

Your Duty =

Requirement = To provide adequate protection.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	Financial Insurance cover.	To provide adequate protection.	Annually	Low	High	4	Yes
			Responsibility: Clerk				
			Ensure that appropriate insurance cover is in place as a prerequisite to events.				
0	Physical Fire.	To minimise the risk of fire.	Annually	Medium	High	5	Yes
			Responsibility: Councillor				
			Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of all fireworks and other combustible materials. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations are followed.				

<p>0 Physical Health & Safety.</p> <p>To maintain a high standard of Health & Safety and meet all statutory requirements.</p>	<p>Determine responsibility for Health & Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place.</p>	<p>Annually Medium High 5 Yes</p> <p>Responsibility: Councillor</p>
--	---	--

<p>0 Physical Personal Injury.</p> <p>Ensure that effective arrangements are in place to minimize risk.</p>	<p>Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Arrange attendance of First Aid/ambulance service.</p>	<p>Annually Medium High 5 Yes</p> <p>Responsibility: Councillor</p>
--	---	--

<p>Completed by:</p>	<p>Date:</p>	<p>Position:</p>	<p>No of Risks 4</p>	<p>No of risks scored: 4</p>	<p>No of Action Plans: 4</p>
-----------------------------	---------------------	-------------------------	-------------------------	---------------------------------	---------------------------------

LCRS 8. Risks report for Bus Shelters

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the Council has adequate insurance cover.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
97	Administration/Legal Provision of adequate insurance cover.	To ensure that the Council has adequate insurance cover.	Annually	Low	Low	2	Responsibility: Finance officer
		Ensure that all insurance cover is reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.					

87	Environmental Cleaning of Bus Shelters.	To maintain high standards of health, safety and cleanliness.	Weekly	Low	Low	2	Responsibility: Clerk
		Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required.					

88 **Environmental**

Vandalism.

Weekly Low Medium 3 Yes

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.

Arrange regular monitoring of sites.
Liaise with local enforcement agencies.
Instigate appropriate action against offenders.

102 **Physical**

Maintenance of Bus Shelters.

Quarterly Low Low 2

Responsibility: **Clerk**

To ensure that Bus Shelters are maintained to the appropriate standards.

Ensure that property is entered on a schedule for periodical maintenance.
Maintain proper records of work carried out.
Carry out periodical physical inspection.

Completed by:

Date:

Position:

No of Risks 4

No of risks scored: 4

No of Action Plans: 1

LCRS 8. Risks report for Bye Laws

Your Duty = Power to make bye-laws in regard to Cycle Parks

Requirement = Need to maintain a comprehensive register of all bye-laws.

Assessment year: 2021

Scoring note:
Low = 1
Medium = 2
and High = 3

<i>Review timing & Responsibility</i>	<i>Likelihood of occurrence</i>	<i>Impact on Council</i>	<i>Your action required (>3)</i>
Annually	Low	Low	2

Risk /
Ref Hazard / Requirement

Control

105 **Physical**

Failure to maintain register.

Responsibility: **Clerk**

Need to maintain a comprehensive register of all bye-laws.

Ensure that the register is up to date and properly maintained.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

Your Duty = Power to provide & maintain.

Requirement = Council has a duty to meet all statutory requirements.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
181	<p>Administration/Legal</p> <p>Failure to meet statutory requirements - parking orders etc.</p> <p>Council has a duty to meet all statutory requirements.</p>	<p>Define responsibility for meeting requirements.</p> <p>Ensure that all service requirements are met.</p>	<p>Annually</p> <p>Responsibility: Clerk</p>	<p>Medium</p>	<p>Low</p>	<p>3</p>	<p>Yes</p>
182	<p>Administration/Legal</p> <p>Failure to police/enforce regulations.</p> <p>To ensure proper control and operation of car parks.</p>	<p>Make proper provision for enforcement of regulations.</p> <p>Define responsibility for action.</p> <p>Carry out regular policing of car parks.</p> <p>Maintain liaison with local enforcement agencies.</p>	<p>Monthly</p> <p>Responsibility: Chairman</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	

180 **Administration/Legal**

Staff training.

To ensure that all staff are fully trained to meet the responsibilities placed upon them.

Define responsibility for staff training.
Ensure that all necessary training is complete.
Maintain appropriate records.

Annually Low Low 2

Responsibility: Clerk

191 **Environmental**

Cleaning and litter control.

To maintain desired standard of cleanliness and minimise health risk.

Define standards required.
Provide litter bins as deemed appropriate
Define responsibility for cleaning and ensure any training complete.
Ensure any hazardous litter properly dealt with.
Provide for regular physical site inspections to ensure standard is maintained.

Monthly Low Low 2

Responsibility: Clerk

193 **Environmental**

Fly tipping.

To minimise the impact of fly tipping and associated health/safety risk.

Arrange regular site inspections.
Arrange for safe disposal facility.
Ensure any hazardous substances are properly dealt with.
Maintain liaison with local enforcement agencies.
Enforce regulations/bye-laws as appropriate.

Annually Low Low 2

Responsibility: Clerk

194 **Environmental**

Noise/light/emissions pollution.

Quarterly **Low** **Low** **2**

Responsibility: **Clerk**

To minimise the effect of noise pollution, etc, etc.

Arrange regular site inspections.
Maintain records of all complaints received and instigate prompt action where appropriate.
Liaise with local enforcement agencies.

195 **Financial**

Failure to review charges.

Annually **Low** **Low** **2**

Responsibility: **Finance officer**

To ensure regular review of charges.

Ensure annual review of all charges as an integral part of the budget process.

187 **Financial**

Inadequate budgetary provision.

Annually **Low** **Medium** **3** **Yes**

Responsibility: **Finance officer**

To ensure that adequate funding is available to meet service requirement.

Ensure that service review is included in budgetary process.

174 **Financial**
Inadequate insurance cover.

Annually Low Low 2

Responsibility: **Finance officer**

To minimise risk.

Carry out annual review of insurance cover and ensure that all risks have been taken into account.

196 **Financial**
Loss of income.

Annually Medium Medium 4 Yes

Responsibility: **Clerk**

To minimise risk of loss of income.

Define responsibility for collection of income.
Maintain proper records of tickets issued/sold etc and reconcile to cash collected on a regular basis.
Ensure that all ticket machines are fully maintained and tested daily.
Collect and bank cash daily.
Enforce regulations.
Carry out audit/spot checks.

197 **Financial**
Ticket control.

Annually Low Low 2

Responsibility: **Clerk**

To minimise loss/potential loss arising from misuse of tickets.

Define responsibility for stock ordering and control.
Maintain proper stock records and reconcile periodically.
Ensure that all tickets issued from stock are recorded and signed for.
Periodically carry out physical inspection/audit to ensure correct ticket controls are in place.

184 **Physical**

Maintenance of Car Park Surfaces.

Annually Medium Medium 4 Yes

Responsibility: **Councillor**

To ensure that car park surfaces are maintained to the desired standard.

Define responsibility for and carry out periodic physical inspection, maintain records.
Make arrangements for any required work to be carried out.

186 **Physical**

Maintenance of equipment.

Quarterly Low Low 2

Responsibility: **Councillor**

To ensure proper operation of facility.

Define responsibility for maintenance of equipment.
Ensure that appropriate maintenance schedule is in place and maintain records.
Ensure that any appropriate staff training is complete.
Review conditions of agreement with contractor and enforce where necessary.

201 **Physical**

Personal injury.

Annually Low Medium 3 Yes

Responsibility: **Councillor**

To minimise risk of injury to persons using council facility.

Arrange regular physical inspection of car parks and maintain records.
Ensure that appropriate insurance cover is held and reviewed annually.
Ensure that all staff have appropriate training and adhere to approved working practices.
Ensure that the correct practices are in place.

185 **Physical**
Security.

Quarterly **Low** **Low** 2

Responsibility: **Clerk**

To maintain a high standard of security.

Define responsibility for and prepare statement of standards required.
Consider alternatives for achieving desired standard.
Maintain liaison with local enforcement agencies.
Ensure that all disclaimer notices etc. are in place.

189 **Physical**
Theft from car parks.

Quarterly **Low** **Medium** 3 **Yes**

Responsibility: **Clerk**

To minimise risk of loss.

Define responsibility for security of sites and equipment.
Review periodically.
Empty all machines daily.
Ensure disclaimer notices are in place.
Ensure adequate insurance cover.
Maintain records of incidents.
Maintain liaison with law enforcement agencies.

188 **Physical**
Vandalism.

Monthly **Low** **Medium** 3 **Yes**

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.
To minimise the impact on service provision.

Arrange regular monitoring of sites.
Maintain liaison with local enforcement agencies.
Instigate appropriate action against offenders.

Completed by:

Date:

Position:

No of Risks 17

No of risks scored: 17

No of Action Plans: 7

Your Duty = Duty to adopt a code of conduct

Assessment year: 2021

Requirement = To maintain records of members Declarations of Interest

Scoring note:
Low = 1
Medium = 2
and High = 3

Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
Quarterly	Low	Medium	3	Yes

Risk /
Ref Hazard / Requirement

Control

356 Administration/Legal

Failure to maintain / update Register of Interests/Gifts

Responsibility: **Clerk**

To maintain records of members Declarations of Interest

Ensure all members are aware of their statutory responsibilities.
Maintain appropriate registers.
Under the Localism Act 2011 all members have signed a Grant of Dispensation form.
Pecuniary interests need to be declared and minuted; ensure that members are asked to leave the meeting. Non disclosable interests (of no financial benefit to the members) should be minuted if they have been declared by a member prior to the meeting.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

LCRS 8. Risks report for Community Centres

Your Duty = Power to provide and equip buildings for use of clubs having athletic, social or educational objectives

Requirement = To provide effective control of facility bookings etc.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
131	Administration/Legal Maintenance of diary of events/usage.	To provide effective control of facility bookings etc.	Annually	Low	Low	2	Responsibility: Clerk
138	Environmental Cleaning.	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Monthly	Low	Low	2	Responsibility: Clerk

140 **Environmental**

Vandalism.

Annually Medium Medium 4 Yes

Responsibility: Clerk

To minimise the risk of loss/damage/injury arising from vandalism.

Review security and monitor all areas on a regular basis
Maintain liaison with local enforcement agencies.
Define a policy for dealing with antisocial behaviour.
Instigate legal action against perpetrators where appropriate.

432 **Financial**

Inadequate budget provision.

Annually Medium Medium 4 Yes

Responsibility: Finance officer

To ensure that service provision is included in budgetary process.

Ensure that anticipated costs are adequately provided for in Budgetary process.
Council approval to be sought for any unexpected expense to be met from reserves.

0 **Physical**

Fire.

Quarterly Low Low 2

Responsibility: Clerk

To safeguard against fire risk.

Ensure Health/Safety testing complete.
Ensure appropriate staff training.
Provide for strict security/control of combustible materials held by Council.
Provide appropriate extinguishers etc.
Ensure appropriate signage in place.
Ensure appropriate regulations/controls in hire documentation.

17	Physical	Personal injury.	Annually	Medium	Low	3	Yes	
		To ensure that any conditions that might lead to personal injury are minimised and properly controlled.						Responsibility: Clerk
			<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained equipment is available as appropriate.</p> <p>Ensure that any risks to the public are minimised and eliminated wherever possible.</p> <p>Maintain records of staff training.</p> <p>Maintain records of any injuries.</p> <p>Define responsibility in job descriptions etc.</p>					
16	Physical	Security of buildings	Annually	Medium	Low	3	Yes	
		To maintain a high standard of security.						Responsibility: Clerk
			<p>Allocate responsibility for security/control of premises.</p> <p>Define policy and provide for security.</p> <p>Staff employed or contract with service provider in place.</p> <p>Appropriate staff training complete.</p> <p>Detailed schedules/records maintained.</p> <p>Liaison with local enforcement agencies maintained.</p>					
431	Physical	Security of equipment.	Annually	Low	Low	2		
		To ensure that all property is secure and minimise loss by theft or otherwise.						Responsibility: Clerk
			<p>Define policy for security of equipment.</p> <p>Ensure that responsibility of users is clearly defined in hire/user agreement.</p> <p>Allocate responsibility for security/control.</p> <p>Maintain records of loss or damaged equipment.</p> <p>Maintain asset register.</p>					

143 **Physical**

Security of Hazardous Substances + D73.

Annually Low Low 2

Responsibility: Clerk

To minimise the risk of damage/injury arising from the use of hazardous substances.

Define responsibility for use and control.
Provide for any necessary training.
Provide for appropriate clothing.
Ensure that any necessary licences, certificates for use have been obtained.
Ensure that security is sound.
Ensure that any disposals are properly dealt with.
Maintain proper records.

142 **Physical**

Stock control.

Monthly Low Low 2

Responsibility: Clerk

To minimize the risk of loss.

Define responsibility for stock control.
Arrange for regular stock checks.
Maintain proper records.
Reconcile stocks to sales etc records.

Completed by:

Date:

Position:

No of Risks 10

No of risks scored: 10

No of Action Plans: 4

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Physical Loss arising from theft/misappropriation.</p> <p>Maintain adequate security of site and equipment.</p>	<p>Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed.</p>	Annually	Low	Medium	3	Yes
			Responsibility: Clerk				
0	<p>Physical Loss/damage arising from unauthorised use.</p> <p>Maintain security of computer.</p>	<p>Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.</p>	Annually	Low	Medium	3	Yes
			Responsibility: Clerk				

Crash of IT System.

Monthly **Medium** **Medium** **4** **Yes**

Responsibility: **Clerk**

To minimise risk arising from breakdown of equipment.

- Ensure regular backup of data onto appropriate medium.
- Ensure that equipment is properly maintained.
- Restrict access to authorised users.
- Ensure that only approved software is used.
- Maintain effective anti virus software.

Completed by:

Date:

Position:

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **3**

Your Duty =

Requirement = To meet all statutory requirements and maintain effective administration.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
453	<p>Administration/Legal</p> <p>Access.</p> <p>To meet all statutory requirements and maintain effective administration.</p>	<p>Ensure public access is available to all meetings of the council, except for meetings of the Staff and Salaries committees.</p> <p>Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.</p> <p>Disability access should be provided.</p> <p>Specific area should be set aside for Press & Public.</p> <p>Time should be allocated for public questions and comments.</p>	Annually	Low	Low	2	Responsibility: Clerk
452	<p>Administration/Legal</p> <p>Failure to meet statutory duty.</p> <p>To meet all statutory requirements and maintain effective administration.</p>	<p>Ensure that all members are notified of meeting by way of summons and agenda.</p> <p>Ensure that all public notices are posted as prescribed.</p> <p>Ensure meeting quadrate and maintain attendance records.</p> <p>Draft minutes should be prepared of the proceedings following every meeting. Minutes approved and signed by the chairman at the following meeting and the signed copies kept on file and published on the web site.</p>		Low	Low	2	Responsibility: Clerk

455 **Physical**

Personal Injury.

Annually

Low

Low

2

Responsibility: **Clerk**

Ensure that effective arrangements are in place to minimise risk.

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to officers, members & public.

Ensure that defined standards are being maintained.

Ensure that, where necessary, appropriate notices are in place.

That the council has appropriate insurance cover.

That the relevant access and public areas are all risk assessed.

454 **Physical**

Security.

Annually

Low

Low

2

Responsibility: **Chairman**

To ensure that effective security arrangements are in place.

Define policy for security of staff, members, premises and equipment.

Allocate responsibility for security/control and implementation.

Maintain liaison with local enforcement agencies.

Completed by:

Date:

Position:

No of Risks **4**

No of risks scored: **4**

No of Action Plans: **0**

LCRS 8. Risks report for Council Property and Documents

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement = Provision of adequate public liability insurance

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
314	Financial Legal Liability as a result of Asset Ownership.	Provision of adequate public liability insurance	Annually	Low	Low	2	Responsibility: Responsible Finance Officer
		Ensure that adequate Public Liability Insurance is in place. Ensure that the Asset Register is maintained and reviewed annually.					

312	Physical Loss / Damage to Civic Regalia.	To safeguard council assets.	Monthly	Low	Low	2	Responsibility: Chairman
		Maintain and update a Register of Assets on a regular basis. Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care.					

307 **Physical**

Loss of assets.

Annually

Medium

Low

3

Yes

Responsibility: **Clerk**

To minimise the risk of loss through theft/misappropriation of assets.

Allocate responsibility for and maintain effective security of all assets.
Maintain an Asset Register and ensure that this is updated on a regular basis.
Ensure that adequate and appropriate insurance cover is held.

313 **Professional**

Failure to effectively process documents.

Daily

Medium

Low

3

Yes

Responsibility: **Clerk**

To ensure effective processing and safe keeping of all documentation received by the Town Council

Allocate responsibility for maintenance of effective control of documentation.
Define procedure for recording document's receipt, circulation, response, handling & filing.

Completed by:

Date:

Position:

No of Risks 4

No of risks scored: 4

No of Action Plans: 2

LCRS 8. Risks report for Data Protection

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Scoring note:
Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
37	<p>Administration/Legal</p> <p>Breach of confidentiality.</p> <p>To ensure that statutory requirements are met.</p>	<p>Arrange Registration under the Data Protection Act.</p> <p>Formalise Procedure for dealing with Confidential Data.</p>	Daily	Low	Low	2	<p>Responsibility: Clerk</p>

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS 8. Risks report for Employment of Staff

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfils its responsibilities.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
364	<p>Administration/Legal</p> <p>Failure to comply with Employment Law.</p> <p>To ensure that the council fulfils its responsibilities.</p>	<p>Issue contracts of employment to all employees</p> <p>Arrange annual review of Staff Contracts of Employment</p> <p>Awareness of new legislation.</p> <p>Arrange the necessary training to fulfil requirements.</p>	Annually	Low	Medium	3	Yes
			Responsibility: Clerk				
	<p>Financial</p> <p>Overpayment or underpayment of salaries and expenses.</p> <p>Ensure that all payments to staff are in accordance with employment contracts approved by the council.</p>	<p>Monthly payroll schedule to be verified by the relevant number of parties/staff.</p> <p>Monthly employers payments to be verified by the relevant third party/ies as laid out in policy.</p> <p>Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.</p>	Monthly	Medium	Low	3	Yes
			Responsibility: Responsible Finance Officer				

352	Professional	Attacks on Personnel.	Monthly	Low	Low	2	
			Responsibility: Chairman				
		To protect staff.	<p>Ensure that an effective security system is in operation.</p> <p>Ensure appropriate insurance cover held.</p> <p>Ensure other workers in building are aware of staff working alone.</p> <p>Ensure staff have telephone access at all times during their work.</p> <p>Advise staff to take all relevant safe guides and precautions.</p>				

361	Professional	Inability to recruit.	As and when	Low	Medium	3	Yes
			Responsibility: Chairman				
		To improve recruitment.	Review recruitment policy.				

38	Professional	Inability to retain staff.	Annually	Low	Medium	3	Yes
			Responsibility: Chairman				
		To minimise risk arising from high turnover of staff.	<p>Regular staff appraisals.</p> <p>Complete exit questionnaire.</p>				

363	Professional	Lack of Employee motivation/efficiency.	Annually	Medium	Low	3	Yes
		To meet commitment of council employment policy.	Responsibility: Chairman				
		Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.					

362	Professional	Lack of Training.	Annually	Low	Medium	3	Yes
		To meet Council commitment to staff training.	Responsibility: Chairman				
		Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the relevant association.					

358	Professional	Loss of key staff.	Quarterly	Medium	Medium	4	Yes
		To avoid problems arising from loss of key personnel.	Responsibility: Chairman				
		Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.					

Completed by:

Date:

Position:

No of Risks 8

No of risks scored: 8

No of Action Plans: 7

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
303	<p>Administration/Legal</p> <p>Failure to comply with Customs & Excise regulations.</p> <p>Efficient financial administration.</p>	<p>Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly and on time.</p>	Quarterly	Low	Medium	3	Yes
			Responsibility: Responsible Finance Officer				
302	<p>Administration/Legal</p> <p>Failure to comply with Inland Revenue regulations.</p> <p>Efficient financial administration.</p>	<p>Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay. Ensure that regular returns to Inland Revenue; prepared by the Clerk or responsible financial officer; checked by the Assistant Clerk Arrange prompt payment of all sums due.</p>	Quarterly	Low	Medium	3	Yes
			Responsibility: Responsible Finance Officer				

<p>0 Administration/Legal Failure to maintain record of council assets.</p> <p>To minimize the risk of loss associated with failure to maintain adequate records.</p>	<p>Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Responsible Finance Officer</p>
<p>0 Administration/Legal Incurring expenditure without proper legal authority.</p> <p>To ensure all expenditure is intra vires, ie. "within the powers".</p>	<p>Record in minutes powers under which expenditure is being approved.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Responsible Finance Officer</p>
<p>304 Financial Failure to ensure proper use of funds under specific powers / S137.</p> <p>To ensure that expenditure is properly authorised and controlled.</p>	<p>Ensure that all expenditure under section 137 is separately recorded in the cash book. Ensure that total expenditure granted under section 137 does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported by the applicants annual accounts prior to submission to the council or relevant committee for consideration. Ensure that all grant applications are complete and fully supported prior to submission. Ensure that all approvals are properly recorded in the minutes.</p>	<p>Quarterly Low Low 2</p> <p>Responsibility: Responsible Finance Officer</p>

<p>41 Financial Failure to keep proper financial records.</p>		<p>Monthly Low Low 2</p> <p>Responsibility: Responsible Finance Officer</p> <p>Define responsibility through appointment of Proper Financial Officer, ie. Responsible Financial Officer. Ensure that the appropriate standing orders and financial regulations in place and subjected to annual review. Annual Accounts prepared for presentation to the of the Full Council for approval. Annual Return completed for submission to the External Auditor.</p>
<p>0 Financial Failure to maintain an effective payments system.</p> <p>To minimize the risk of loss.</p>	<p>Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cash book or equivalent. All payments to be approved by council and recorded in minutes. All cheques to be signed by the relevant signatories.</p>	<p>Monthly Medium Medium 4 Yes</p> <p>Responsibility: Responsible Finance Officer</p>
<p>360 Financial Failure to set a precept within sound budgeting arrangements.</p> <p>To ensure that the budget procedure is both efficient and effective.</p>	<p>Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that the precept is set as a result following members consideration of all relevant estimated expenditure requirements for the forthcoming financial year for all heads of expenditure, and anticipated income. Ensure all charges made by the council are reviewed annually. The adequacy of all balances and reserves are also reviewed annually. Ensure effective budget monitoring is in place throughout the year and quarterly financial statements presented to the council or relevant committee.</p>	<p>Monthly Low Low 2</p> <p>Responsibility: Responsible Finance Officer</p>

306 **Financial**

Loss of money through theft/misappropriation.

Quarterly **Medium** **Medium** 4 **Yes**

Responsibility: **Responsible Finance Officer**

To ensure that effective financial controls are in place.

Determine responsibility for cash at all sources.
Ensure that receipts are issued for all income.
Ensure that secure arrangements are in place for all monies held pending banking.
Ensure proper arrangements are in place for prompt for recording and banking of all cash received.
Ensure that regular bank reconciliation is carried out.
Ensure that the council holds adequate fidelity guarantee insurance.

347 **Financial**

Poor Financial Management

Annually **Low** **Medium** 3 **Yes**

Responsibility: **Responsible Finance Officer**

To ensure effective management of financial affairs of council.

Determine responsibility for the management of the financial affairs of the council.
Maintain and review Standing Orders/Financial regulations on a regular basis.
Ensure that an effective budgetary control and financial reporting system are in place.
Maintain an effective internal audit by an independent auditor

305 **Financial**

Risk to third party as a consequence of providing a service

Annually **Low** **Low** 2

Responsibility: **Responsible Finance Officer**

To protect interest of council.

Ensure that appropriate insurance cover/policy is in force.

Completed by:

Date:

Position:

No of Risks 11

No of risks scored: 11

No of Action Plans: 5

5

Your Duty = Power to accept

Requirement = To protect interest of council and members.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
453	Administration/Legal Failure to notify/record gifts.	To protect interest of council and members.	Annually	Low	Low	2	Responsibility: Councillor
		Ensure that all staff/members are aware of responsibilities. Maintain gift register.					

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

Your Duty = Power to acquire by agreement, to appropriate, to dispose of land
 Power to accept gifts of land

Requirement = To ensure security of records.

Assessment year: 2021

Scoring note:
 Low = 1
 Medium = 2
 and High = 3

Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
Annually	Low	Medium	3	Yes

Risk /
 Ref Hazard / Requirement

Control

27 Administration/Legal

Maintenance and Security of Deeds of ownership etc.

To ensure security of records.

Determine responsibility for security.
 Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.
 Maintain a copy of each deed for administrative purposes.

Responsibility: **Clerk**

25 Administration/Legal

Maintenance of Asset Register

To ensure that all assets of the council are properly recorded.

Define responsibility for maintenance of an asset register.
 Ensure that all purchases/ disposals are accurately and promptly recorded.
 All assets of the council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule.
 All items valued at over £100 are included.

Annually	Medium	Medium	4	Yes
----------	--------	--------	---	-----

Responsibility: **Responsible Finance Officer**

Environmental

Failure to comply within consultation deadline.

Annually Low Low 2

Responsibility: Clerk

To meet consultation timetable.

Ensure adequate number of Planning and Environment committee meetings are arranged.
Where necessary liaise with the Planning Authority for possible extension.

20 **Environmental**

Fly tipping

Annually High Low 4 Yes

Responsibility: Chairman

To minimize risks associated with fly tipping.

Define policy/responsibility for site control/security.
Enforce conditions of tenancy agreement.
Carry out periodical site inspection.
Provide proper facilities for control and removal of waste.
Liaise with police/other authority where necessary.

21 **Environmental**

Maintenance of land including grass cutting

Annually Medium Low 3 Yes

Responsibility: Clerk

To ensure that council assets are properly maintained.

Define responsibility for maintenance and ensure that a planned programme is in place.
Ensure that any service contracts are properly signed and sealed.
Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.

Review security and monitor all areas on a regular basis
 Maintain liaison with law enforcement agencies.
 Define a policy for dealing with antisocial behaviour.
 Instigate legal action against perpetrators where appropriate.

Responsibility: **Responsible Finance Officer**

To minimize risk of loss.

Maintain records of all rents, tithes etc. due from land holdings.
 Ensure that conditions of contracts are adhered to.
 Define responsibility for collection of income
 Ensure that all income due to the council and received is properly recorded.
 Ensure receipts are issued for all income received. Arrange for prompt banking of all income.
 Ensure procedures are in place for issue of reminders for unpaid income. Follow defined procedure for reminders.
 Ensure Council approval for write-off on any bad debts. Ensure audit testing procedures are in place.

Responsibility: **Responsible Finance Officer**

To ensure that all rents and charges are subject to review.

Ensure that all rents and charges are subject to review as part of the budgetary process.
 Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.

23	Financial	Inadequate budget provision	Annually	Low	Medium	3	Yes
		To ensure proper budget provision.	<i>Responsibility:</i> Responsible Finance Officer				
			Ensure that all anticipated income/costs are provided for in Budgetary process.				

235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Annually	Low	Low	2	
		To ensure proper maintenance of council owned assets.	<i>Responsibility:</i> Councillor				
			Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.				

428	Physical	Maintenance of furniture	Monthly	Medium	Low	3	Yes
		To ensure proper maintenance of council assets.	<i>Responsibility:</i> Councillor				
			Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are place. All public furniture owned by the council are listed on the Assets Register.				

239	Physical	Public/Personal Injury	Annually	Low	Medium	3	Yes
		To minimize risk of injury.	Responsibility: Clerk				
		Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are minimised and eliminated wherever possible. All training records are held on personnel files. An Accident Book is held to record any injuries. Individual responsibilities are identified in job description. Council holds adequate insurance cover.					

230	Physical	Security of equipment	Annually	Medium	Medium	4	Yes
		To ensure that proper security arrangements are in place.	Responsibility: Councillor				
		Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.					

414	Physical	Unauthorised access/trespass	Annually	Low	Low	2	
		To maintain security of council assets.	Responsibility: Councillor				
		Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.					

Completed by:	Date:	Position:	No of Risks	14	No of risks scored:	14	No of Action Plans:	9
----------------------	--------------	------------------	-------------	----	---------------------	----	---------------------	---

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met.

Assessment year: 2021

Scoring note:
Low = 1
Medium = 2
and High = 3

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Administration/Legal</p> <p>Disability & Discrimination Act</p> <p>Ensure that provisions of the act are met.</p>	<p>Ensure that all conditions of the Act as they affect service provision are met.</p> <p>Allocate responsibility to ensure that standards/ongoing requirements are met.</p> <p>Carry out periodical review of service.</p>	Annually	Medium	Medium	4	Yes
			Responsibility: Chairman				
36	<p>Administration/Legal</p> <p>Failure to comply with new Regulations /Legislation</p> <p>All Meetings open to everyone.</p>	<p>Ensure that proper training policy is in place.</p> <p>Continue in membership of appropriate local/national associations.</p> <p>The members also subscribe to appropriate publications which provide information on new regulations and legislation.</p> <p>Encourage staff networking.</p>	Monthly	Low	Low	2	
			Responsibility: Clerk				

355 **Administration/Legal**

Failure to meet statutory duty on meetings

Monthly Low Low 2

Responsibility: **Clerk**

All Meetings open to everyone.

All notices are posted in the prescribed places 4 clear days prior to any meeting,
All Councillors are notified of Meetings by way of a summons and agenda,
Minutes of all meetings are taken and approved copies signed by the chairman and kept on a minute file.
Maintain attendance records.

34 **Administration/Legal**

Failure to report Council business in Minutes

Quarterly Low Low 2

Responsibility: **Clerk**

Proper recording of council minutes.

Ensure proper, timely and accurate recording of council business in the minutes.
Ensure that all minutes are signed and paginated and are presented to the next meeting for approval and adoption.
The approved minutes are signed by the chairman and placed in the minute file with each page dated.
That the minute numbers run consecutively.
Maintain security of master copy.

40 **Administration/Legal**

Failure to respond to the elector's wish to exercise its rights

Annually Low Low 2

Responsibility: **Chairman**

All Meetings open to everyone.

Ensure members and staff are aware of Electors' Rights.
Ensure that time is set aside prior to the start of each meeting for members questions and comments.
Follow procedures for dealing with enquiries.
Increase awareness of accessibility of the Council to the public.

Completed by:

Date:

Position:

No of Risks 5

No of risks scored: 5

No of Action Plans: 1

Your Duty = Power to provide from 'free resource'

Requirement = To minimize associated risk.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
251	<p>Administration/Legal</p> <p>Defamation</p> <p>To minimize associated risk.</p>	<p>Ensure that all input is subject to careful check and approved by Full Council.</p> <p>Arrange for professional examination of any sensitive material.</p> <p>Ensure that adequate insurance cover is held.</p>	As and when	Low	Low	2	<p>Responsibility: Chairman</p>
397	<p>Administration/Legal</p> <p>Failure to meet minimum requirement for quality status</p> <p>To meet required standard.</p>	<p>Arrange testing/ assessment of input to ensure that requirement is met.</p> <p>Gain approval by council prior to publication.</p>	Quarterly	Low	Low	2	<p>Responsibility: Chairman</p>

0 **Administration/Legal**

Failure to meet statutory obligation re non - political content

Responsibility: **Councillor**

To meet required standard.

Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.

0 **Environmental**

Failure to deliver and litter

Quarterly **Low** **Low** **2**

Responsibility: **Chairman**

To minimise litter arising from newsletter distribution.

Determine policy for distribution.
 Prepare written conditions for service providers.
 Test distribution arrangements.
 Take appropriate action against offenders.

0 **Financial**

Failure to collect income from advertising etc

Annually **Low** **Low** **2**

Responsibility: **Chairman**

To maximise income and minimize loss.

Determine responsibility for collection of income
 Ensure that all income due to the council and received is properly recorded.
 Ensure receipts are issued for all income received.
 Arrange for prompt banking of all income.
 Ensure procedures are in place for issue of reminders for unpaid income.
 Follow defined procedure for reminders.
 Ensure Council approval for write-off on any bad debts.
 Ensure audit testing procedures are in place.

0 **Financial**
Inadequate budget provision

Annually Low Low 2

Responsibility: **Chairman**

To ensure review of service requirement.

Ensure that service requirements are included in budgetary process.

0 **Physical**
Non production of newsletter

Quarterly Low Low 2

Responsibility: **Chairman**

Determine responsibility for and ensure that all publication deadlines are met.
Ensure that all contracts with service provider signed and sealed.
Monitor performance to ensure that contract conditions/obligations are met.
Enforce contract conditions.

Completed by:	Date:	Position:	No of Risks 7	No of risks 7 scored:	No of Action Plans: 1
----------------------	--------------	------------------	---------------	-----------------------	-----------------------

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Administration/Legal</p> <p>Absence of agreements with users, permits etc</p> <p>To facilitate control of facilities.</p>	<p>Ensure that signed contracts/agreements/permits are place where necessary.</p> <p>Maintain a register of users.</p>	<p>Annually</p> <p>Responsibility: Clerk</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	
433	<p>Environmental</p> <p>Fly tipping</p> <p>To minimise the impact of fly tipping and associated health/safety risk.</p>	<p>Carry out regular site inspections.</p> <p>Arrange for safe disposal facility.</p> <p>Ensure any hazardous substances are properly dealt with.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Enforce regulations/bye-laws as appropriate.</p> <p>Regular liaison with local enforcement agencies.</p>	<p>Weekly</p> <p>Responsibility: Councillor</p>	<p>High</p>	<p>Medium</p>	<p>5</p>	<p>Yes</p>

320 **Environmental**

Pollution

As and when **Low** **Low** **2**

Responsibility: **Councillor**

To minimize risk/complaint arising from pollution at council owned facilities.

Carry out regular site inspections.
Record all complaints received and ensure that they are investigated and prompt action taken where appropriate.
Liaise with local enforcement agencies.

0 **Environmental**

Vandalism

Monthly **Low** **Low** **2**

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.
To minimise risk arising from anti-social behaviour.

Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

0 **Financial**

Failure to collect all income due to the council

Monthly **Medium** **Low** **3** **Yes**

Responsibility: **Finance officer**

To maximise income and minimize risk of loss.

Determine responsibility for collection of income
Ensure that all income due to the council and received is properly recorded.
Ensure receipts are issued for all income received.
Arrange for prompt banking of all income.
Ensure procedures are in place for issue of reminders for unpaid income. Follow defined procedure for reminders.
Ensure Council approval for write-off on any bad debts.
Ensure audit testing procedures are in place.

0	Financial	Failure to review charges	Annually	Medium	Low	3	Yes
		To ensure that all charges are reviewed annually.	Responsibility: Finance officer				
		Ensure that all charges are reviewed as an integral part of the budgetary process.					

0	Financial	Inadequate budget provision	Annually	Medium	Low	3	Yes
		To ensure proper financial provision.	Responsibility: Responsible Finance Officer				
		Ensure that service income/expenditure is detailed in budgetary process.					

	Physical	Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances.	Quarterly	Medium	Low	3	Yes
		To ensure that all staff have appropriate training.	Responsibility: Chairman				
		Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Ensure that any necessary licences, certificates for use have been obtained. Maintain records of training provided.					

Physical

Quarterly Low Medium 3 Yes

Injury to public or employees as a result of defective vehicles or machinery.

Responsibility: Clerk

To ensure that any conditions that might lead to personal injury are minimised and properly controlled.

Ensure that all staff have appropriate training and adhere to approved working practices.
Ensure that the correct, properly maintained equipment is available as appropriate.
Ensure that any risks to the public are minimised and eliminated wherever possible.

441 **Physical**

Annually Low High 4 Yes

Personal injury.

Responsibility: Clerk

To minimize the risk of personal injury to persons using council facilities.

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.
Arrange regular site inspection to ensure that defined standards are being maintained.
Ensure that, where necessary, appropriate signage is in place and detailed records maintained.
Ensure that appropriate insurance cover is in place.

315 **Physical**

Annually Low Low 2

Property Maintenance

Responsibility: Councillor

Top ensure that all council assets are properly maintained.

Define policy for maintenance of assets.
Allocate responsibility and ensure that any training requirement is complete.
Staff employed or contract with service provider in place.
Ensure all property is properly maintained through regular inspection/servicing.

Physical

Protection of manual workers from health risks associated with the land.

Quarterly Low Low 2

Responsibility: **Chairman**

To minimise health and safety risks .

- Define standards required.
- Provide for any necessary training.
- Provide for appropriate protective clothing.
- Ensure any hazardous material is properly dealt with.
- Ensure that all workers have any necessary licences, certificates for use have been obtained.
- Ensure that all relevant regulations are adhered to and understood by all relevant parties.

Completed by:

Date:

Position:

No of Risks 12

No of risks 12
scored:

No of Action 7
Plans:

Your Duty = Rights of consultation

Requirement = To meet consultation timetable.

Assessment year: 2021

Scoring note:
Low = 1
Medium = 2
and High = 3

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
202	Environmental Failure to comply within consultation deadline	To meet consultation timetable.	Annually	Low	Low	2	Responsibility: Chairman
		Ensure adequate number of Planning & Environment Committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.					

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Administration/Legal</p> <p>Inadequate maintenance of records</p>	<p>To maintain a register of complaints/injuries and action taken.</p> <p>To ensure that proper records of all complaints/injuries are maintained.</p>	Annually	Low	Low	2	Responsibility: Clerk
0	<p>Financial</p> <p>Inadequate budget provision</p>	<p>To ensure proper financial provision.</p> <p>Ensure that service requirements are detailed in annual budget process.</p>	Annually	Low	Low	2	Responsibility: Responsible Finance Officer

Responsibility: **Responsible Finance Officer**

0 **Financial**

Inadequate insurance cover

To ensure that council has adequate insurance.

To include all relevant risks on the councils insurance policy.

0 **Physical**

Personal Injury

Responsibility: **Councillor**

To ensure play surfaces & equipment are in a safe condition.

Define responsibility for regular inspection of play areas.
 Define responsibility for and ensure regular inspection of play equipment & play surfaces
 Arrange periodical inspection and report by suitably qualified RoSPA inspector.
 All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified.
 Inspection timetable is adhered to for all levels of inspection.
 Records kept of all inspections/maintenance.

Completed by:

Date:

Position:

No of Risks 4

No of risks scored: 4

No of Action Plans: 1

LCRS 8. Risks report for Provision of Office Accommodation

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Financial</p> <p>Inadequate budget provision</p> <p>To ensure proper financial provision.</p>	<p>Ensure requirements included in annual budget process.</p>	<p>Annually</p> <p>Responsibility: Clerk</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	
350	<p>Physical</p> <p>Poor/Faulty Office Furniture</p> <p>To maintain approved standards for office furniture and fittings.</p>	<p>Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.</p>	<p>Monthly</p> <p>Responsibility: Clerk</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	

Responsibility: **Clerk**

Ensure maintenance agreement/contract in place where appropriate.

Allocate responsibility for local repair/maintenance.

Restrict access to qualified personnel only.

Arrange regular inspection to ensure that any statutory obligations are met.

Ensure that PAT is carried out regularly by a competent qualified person.

Ensure that the appropriate records maintained.

Completed by:

Date:

Position:

No of Risks **3**

No of risks **3**
scored:

No of Action
Plans: **0**

LCRS 8. Risks report for Provision of Website/Internet Access

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Scoring note:
Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)	
0	Financial Inadequate budget provision	To ensure proper financial provision	Annual costs included in the precept budget.	Annually	Low	Low	2	Responsibility: Responsible Finance Officer

348	Technical Failure of Website/Internet Providers	To maintain high standard of service provision.	Maintenance/service level agreements in place.	Weekly	Low	Low	2	Responsibility: Clerk
-----	---	---	--	--------	-----	-----	---	------------------------------

Completed by:

Date:

Position:

No of Risks 2

No of risks scored: 2

No of Action Plans: 0

LCRS 8. Risks report for Public buildings and Village hall

Your Duty = Power to provide buildings for offices and for public meetings and assemblies

Assessment year: 2021

Requirement =

Scoring note:
Low = 1
Medium = 2
and High = 3

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
-----	-----------------------------	---------	--------------------------------	--------------------------	-------------------	-------	---------------------------

0 Administration/Legal
Absence of service level agreements

Annually Low Low 2
Responsibility: Clerk

Ensure that all service level agreements are fully completed and operational.
Monitor performance to ensure conditions met.
Review conditions periodically.

400 Administration/Legal
Failure to complete user agreements

Annually Low Low 2
Responsibility: Clerk

To provide effective control of facility bookings etc. Determine responsibility for dealing with user applications.
Completed agreement to be a pre-requisite of facility hire.
Arrange periodical review of conditions of use etc.

411 **Administration/Legal**

Failure to obtain necessary licences.

Annually Low Low 2

Responsibility: **Clerk**

To meet all statutory requirements for service provision.

Determine responsibility for obtaining licences.
Maintain adequate records of licence application, renewal etc.
Ensure premises licence is in place.

29 **Administration/Legal**

Inadequate representation on management committee

Annually Low Low 2

Responsibility: **Chairman**

To ensure proper council representation.

Arrange appointment of council representatives as set out in management agreement.
Arrange periodical report on council agenda.

11 **Administration/Legal**

Maintenance of diary of events etc

Quarterly Low Low 2

Responsibility: **Clerk**

To provide effective control of facility bookings etc.

Determine responsibility for maintenance of events diary.
Ensure that a completed booking/application lettings agreement is a prerequisite to facility hire.
All applications to be cross referenced to account/receipt number and filed.

439	Financial	Failure to collect income.	<i>Annually</i> Low Low 2
		<i>To collect and bank all income due.</i>	<i>Responsibility:</i> Responsible Finance Officer
			Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Ensure receipts are issued for all income received. Arrange for prompt banking of all income. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders. Ensure Council approval for write-off on any bad debts. Ensure audit testing procedures are in place.

272	Financial	Failure to set/review charges.	<i>Annually</i> Low Low 2
		<i>To ensure annual review of all charges.</i>	<i>Responsibility:</i> Responsible Finance Officer
			Ensure that all charges are reviewed annually as an integral part of the budgetary process.

267	Financial	Inadequate budget provision	<i>Annually</i> Medium Low 3 Yes
		<i>To provide for budgetary review of service.</i>	<i>Responsibility:</i> Responsible Finance Officer
			Ensure that service/facility requirements are detailed in Budget process and reviewed annually.

Responsibility: **Clerk**

To safeguard against fire risk.

Ensure Health/Safety testing complete.
 Ensure appropriate staff training
 Ensure a strict 'no smoking' and 'no naked flame' policy operates throughout all council buildings.
 Provide for strict control of combustible materials held by the council.
 Provide appropriate extinguishers etc.
 Fire alarm and emergency lighting system in place.
 Ensure appropriate signage in place.
 Ensure that a Fire risk assessment is reviewed annually.

Responsibility: **Clerk**

To minimise risk associated with the use of hazardous substances.

Define responsibility for use and control.
 Provide for any necessary training.
 Provide for appropriate protective clothing.
 Ensure that any necessary licences, certificates for use have been obtained.
 Ensure that security is sound.
 Ensure that COSHH regulations adhered to regarding the storage of cleaning substances.

Responsibility: **Councillor**

To ensure proper maintenance of premises and minimize risk of loss/damage/injury.

Define responsibility for maintenance.
 Carry out regular inspections of all buildings.
 Ensure that where appropriate proper contractual arrangements are in place.
 Arrange staff training where required.
 Detailed records kept of all work scheduled/completed.
 That each building is individual risk assessed.
 That the risk assessments are reviewed annually.

262	Physical	Security of premises and contents	Annually Low Low 2
		To safeguard council assets.	Responsibility: Councillor
		<p>Define policy for security of premises and equipment Maintain asset register and photographs of all items of any value together with a digital back up copy. Allocate responsibility for security/control of equipment. All offices/premises are locked outside working hours. Letting agreements are in place with a condition to secure building on departure.</p>	
275	Physical	Stock control	As and when N/A 0
		To minimize the risk of loss.	Responsibility: Clerk
		<p>Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.</p>	
268	Physical	Theft	Annually N/A N/A 0
		To minimize the risk of loss through theft/misappropriation.	Responsibility: Councillor
		<p>Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training Maintain register of assets. Maintain liaison with local enforcement agencies.</p>	

Vandalism.

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Completed by:

Date:

Position:

No of Risks 15

No of risks scored: 15

No of Action Plans: 3

Your Duty = Power to provide

Requirement = To meet statutory obligations for service provision.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
261	<p>Administration/Legal</p> <p>Disability & Discrimination Act</p> <p>To meet statutory obligations for service provision.</p>	<p>Ensure that all conditions of the Act as they affect service provision are met.</p> <p>Allocate responsibility to ensure that standards/ongoing requirements are met.</p> <p>Carry out periodical review of service.</p>	Annually	Low	Low	2	Responsibility: Councillor
277	<p>Administration/Legal</p> <p>Service level agreement with principal authority</p>	<p>Ensure that all service level agreements are fully completed and operational.</p> <p>Monitor performance to ensure conditions met.</p> <p>Review conditions periodically.</p>	Annually	Low	Low	2	Responsibility: Clerk

292 **Environmental**

Pollution

Daily Low Medium 3 Yes

Responsibility: Councillor

To minimize risks arising from pollution.

Determine responsibility for control.
Ensure that all equipment is properly maintained and operating correctly.
Ensure that all drains etc. are properly maintained and fully functional.
Carry out appropriate tests and maintain records.
Have arrangements in place as necessary with local contractor.

294 **Environmental**

Vandalism.

Annually Medium Low 3 Yes

Responsibility: Councillor

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.
Ensure appropriate insurance cover is in place.

295 **Financial**

Failure to achieve desired standard of cleaning/hygiene

Daily Low Low 2

Responsibility: Clerk

To maintain high standard of hygiene/cleanliness.

Define responsibility for cleanliness/hygiene of premises.
Provide appropriate staff training.
Maintain a maintenance log/cleaning regime.
Arrange for periodical checks.

291	Financial	Failure to collect all income.	Annually	Low	Low	2	Responsibility: Responsible Finance Officer
		To minimize the risk of loss.					Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Arrange prompt banking. Arrange appropriate internal audit testing.

270	Financial	Inadequate budget provision	Annually	Low	Low	2	Responsibility: Responsible Finance Officer
		To ensure proper financial provision.					Ensure that service requirements are included in annual budget process.

283	Physical	Hazardous substances control	Annually	Low	Medium	3	Yes	Responsibility: Clerk
		To minimize associated risks.						Determine responsibility for use and control. Ensure that staff are adequately trained in the provision of hazardous substances. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that any hazardous substances are securely held.

Legionella - Legionnaires disease

Responsibility: **Clerk**

To control Legionella bacteria in the water systems.

The public toilet hand wash and any other elements containing water are serviced regularly under a maintenance contract.
NB: If they are no showering facilities the risk of Legionella bacteria is very low.

282 **Physical**
Maintenance

Annually **Low** **Low** **2**

To ensure proper maintenance of premises and minimize risk of loss/damage/injury.

Define responsibility for maintenance.
Ensure contractual arrangements in place for renewal/repair
Carry out regular inspections of all premises.
Maintain detailed records of all work scheduled/completed.

Responsibility: **Clerk**

280 **Physical**
Security

Annually **Low** **Low** **2**

To safeguard council property.

Define policy and provide for security of premises and equipment
Allocate responsibility for security/control.
Maintain asset register.

Responsibility: **Clerk**

Water supply

Daily

Low

Low

2

Responsibility: **Clerk**

To maintain adequate water supply and minimise any loss/damage arising.

Define responsibility.
 Ensure that system is in place to check, report and rectify all faults.
 Maintain such arrangements as necessary with local contractor.

Completed by:

Date:

Position:

No of Risks **12**

No of risks scored: **12**

No of Action Plans: **4**

Your Duty = Power to provide

Requirement = To minimise risk arising from provision.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Administration/Legal</p> <p>Provision of inadequate standard of seating.</p> <p>To minimise risk arising from provision.</p>	<p>Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers.</p> <p>Ensure that all prospective donors are provided with copy of policy prior to acceptance and carry out inspection of all seating prior to acceptance.</p> <p>Arrangements will be made for safe and secure installation.</p>	Annually	Low	Low	2	Responsibility: Councillor
0	<p>Environmental</p> <p>Vandalism</p> <p>To minimise the risk of loss/damage/injury arising from vandalism.</p> <p>To minimise risk arising from anti-social behaviour.</p>	<p>Maintain liaison with enforcement agencies.</p> <p>Determine policy for dealing with offenders.</p>	Annually	Low	Low	2	Responsibility: Councillor

0	Physical Fire		Annually	Low	Medium	3	Yes
			Responsibility: Councillor				
	To safeguard against fire risk.	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.					

0	Physical Injury or damage arising from use.		Annually	Low	Low	2	
			Responsibility: Councillor				
	To minimise risk arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.					

0	Technical Inadequate maintenance of shelters & seats		Annually	Low	Low	2	
			Responsibility: Councillor				
	To minimise risk arising.	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repair and maintenance. Maintain and update the Assets Register.					

Completed by:	Date:	Position:	No of Risks	5	No of risks scored:	5	No of Action Plans:	1
----------------------	--------------	------------------	-------------	---	---------------------	---	---------------------	---

Your Duty = Power to provide

Requirement = To minimise risk.

Assessment year: 2021

Scoring note:

Low = 1
Medium = 2
and High = 3

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Environmental</p> <p>Inadequate Safety Signage</p> <p>To minimise risk.</p>	<p>Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.</p>	Monthly	Low	Low	2	Responsibility: Chairman
0	<p>Environmental</p> <p>Vandalism</p> <p>To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.</p>	<p>Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.</p>	Weekly	Medium	Low	3	Responsibility: Councillor

<p>0 Financial Legal Liability arising from asset ownership</p> <p>To ensure control of risk.</p>	<p>Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Clerk</p>
<p>0 Physical General Health & Safety</p> <p>To minimise risks arising.</p>	<p>Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detailed records of inspections which must be dated and signed.</p>	<p>Monthly Low Low 2</p> <p>Responsibility: Clerk</p>
<p>0 Physical Injury to users arising from accident.</p> <p>To minimise risk.</p>	<p>Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurance). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the purpose of reported accidents.</p>	<p>Weekly Medium Low 3 Yes</p> <p>Responsibility: Clerk</p>

Completed by:

Date:

Position:

No of Risks 5

No of risks scored: 5

No of Action Plans: 2

2

Your Duty = Power to provide

Requirement = To ensure proper administrative arrangements.

Scoring note:
 Low = 1
 Medium = 2
 and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
279	<p>Administration/Legal</p> <p>Contracts with service providers</p> <p>To ensure proper administrative arrangements.</p>	<p>Ensure that all contracts are signed and sealed.</p> <p>Monitor performance to ensure that contract conditions/obligations are met.</p> <p>Where appropriate examine contractor insurance documentation.</p> <p>Review conditions periodically.</p>	<p>Annually</p> <p>Responsibility: Responsible Finance Officer</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	
278	<p>Administration/Legal</p> <p>Service level agreements</p> <p>To ensure proper agreements in place.</p>	<p>Ensure that all service level agreements are fully completed and operational.</p> <p>Monitor performance to ensure conditions met.</p> <p>Review conditions periodically.</p>	<p>Annually</p> <p>Responsibility: Clerk</p>	<p>Low</p>	<p>Low</p>	<p>2</p>	

203 **Environmental**
Failure to provide lighting

Quarterly **Low** **Low** 2

Responsibility: **Clerk**

Monitor Service Level Agreement with major authority on a regular basis
Report any faulty lights as soon as possible
Monitor service performance and enforce agreement conditions.

293 **Environmental**
Fly posting

Annually **Low** **Low** 2

Responsibility: **Councillor**

To minimize associated risk.

Define policy on fly posting.
Maintain liaison with enforcement agencies.
Take action as appropriate against offenders.

285 **Environmental**
Vandalism

Annually **Low** **Low** 2

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

290 **Financial**
Inadequate budget provision

Annually Low Low 2

Responsibility: **Responsible Finance Officer**

To provide for annual review of service requirements. Ensure that service/facility requirements are detailed in budget process.

281 **Physical**
Maintenance

Annually Low Low 2

Responsibility: **Clerk**

Define responsibility for maintenance.
Ensure contractual arrangements in place for renewal/repair
Carry out regular inspections of all equipment.
Maintain detailed records of all work scheduled/completed.

287 **Physical**
Security of inspection plates etc.

Annually Low Low 2

Responsibility: **Clerk**

To maintain service standards. Arrange for regular inspection of equipment.
Ensure contractual arrangements in place for renewal/repair.

Completed by:

Date:

Position:

No of Risks 8

No of risks scored: 8

No of Action Plans: 0

Your Duty = Right to be notified of planning applications

Requirement = To meet consultation timetable.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
204	Administration/Legal Failure to meet consultation deadlines.	To meet consultation timetable.	Annually	Low	Low	2	Responsibility: Clerk
		Ensure adequate number of Planning & Environment Committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.					

211	Administration/Legal Maintenance of register/records		Annually	Low	Low	2	Responsibility: Clerk
		Determine responsibility for maintenance of register.					

Security of records

Annually Low Low 2

Responsibility: **Clerk**

To safeguard planning records.

Allocate responsibility for records.
Provide for secure storage facilities.

Completed by:

Date:

Position:

No of Risks **3**

No of risks **3**
scored:

No of Action **0**
Plans:

Your Duty = Power to erect (with Highway Authority approval)

Assessment year: 2021

Requirement =

Scoring note:

Low = 1
Medium = 2
and High = 3

Risk /

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

Ref Hazard / Requirement

Control

0 Administration/Legal

Failure to obtain necessary approval.

As and when

Low

Low

2

Responsibility: Clerk

Determine responsibility for administration.

Ensure that appropriate applications are submitted to Highway Authority.

0 Financial

Inadequate budget provision

Annually

Low

Low

2

Responsibility: Responsible Finance Officer

To ensure proper financial provision.

Ensure service requirement included in annual budget.

0 **Physical**

Inadequate maintenance.

Quarterly **Low** **Low** **2**

Responsibility: **Councillor**

Determine responsibility for maintenance.
Arrange periodic inspection.
Arrange for repairs/maintenance as required.

206 **Physical**

Vandalism

Monthly **Low** **Low** **2**

Responsibility: **Councillor**

To minimise the risk of loss/damage/injury arising from vandalism.

Carry out regular inspection of signs.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Completed by:

Date:

Position:

No of Risks **4**

No of risks scored: **4**

No of Action Plans: **0**

LCRS 8. Risks report for War Memorials

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement = To ensure annual service review.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
469	<p>Physical</p> <p>Inadequate budget provision</p> <p>To ensure annual service review.</p>	Review service provision within annual budget process.	Annually	Low	Low	2	<p>Responsibility: Finance officer</p>
0	<p>Physical</p> <p>Inadequate maintenance.</p> <p>To maintain war memorial and the surrounding area to an acceptable standard</p>	<p>Define responsibility for maintenance.</p> <p>Structure should be inspected annually.</p> <p>Carry out regular inspections of memorials.</p> <p>Maintain detailed records of all work scheduled/completed.</p> <p>Annual maintenance carried out prior to Remembrance Sunday.</p>	Annually	Low	Low	2	<p>Responsibility: Councillor</p>

Vandalism

As and when **Low** **Low** **2**

Responsibility: **Chairman**

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Completed by:

Date:

Position:

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **0**

LCRS 8. Risks report for Water Supply

Your Duty = Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom

Requirement = To meet statutory requirements for extraction.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	Administration/Legal Absence of Licences	To meet statutory requirements for extraction.	Annually	Low	Low	2	Responsibility: Clerk
		Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.					

213	Physical Loss/damage to Water Supply	To maintain water supply and minimise any loss/damage arising.	As and when	Low	Low	2	Responsibility: Clerk
		Define responsibility for maintenance of water supply Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.					

Completed by:

Date:

Position:

No of Risks **2**

No of risks scored: **2**

No of Action Plans: **0**

Your Duty =

Requirement = To ensure that the council has full control of website.

Scoring note:

Low = 1
Medium = 2
and High = 3

Assessment year: 2021

Ref	Risk / Hazard / Requirement	Control	Review timing & Responsibility	Likelihood of occurrence	Impact on Council	Score	Your action required (>3)
0	<p>Administration/Legal</p> <p>Availability of Software tools to build and manage site</p>	<p>To ensure that the council has full control of website.</p> <p>Ensure that the council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.</p>	As and when	Low	Low	2	<p>Responsibility: Clerk</p>
0	<p>Administration/Legal</p> <p>Compromise of copyright by inclusion of website links or frames.</p>	<p>To minimise risk.</p> <p>If web site contains links to other sites ensure permission of destination website is prerequisite.</p>	Annually	Low	Low	2	<p>Responsibility: Clerk</p>

Content

Responsibility: **Clerk**

To maintain effective administration.

Ensure that all content is specifically approved by council.

0 Administration/Legal

Dependence upon an individual

Annually

Medium

Medium

4

Yes

Responsibility: **Clerk**

To ensure that the site activity is not restricted to one person.

Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.
Provide training where necessary to minimise risk.

0 Administration/Legal

Lack of motivation for continued management of website.

Quarterly

Low

Low

2

Responsibility: **Chairman**

To minimise risk.

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.
Ensure that proper recognition is given to site manager.
Arrange for regular review of site content and update of the site content is carried out on an as required basis.

Monthly Low Low 2

Responsibility: Finance officer

0 Administration/Legal

Loss of Data/ Inability to access backup

To avoid risk arising from loss of data.

Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale.

Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.

Annually Low Low 2

Responsibility: Clerk

0 Administration/Legal

Non compliance with Freedom of Information Act

To minimise risk.

Ensure that legal requirements are met in full.

Ensure that all information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.

As and when Low Low 2

Responsibility: Clerk

0 Administration/Legal

Non conformance with the Data Protection Act

To minimise risk.

Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed.

The data must be fairly and lawfully processed.

Ensure that all legal requirements are met.

<p>0 Administration/Legal Ownership and Control of Universal Resource Locator (URL)</p> <p>To ensure that council has full control of website.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Finance officer</p> <p>Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name and password.</p>
--	---

<p>0 Administration/Legal The placing of information on site that may put people at risk.</p> <p>To minimise risk.</p>	<p>Annually Low Medium 3 Yes</p> <p>Responsibility: Clerk</p> <p>Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.</p>
--	---

<p>0 Technical Failure to meet needs/expectations of visitors to site.</p> <p>To minimise risk.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Clerk</p> <p>Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.</p>
---	--

<p>0 Technical Inadequate control of website</p> <p>To minimise risk arising from third party input.</p>	<p>Annually Low Low 2</p> <p>Responsibility: Clerk</p> <p>Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Ensure that a Service Level Agreement with the website provider is in place.</p>
---	--

<p>0 Technical Lack of visibility of website to search engines</p> <p>To minimise risk and maximise visitor numbers.</p>	<p>Quarterly Low Low 2</p> <p>Responsibility: Clerk</p> <p>Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and is updated as required.</p>
---	--

<p>0 Technical Risk arising from poor design / appearance of website</p> <p>To minimise risk arising from poor design.</p>	<p>As and when Low Low 2</p> <p>Responsibility: Clerk</p> <p>Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.</p>
---	--

Completed by:	Date:	Position:	No of Risks 14	No of risks scored: 14	No of Action Plans: 2
----------------------	--------------	------------------	-----------------------	-------------------------------	------------------------------