

# DOWNTON PARISH COUNCIL

## Report

**Subject:** Local Council Risk System and Pdf Reader

**Date:** 5<sup>th</sup> November

**Author:** Bev Cornish, Clerk

---

### 1. Report Summary

This report sets out a request for two items of software which will enable officers to be more efficient in the production of documentation for meetings and the Council's website and in providing risk assessments for council risks.

### 2. Local Council Risk System

This is a town and parish council specific software package provided by DMH Solutions set up to assist councils with the production of risk assessments. Information on it can be found at <https://www.dmhsolutions.com/lcrs> together with a list of town and parish councils which are already using it.

Risk assessments are an everyday requirement for councils to meet their obligations under their insurance policies. They are time consuming for officers to complete. The dedicated package contains risk assessments for those key council risks and contains over 390 general risks relevant to parish council areas of responsibility which can be amended or supplemented by adding the unique local risks. This will save officer time and provide reassurance that the key risks have been identified. Further information can be found in the leaflet attached to this report.

Some examples of risk assessments to be completed are:

- Downton in Bloom and work being carried out by volunteers on behalf of the Council.
- Emergency Plan, Flood Plan and Snow Plan.
- Working from home and lone working.
- Public meetings following Covid-19 restrictions.

The system is compatible with Microsoft Windows 10 which is the system used by the Parish Council and the cost of the full version is £110 with a future upgrade cost of £59.

As a reminder, the Parish Council was charged £450 by an external contractor in June to provide specific risk assessments to enable it to open its playgrounds and the public toilets after lockdown.

### **3. Pdf Reader**

The purchase of a pdf reader is primarily to:

- Aid the updating of pdf metadata prior to uploading documents to the parish council website;
- Redact information/costs within pdf documents and to convert pdfs to word/excel format documents.

The suggested reader to be purchased is called 'Pdf Complete Office Edition 4.2' at a cost of \$59.95 (usual price \$129)

[https://www.pdfcomplete.com/cms/tabid/319/helpid/OE\\_FeaturesBenefits/Default.aspx](https://www.pdfcomplete.com/cms/tabid/319/helpid/OE_FeaturesBenefits/Default.aspx)

### **4. Budget and Legal Power**

It is suggested that the costs for these packages are taken from the Office Equipment and Software budget line and the Parish Council's power to spend comes under the Local Government Act 1972 Section 111

#### **'Subsidiary powers of local authorities.**

(1) Without prejudice to any powers exercisable apart from this section but subject to the provisions of this Act and any other enactment passed before or after this Act, a local authority shall have power to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.'

**Bev Cornish**  
**Parish Clerk**