) Establish clear roles, responsibilities and reporting lines within the Council's committee and staffing structures;
- ii) Inform relevant Committees of the Council of potential risks identified by including risk assessments as a standard part of committee reporting;
- iii) Maintain a Corporate Risk Register and review this formally at least once a year;
- iv) Provide training of staff in risk management procedures and ensure that they have the knowledge and ability to identify and raise concerns where working practices or issues have led to increased risk or they have concerns that risks and or actions to mitigate need to be improved;
- v) Carry out risk assessments in all relevant areas of the council's activities;
- vi) Continue to monitor procedures and assessments periodically;
- vii) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community;
- viii) Include risk management as a subject for review in the annual Internal Audit programme.

Risk Assessments

Risk assessments will be carried out for all significant projects, functions and services. Risks will be determined according to the impact of the risk on the project, function or service and the likelihood of it occurring.

From the risk assessments an Action Plan will be produced if required. Where relevant, the Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service. Every report requiring action submitted to Council committees for decision will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

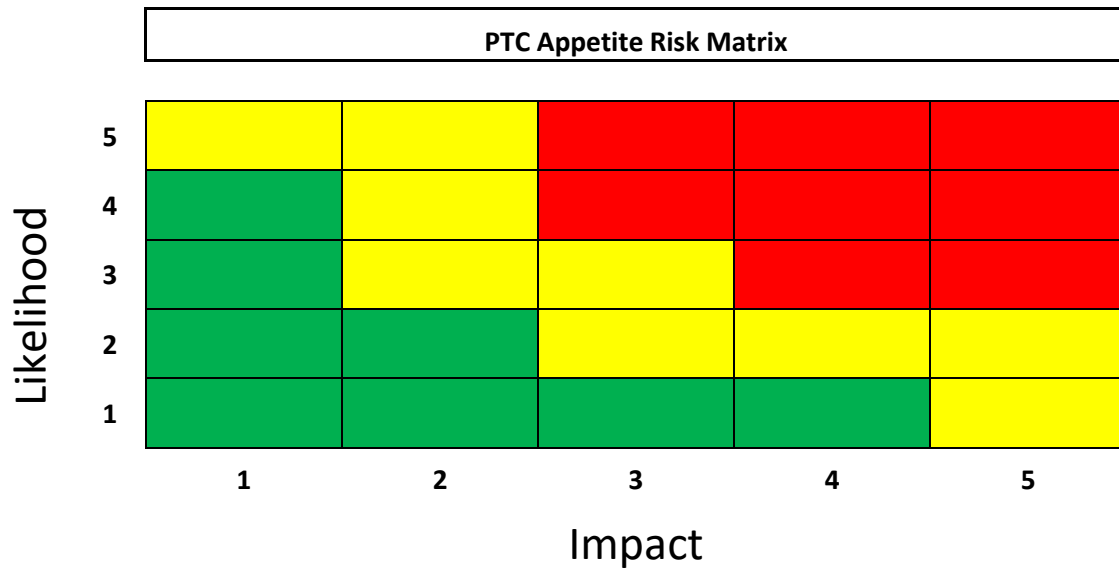
Level of Risk Impact will be viewed in terms of the consequences of the identified risk on the Service, (i.e. the extent to which it may cause failure or unavailability). Impact will be classified using the following criteria:

- Extreme (5) e.g. total failure of process
- Very High (4) e.g. serious disruption to the process
- Medium (3) e.g. disruption to the process
- Low (2) e.g. some minor impact to the process
- Negligible (1) e.g. annoyance but does not disrupt the process.

An assessment of the likelihood of the identified risk occurring within a relevant timeframe will be carried out using the following classification:

- Almost Certain (5)
- Likely (4)
- Moderate (3)
- Unlikely (2)
- Rare (1)

Based on the above, each level of impact will be multiplied against each level of likelihood, providing a 'risk rating' score and enabling the council to set out a general 'risk matrix' as follows:



Prioritisation of Risk

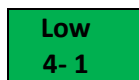
Using the table and the results of the risk ratings, all the identified risks will be categorised into three levels. This will enable attention to be focused on the highest priority area.



Risks requiring immediate response, active monitoring and management



Risks requiring management and monitoring



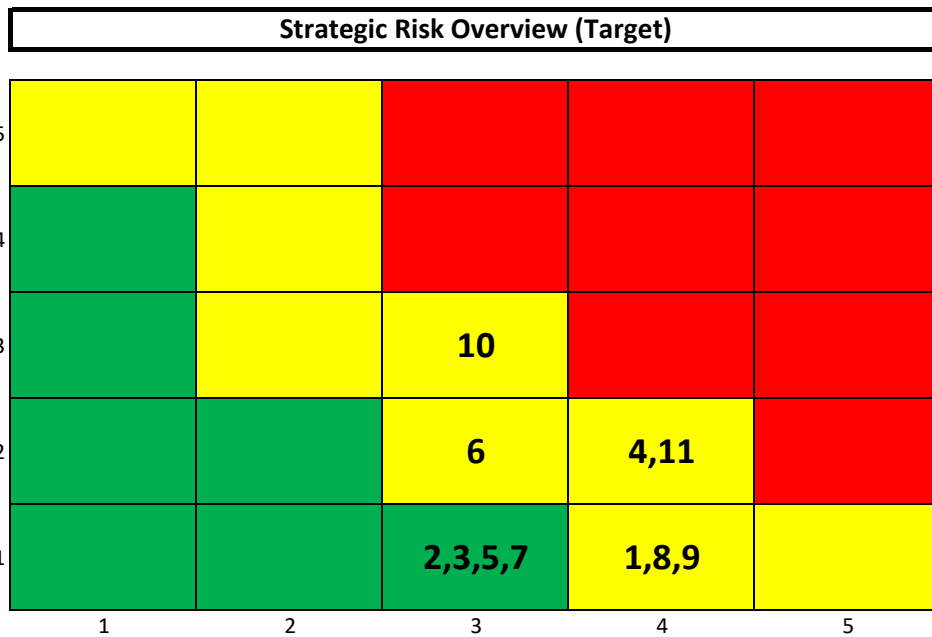
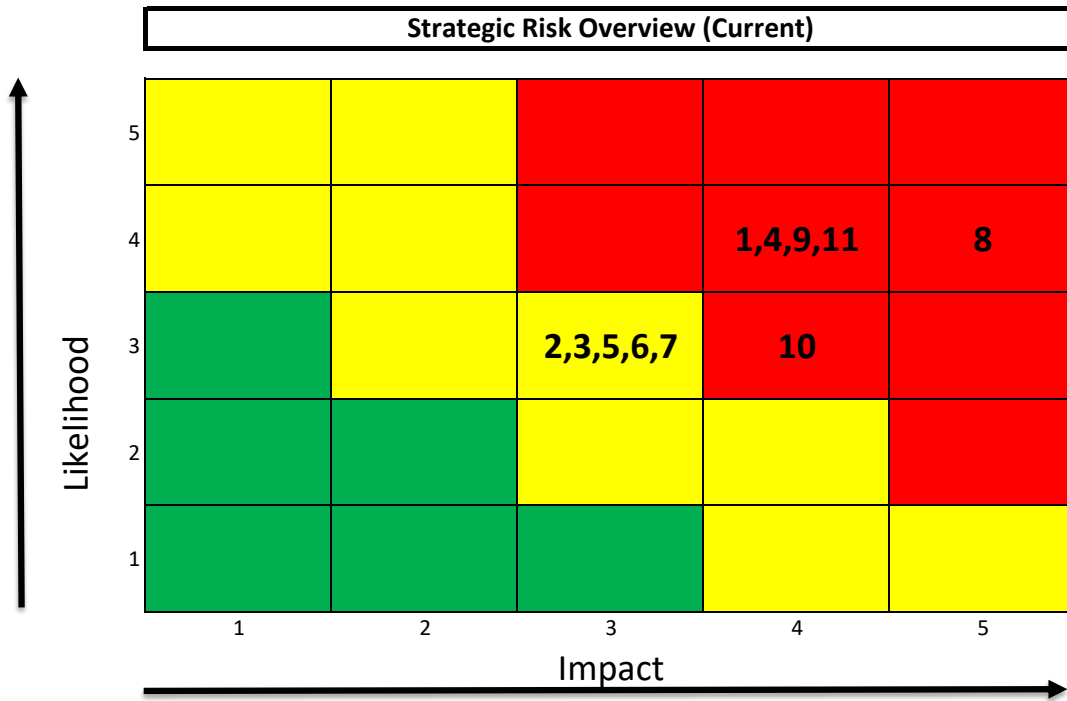
Risks which do not require specific management attention but may be monitored, as appropriate

Delivery of this Policy

This policy will be implemented by the Council's Chief Officer and Senior Management Team and will be reviewed on a regular basis by Council.

REF	RISK TITLE (HEADLINE)	CAUSE	CONSEQUENCE	CURRENT WORKING CONTROLS	CURRENT RISK RATING			FURTHER ACTION REQUIRED	TARGET COMPLETION DATE(S)	TARGET RISK RATING			RISK LEAD (initials)
					LIKELIHOOD	IMPACT	RISK RATING (LxI)			LIKELIHOOD	IMPACT	RISK RATING (LxI)	
1	Corporate Strategy & Medium Term Financial Plan	The Council fails to develop, implement and monitor a suitable Corporate Strategy and Medium Term Financial Plan	Lack of focus, no clear sense of direction; Priorities not defined/understood; Prevents effective business planning; Inappropriate resource allocation; Wasted resource; No measure of success; Poor public perception	A drat MTFP is in place and is used as part of the annual budget setting process	3	4	12	The Council needs to develop a corporate strategy and decide what its priorities are.	Mar-26	1	4	4	IH
2	Successful Events	The Council fails to employ a suitable number of experienced and competent staff to deliver successful events; Events are held at short notice with allowing sufficient time to suitably plan and resource the event; The Council are unaware of or have insufficient resource to monitor and review "third party" events taking place on Council land.	Poorly organised events that fail to attract visitors; Financial impact - loss of income; cost overruns; Accident or injuries; Negative publicity - seen as wasting public money; Unsuitable events take place on council land	The Council previously employed an events coordinator, and bolstered this with a SMT role with specific responsibility for Town events. Events are regularly discussed at Council and Committee meetings to ensure Members involvement. Controls include health and safety, risk assessment, appointment of competent contractors, Safety Advisory Group membership. Etc The Feb 2023 internal audit of events returned a 'substantial assurance' report	1	3	3	n/a	n/a	1	3	3	DW
3	Sports funding	The Council fails to respond to reductions in Sports funding due to government and governing body cuts.	Opportunities to identify additional funding streams missed; Continue to try and deliver the same service with less financial resource - resulting in reduction in quality of existing service; Increased pressure on staff; Lack of focus - "trying to achieve everything"	The Sports Development Officer and Town Clerk have fortnightly 1:1s that include reviewing current and potential future sports funding opportunities. In previous financial years the department has exceeded budget targets for attracting funding. New funding opportunities are routinely identified.	1	3	3	Continuing work by the S&WBM to identify new opportunities for sustainable sports funding in line with agreed priorities. More community links and partnership working to access funding to improve and expand service delivery.	ongoing	1	3	3	SP
4	Asset Management	The Council fails to develop a suitable asset management strategy;	Poor asset condition; Inappropriate and/or wasteful investment; Inappropriate decisions on asset sales leading to loss of revenue; Negative community impact; Reputation damage;	The Council implemented an asset and investment strategy in October 2018 following internal audit recommendations. The Council has not yet secured a plan to fund remedial works to Shotton Hall which continues to deteriorate, however it has commissioned the Plunkett Foundation to lead on proposals for a community business model to secure the future of the asset	3	4	12	Asset and investment management to be included in annual core financials audit as well as specific audits as part of 3 year cycle. The Town Council must follow-through on the ongoing phase 2 work with the Plunkett Foundation	ongoing	2	4	8	IH
5	Workforce	The Council fails to effectively manage the ageing workforce profile; The Council fails to effectively manage key person dependencies; The Council fails to implement suitable workforce development programmes;	Loss of valuable knowledge, skills and experience; Negative impact on employee health and wellbeing; Increased sickness absence; Reduced morale; Reduced productivity; Increased staff turnover; Unable to attract new staff	All staff receive basic training including food safety (for relevant staff), COSHH, fire, and manual handling. All staff have also received absence management and code of conduct training. Regular Team meetings are in place across the council structure. Significant progress has been made on reviewing and adopting a range of new policies including absence management, no smoking, mental health and wellbeing, code of conduct, etc. The 2018 restructure reshaped the staffing structure and a number of new staff have started with the Council since then, bringing new skills and experience into the Council. COVID risk assessments were put in place for all Council workplaces	2	3	6	The continuation of the annual Appraisal and Personal Development process that was introduced in late 2018 will help to ensure that all staff are clear on their roles, priorities, and expected standards of behaviour. We have recently undertaken a staff wellbeing audit and are currently updating our Wellbeing Strategy with the audit findings. During March 2023 the Council's IP status is being reviewed and this may also raise suggestions for workforce improvements	ongoing	1	3	3	IH & SMT
6	Partnership Working	The Council fails to fully embrace and develop partnership working; The Council fails to manage risks associated with partnership working	Missed opportunities; Misalignment of objectives and outcomes - Council v Partner - conflict of interest; Drain on Council resources - time and effort in building partnerships; Additional costs arise through lack of implementation planning; Negative reputation impact - failure of partner = failure of Council	Opportunities for partnership working are routinely discussed at the Council's SMT meetings and in Management 1:1s. The Council also scrutinises formal proposals for partnership working, eg ongoing partnership with Skill Mill Durham for environmental improvements; Partnership with Trees for Cities and the NE Community Forest that resulted in around 20,000 new trees being planted in our town, etc	2	3	6	Maintenance and extension of working partnerships to relieve pressure on in-house service delivery.	ongoing	2	3	6	IH & SMT
7	Sports and Play	The Council fails to develop and implement a strategic approach to Sports and Play in the town;	Lack of clear direction and focus and priorities not identified; Misdirected resources; Additional funding opportunities missed; Sports/Play provision fails to meet the needs or expectations of the community; Under used sports and play facilities; Sports and play environments deteriorate	The Council has previously set aside reserves and has now delivered a significant investment in play areas. This involved consultation with park/play area users as well as local residents and Members. Another substantial play area renewal project is currently planned for 2021/22	2	3	6	Council will continue to review the quality of play areas in the town and has committed to a £25k per year contribution towards a play area sinking fund so that a future version of the council will have a substantial reserves pot to use for the next major refurbishment. The Council has also established a £5k per year MUGA sinking fund for the replacement of the playing surface at the MUGA at The Pavilion, Helford Road. Sinking fund to continue for replacement carpet in the future. Sinking fund of £2,400 for 15 years for Tennis Courts and £500 per year for Gate Access maintenance Continue to apply for Fun and Food funding to support the provision of holiday activities for families in receipt of FSM.	Nov-20	1	3	3	IH, WH

REF	RISK TITLE (HEADLINE)	CAUSE	CONSEQUENCE	CURRENT WORKING CONTROLS	CURRENT RISK RATING			FURTHER ACTION REQUIRED	TARGET COMPLETION DATE(S)	TARGET RISK RATING			RISK LEAD (initials)
					LIKELIHOOD	IMPACT	RISK RATING (LxI)			LIKELIHOOD	IMPACT	RISK RATING (LxI)	
8	Financial Management	The Council fails to implement robust financial management and control of budgets; The Council sets budgets based on historical data and anticipated spend but with little room for unforeseen changes	Poor use of finances; Budget over/under spend; Service provision reduced; Increased Council Precept; Reliance on income investment to balance budget	The Council regularly reviews its Standing Orders, Financial Regulations and Scheme of Delegation in consultation with Internal Audit and DCC Corporate Procurement. And Internal Audit review of Financial Controls has resulted in a number of significant improvements to internal processes including contrl of debit card, cash collection, and various areas of record keeping and these have been implemented, resulting in an improvement from 'limited' to 'substantial' assurance levels between 2017 and 2022.	1	5	5	Ongoing use of Internal Audit to review key services and systems, with regular updates on progress reported to Council. SMT to continue to monitor budget expenditure on 1/4ly basis, with exception reports to Council/Resources Committee as appropriate.	Quarterly and annual report from internal audit	1	4	4	IH
9	Legal Challenge	A governance review of the Town Council is undertaken (by the County Council) in response to a petition from the local community or on the County's own initiative.	Additional time spent by officers responding to review Uncertainty for staff Additional cost to implement recommendations Merger with other Town Council	The Town Clerk and SMT work to ensure that all decisions that go in front of the Council and its committees are lawful and appropriate. The Council's insurance cover includes personal and professional indemnity cover.	1	4	4	n/a		1	4	4	IH
10	Commerciality	The Council fails to actively promote its services and facilities with the local Community. The Council fails to actively identify potential/additional income streams and/or fails to maximise revenue generation.	Community fails to recognise the benefits/support provided by the Town Council Services/facilities not used Missed opportunities to generate additional income Over reliance on public funding (precept)	The COVID situation has put extreme strain on the council's revenue income since March 2020 and this has been closely monitored on a quarterly basis by Council and Scrutiny Committee. Shotton Hall is currently open for limited commercial operations due to COVID and the Council is considering future options. Steps have been taken to reduce expenditure as much as practicable, not filling vacancies as they arise and ceasing support services such as licenses, stock taking, etc. Cautious estimates have been made for Shotton Hall and The Pavilion income generation in2023/24	4	4	16	The Council has commissioned a condition and suitability report for Shotton Hall is currently engaged with the Plunkett Foundation on a potential future community business model for the asset; Council agreed to a target uplift of 15% across all Council services and fees in 2023/24 to try to keep ahead of inflation, and has been recommended to approve a 10% uplift for 2024/25	Regular reports to Council and its committees; ongoing work by SMT to review our commercial services	3	3	9	IH
11	Health and Safety	The Council fails to ensure an effective safety management system .	Accident or Injuries Lost time following accidents Increased costs - investigation costs, fines, compensation claims. Enforcement action	Health and Safety and other forms of risk assessments in place for main council functions; Health and Safety committee in place to review H&S incidents/issues; Insurance contract reviewed in 2021/22 included review of key risks and exposure; Council approved a new Health and Safety Policy for the Council in October 2019	2	4	8	Building and Access risk assessments were reviewed for all Council-owned buildings in the wake of COVID; Updates of MHAW first Aid and generic first aid qualifications. PTC are taking part in the Better Health at Work Awards (Bronze) to assist staff with their mental and physical health & wellbeing whilst at work. An additional AED Community defibrillator now located externally for 24/7 access at the Pavilion. *Local football club applied for funding for the equipment with PTC support.	Ongoing	2	4	8	IH & SMT
12							0					0	



	<p>Very High Consideration to be given to whether the risk can be accepted, transferred or avoided. If accepted swift action required.</p>
	<p>High Consideration to be given to whether the risk can be accepted, transferred or avoided - if accepted requires a SMART action plan to implement mitigating actions.</p>
	<p>Low Consideration required challenging whether risk is "over controlled". Some controls may require removing or resources redirected to focus on high priorities.</p>

APPENDIX 4: EXAMPLE CONTROL RISK ASSESSMENT FOR INTERNAL AUDIT

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
INCOME AND DEBTORS													
01	1,4	Income is not accounted for/ mis-appropriated.	Financial Management IT Fraud and Corruption	Loss of monies. Fraud/theft. Reputational damage. Non compliance with Financial policies and procedures.	Major	Possible	Medium	There is a list of charges to cover all services provided that has been formally agreed and is regularly reviewed.	Y				
								Debtor accounts are raised promptly following the receipt of an authorised request, are in accordance with agreed charges and are supported by the relevant paperwork.	Y				
								There is a debt recovery process in place for unpaid accounts and this is adhered to.	Y				
								Uncollectable debts are written off in accordance with procedures and are appropriately authorised.	Y				
								All income received is appropriately recorded inc cash and cheques by post and in person, dr/cr cards etc	Y				
								Income is securely held prior to banking.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Income is banked in a timely manner.	Y				
								There are secure banking arrangements in place.	Y				
								Income is appropriately reconciled to GL and bank account.	Y				
ORDERING AND PAYMENTS													
02	2,4	Unauthorised orders and payments are made.	Financial Management IT Fraud and Corruption	Overspent budgets. Inappropriate spend. Fraud/theft. Poor VFM. Loss of monies.	Major	Possible	Medium	Orders are authorised by the budget holder prior to being raised	Y				
								Delivery notes are held on file for all goods received.	Y				
								Creditor invoices are matched to purchase orders, to delivery notes, and are appropriately authorised prior to being paid.	Y				
								All orders are made in line with contract procedure rules and financial thresholds.	Y				
								A record is held detailing all petty cash spend.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								<p>The payment card is held in the safe when not in use and a control record is maintained for the issuing of the card to the employee.</p> <p>Access to the safe is restricted to authorised personnel.</p> <p>Appropriate maximum spending limits have been pre-set on each card for</p> <p>a) each transaction b) each billing cycle</p> <p>Receipts are presented for each transaction and reconciled to the monthly statement.</p>	Y				
								A record of all floats is maintained, balances are checked, and monitored for correct use and appropriateness.	Y				
PAYROLL													
03	3,4	Staff are unaware of the payroll	Performance management	Loss of staff motivation.	Major	Possible	Medium	The organisation's financial regulations/rules define payroll responsibilities.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
		procedures to follow.	Financial management	Inconsistencies in treatment.				The organisation has established written payroll procedures for all areas of operation.	Y				
			People	Confusion over duties and responsibilities.				Payroll procedures ensure that payments are not made unless specified employee information has been provided.	Y				
			IT	Employees under- or overpaid.				Payments in respect of mileage are only made to staff insured for business use, upon receipt of a suitably detailed and authorised claim, supported by receipts.	Y				
				Reputational damage				Travel, subsistence, and civic expenses claim are made on appropriate documentation, supported by receipts and appropriately authorised before payment.	Y				
								Payroll procedures have been communicated to all staff.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Staff are aware of, and appropriately trained in Data Protection Act (DPA), equalities and diversity, health and safety, the DCC officers code of conduct, declarations of interest, dealing with complaints, whistle blowing arrangements, etc.	Y				
								Procedures are reviewed on a regular basis to confirm they are up to date.	Y				
04	3,4	Payroll payments are not in accordance with the authorised establishment	Financial management Fraud & Corruption	Fraudulent payments are made. Incorrect and unauthorised payments Reputation Damage	Major	Possible	Medium	The organisation's establishment is authorised by the managing body.	Y				
								Procedures ensure that data is only processed where authorised posts exist.	Y				
								Post gradings are controlled independently of payroll.	Y				
								All data changes are approved by an authorised signatory.	Y				
								Exception reports are regularly produced and independently examined.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Payments made against permanent adjustment codes periodically reviewed.	Y				
05	3,4	Payroll transactions are not initiated and recorded promptly	Performance management Financial management Fraud & corruption	Employees receive late payments Leavers continue to be paid. New employees are not paid. Reputational damage	Major	Possible	Major	Timetables have been established for the payroll process and are adhered to.	Y				
								All staff have been made aware of deadline dates.	Y				
								All documentation received is input onto the payroll system in a timely manner.	N				
								Checklists have been developed covering all required tasks that need to be carried out and are utilised by all staff	N				
06	3,4	Payroll payments are incorrectly calculated	Performance management Financial management Fraud & corruption	Over or underpayments occur. Loss of monies. Fraudulent payments are made.	Major	Possible	Medium	All salary payments correspond to authorised documentation received from Peterlee Personnel.	Y				
								Where employees start/leave during the month, appropriate pay calculations have been undertaken.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			IT	Reputation Damage				Authorised documentation is on file for all non-statutory deductions to pay.	Y				
								Controls are in place to ensure that any requests for additional payments/variations to pay are only actioned if they are on official forms and have been properly authorised.	Y				
								All leavers forms are promptly received and actioned, including all additional payments in lieu/deductions from pay.	Y				
								Appropriate manual checks are carried out when calculating maternity/paternity pay to ensure that any outstanding enhancements (relating to the previous month) are paid when due.	Y				
								Checks and reconciliations are undertaken to ensure the validity of the system and data.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								All amendments to standing data (e.g. Pay Awards/Tax/NI/Increments) are input by one officer and checked by a second independent officer. Notification passed to DCC for input	Y				
07	3,4	Payroll payments are not made	Staff do not receive payment	Employees receive late payments Reputational damage	Major	Possible	Medium	Submission of BACS files verified by an independent employee. The production of cheque runs are checked by an independent officer.	Y				
								Timesheets are batched and entered promptly.	N				
								Appropriate contingency arrangements are in place in the event of a system failure.	Y				
08	3,4	Inadequate financial management within the service	Performance management Financial management	Budget overspent leading to inadequate performance within the service. Impact on service provision.	Major	Possible	Medium	The payroll budget is allocated to a nominated budget holder.	Y				
								The Payroll system is reconciled to the financial management system and bank account to ensure that all payment details have been correctly transferred to the general ledger	Y				
								The payroll suspense account is regularly reviewed and cleared.	N/A				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Data exported from the Payroll system cannot be amended prior to upload into the GL	N/A				
09	3,4	The organisation does not comply with HMRC, Department for Work and Pensions and superannuation scheme requirements	Legislation	<p>Fines incurred for non-compliance with legislation and regulations.</p> <p>Statutory deductions made incorrectly.</p> <p>Deductions not paid over to relevant organisations on time.</p> <p>Confusion over superannuation fund membership. Reputation Damage</p>	Critical	Possible	High	Tax parameters have been correctly input into the payroll system.	N				
								Correct tax/pay periods are used.	Y				
								Sufficient information is received to ensure that appropriate tax /NIC legislation is applied to the complex areas of payments, for example termination payments	N				
								Appropriate systems are in place to identify any self-employed contractors, contractors paid off payroll, appointees, personal service companies.	Y				
								A timetable has been developed to document key dates of submission of information to HMRC, including end of year information, and providing information to employees and this is adhered to.	Y				
							Accurate payments of PAYE are made to HMRC by the due date.	Y					

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								P35 (Year end) totals are balanced to payments made to HMRC	Y				
								EAS and FPS information is sent to HMRC for each pay run using EDI and confirmation of submission is received.	Y				
BUDGETARY CONTROL													
10	4	Budgets are not allocated in accordance with the priorities of the council.	Financial Management Performance Management	Stakeholder expectations are not met. Resources are not allocated in accordance with stakeholder expectations. Impact on ability to deliver key priorities.	Critical	Possible	High	Financial procedure rules stipulate responsibilities for budget setting and approving of the budget. (Financial Regulations June 2014, Section 4 – Budgetary Control and Authority to Spend) The approved budget is appropriately disaggregated under delegated powers to each service grouping by way of identified cost codes. Virements are made only with prior approval in line with corporate policy.	Y Y Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
				Restricted ability to deliver resources. Link between resources and outputs aren't identified.				Adequate reserves are maintained to allow for unexpected expenditure in line with the needs of the council.	Y				
11	4	Budget and actual financial information is inaccurate.	Financial Management Performance Management	Budget is likely to be overspent.	Major	Possible	Medium	Timetables are in place to ensure relevant financial information is recorded on the FMS in a timely manner.	Y				
				Committed expenditure is not in line with priorities.				Validation checks on the FMS to ensure correct coding of income/expenditure.	Y				
				Reputational damage.				Reconciliation of the approved budget to the budget on FMS to ensure accurate entry.	Y				
								Access to amend budget information is restricted to authorised officers. Regular budget monitoring meetings with responsible budget holders.	Y				
12	4	Budget performance is not monitored.	Financial Management	Budget is likely to be overspent.	Major	Possible	Medium	Budgets are broken down to an appropriate level to allow adequate monitoring to take place.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			Performance Management	Committed expenditure is not in line with priorities.				Disaggregated budgets are assigned to individual budget holders in line with the management structure.	Y				
				Restricted ability to transfer resources between activities				Budget targets are communicated to budget holders.	Y				
				Reputational damage.				Staff have the necessary skills and support to undertake budget monitoring responsibilities on a monthly basis.	Y				
								Consistent budget information is provided to all budget holders on a monthly basis to allow effective monitoring to take place.	Y				
								Appropriate action taken to remedy adverse variances.	Y				
								The financial position and any financial issues are regularly reported to council.	Y				
								The short and long term financial position and financial issues are regularly reported to council.	Y				

ASSET REGISTER

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
13	5	Asset and Investment registers are inaccurate.	Financial Management Performance Management	Qualification of final accounts	Critical	Possible	High	An Asset and Investment policy is in place and includes the treatment of acquisitions, disposals, and depreciation, and complies with the Cipfa code of practice.	Y				
								The asset and investments registers are reviewed on a periodic basis for completeness and accuracy.	Y				
								Acquisitions and disposals are reported to finance to ensure that they are appropriately recorded in the register.	Y				
								The asset register is updated with capital/fixed asset expenditure where appropriate.	Y				
								Appropriate documentation to support ownership, value, terms etc is retained for assets and investments where necessary.	Y				

Report to: Peterlee Town Council

Date of Meeting: 17th March 2025

Subject: **Contractor Damage at Woodhouse Park**

Report of: Ian Hall, Chief Officer/Town Clerk

Report Purpose: To inform Members of damage caused by a contractor at Woodhouse Park during recent hedge cutting works, and to consider options available to the Council.

Background: The Neighbourhood Services Management Team instructed a contractor to carry out hedge cutting works at Woodhouse Park. These works were scheduled ahead of the upcoming bird nesting season and other scheduled commitments to ensure all required maintenance was completed within seasonal deadlines.

The hedge cutting was carried out using a tractor and flail, and although the work itself was completed, significant tyre marks and surface damage were left on the grassed areas as a result of the machinery used. The damaged areas are now visible to the public and have raised concerns with several Members.

The Members have since approached the Chief Officer/Town Clerk requesting that payment to the contractor be withheld until they return and reinstate the ground to a satisfactory condition.

Photographs of the tyre damage have been included for reference see Appendix 2.

Current Position:

- The contractor was instructed in good faith by Council officers to meet seasonal environmental and operational requirements.
- Damage caused includes tyre ruts and surface disruption to grassed and daffodil areas of Woodhouse Park.
- No payment has yet been issued to the contractor.
- The contractor has been notified of the concerns and the expectation to return and make good the affected areas.
- The Council has a long-standing and positive working relationship with this contractor, and this is seen as an isolated issue.
- The Council's own Neighbourhood Services team has assessed the area and is happy to carry out light reinstatement work if needed, as the grass recovers

Options for Consideration:

Option 1 – Withhold Payment Until Reinstatement is Completed by the Contractor

- Delay payment until the contractor returns and completes reinstatement work.
- Ensures accountability but may strain contractor relations over minor, recovering damage.

Option 2 – Partial Payment with Retention

- Pay part of the invoice, retaining a portion until reinstatement is done.
- A balanced approach that may be disproportionate given the minimal impact and recovery already underway.

Option 3 – Full Payment, with Council Team to Complete Light Reinstatement

- Authorise full payment to the contractor, recognising the quality of the work and the minor nature of the damage.
- The Council's own team will monitor the area and carry out any light reinstatement needed.
- Reflects the recovery already underway and maintains a strong working relationship with the contractor.

Recommendation: That the Council considers the above options.

Appendix 1: Implications

Finance Minimal implications

Staffing Minimal implications

Risk Risk to long-standing positive working relationship with the contractor. Impact could be high as there is very limited availability of alternative contractors to undertake this type of work. Although the damage is unsightly it is likely to recover itself or require only minimal reinstatement.

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication Not required

Procurement No direct implications.

Legal No direct implications