



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed

Submitted to council: _____

No of issues listed: **0**

Minute reference: _____

Date: _____

Signed by chairperson - Cllr S Jones _____

Signed by responsible Finance officer - Finance officer - Trevo _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .



LCRS 5. Risks report

Council Property and Documents

Neston Town Council

Assessment for year 2022 To 2023

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

Requirement =

Aim = None

Scoring note:

Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place. A publication scheme has been adopted by the Council	Annually	Low	Medium	2	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Medium	2	
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing. A document retention policy is held.	Daily	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



LCRS 5. Risks report Data Protection

Neston Town Council

Assessment for year 2022 To 2023

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

Requirement = To ensure that statutory requirements are met.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To ensure that proper arrangements are in place.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
243	Administration/ Legal	Contracts with Service providers ie Waste disposal	Ensure that signed contracts are in place. Check that insurance requirements etc are being met. Enforce conditions of contract.	Annually	Low	High	3	
247	Administration/ Legal	Inadequate insurance cover	Define council policy for insurance. Ensure that appropriate cover is held for all statutory and other risks. Arrange periodical review	Annually	Low	Medium	2	
246	Administration/ Legal	Agreements with stallholders	Ensure that a signed agreement is in place as a pre-requisite to market stall occupation. Make appropriate arrangements in respect of casual users. Maintain a register stallholders	Annually	Low	Medium	2	
242	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
13	Environmental	Inadequate cleaning of market premises.	Determine responsibility for cleanliness/hygiene of premises. Maintain a maintenance log/cleaning regime. Enforce conditions for stallholders. Arrange for periodical check.	Monthly	Low	Medium	2	
241	Environmental	Rubbish accumulation	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical check.	Weekly	Low	Medium	2	



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To maximize income and minimize the risk of loss.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
245	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of receipts. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2	
244	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Medium	2	
0	Physical	Fire	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.	Monthly	Low	High	3	
421	Physical	Encroachment by stallholders	Ensure that the size of market stalls is defined in rental agreement/register. Carry out regular inspections to ensure that actual size does not exceed that approved. Define council policy and apply additional charges/take action against offenders where appropriate.	Monthly	Low	Medium	2	



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To maintain security of council premises.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
418	Physical	Security of market	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Medium	2	
420	Physical	Maintenance of market	Determine responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Quarterly	Low	Medium	2	
425	Physical	Security of equipment	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Medium	2	
426	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete. Ensure that where appropriate proper maintenance contracts are in place. Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Monthly	Low	Medium	2	
422	Physical	Control 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 any disposals are properly dealt with. Maintain proper records.	As and when	Low	Medium	2	
417	Physical	Occupation of Unauthorised stalls	Maintain register of approved stallholders. Carry out regular inspection of market sites. Instigate action against offenders.	Daily	Low	Medium	2	



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To minimize the risk of injury

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
359	Physical	Public/Personal Injury	Define responsibility for all areas of the market operation. Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all market users. Arrange regular site inspection to ensure that defined standards are being maintained. Take action where necessary against offenders. Ensure appropriate insurance cover in place.	Daily	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.1



LCRS 5. Risks report Partnership Agreements

Neston Town Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Where new partnerships must be set up to meet national requirements, what groundwork is being done locally to maximize their chances of success?			Low	Medium	2	
0	Administration/ Legal	Has the partnership considered when its work is likely to be complete and how it will end/handover its work when this point is reached?			Low	Medium	2	
0	Administration/ Legal	Does this Organisation have clear and sound reasons for being involved in its current partnership?			Low	Low	1	
0	Administration/ Legal	Are project-planning techniques used to ensure the separate agreement of all the partners to a course of action in good time, when necessary?			Medium	Medium	4	Yes
0	Administration/ Legal	Does the partnership review its corporate governance arrangements?			Low	Medium	2	
0	Administration/ Legal	Is information about the partnership's spending activities and results available to the public?			Low	Low	1	
0	Administration/ Legal	Are some or all of the partnership's meetings open to the public?	These meetings are not held in public		Medium	Medium	4	Yes
0	Administration/ Legal	What steps have been taken to make sure that partnerships are accountable to the individual stakeholders, service users and the public at large?			Medium	High	6	Yes



LCRS 5. Risks report Partnership Agreements

Neston Town Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Are these costs actively monitored and weighed against the benefits that the partnership delivers?			Low	High	3	
0	Administration/ Legal	Are the costs of the partnership known, including indirect and opportunity costs?			Low	Medium	2	
0	Administration/ Legal	Has the partnership identified its own performance indicators and set jointly agreed targets for these?			Low	High	3	
0	Administration/ Legal	What means have been identified for measuring the partnership's progress towards expected outcomes and the health of the partnership itself?			Medium	Low	2	
0	Administration/ Legal	Does each partnership have a shared understanding of the outcomes that it expects to achieve, both in the short and the longer term?			Low	Medium	2	
0	Administration/ Legal	What actions are taken to build and maintain trust between partners?			Medium	Medium	4	Yes
0	Administration/ Legal	Are partnership staff selected for their technical competence and for their ability to operate both inside and outside a conventional public sector framework?			Medium	Medium	4	Yes
0	Administration/ Legal	Do the partnership's decisions get implemented effectively?			Medium	Medium	4	Yes



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Are changes in behaviour or decision-making processes needed to avoid setting up partnerships with only limited chances of success?			Low	Low	1	
0	Administration/ Legal	Do large partnerships have an executive group that all the partners trust to make decisions on their behalf?			Low	Low	1	
0	Administration/ Legal	Are partnerships prepared to delegate responsibility for parts of their work to particular partners?			Medium	Medium	4	Yes
0	Administration/ Legal	Do the members of partnership steering groups have sufficient authority to commit their organisations to decisions?			Medium	Medium	4	Yes
0	Administration/ Legal	Do the partners know where the boundaries between the activities of the partnership and their own organisation lie?			Low	Medium	2	
0	Administration/ Legal	If an outsider watched a partnership operate would he/she be able to identify the partnership's main objectives?			Low	Low	1	
0	Administration/ Legal	Are the partnership's objectives consistent with those of the partnership organizations?			Low	Medium	2	
0	Administration/ Legal	Do partners share the same main objective for the partnership?			Medium	Low	2	



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	When setting up a new partnership how are prospective partners identified?			Low	Medium	2	
0	Administration/ Legal	Do all the partnerships have appropriately structured board or other decision-making forum?			Low	Medium	2	
0	Administration/ Legal	Have all the partnerships in which the organization is involved been reviewed to evaluate whether the form of its partnership is appropriate to its functions and objectives?			Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

27

Average score:

2.6



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2022 To 2023

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

Requirement = To provide effective control of facility bookings etc

Aim =

Scoring note:

Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
11	Administration/ Legal	Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Quarterly	Low	Medium	2	
411	Administration/ Legal	Failure to obtain necessary licences.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Medium	2	
400	Administration/ Legal	Failure to complete user agreements	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.	Annually	Low	High	3	
266	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Annually	Low	Medium	2	
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Annually	Low	Medium	2	
439	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Medium	2	
272	Financial	Failure to set/review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Medium	2	



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2022 To 2023

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

Requirement = To safeguard council assets

Aim =

Scoring note:

Low = 1,
Medium =2
and High =3

Ref	Risk	Aim	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
262	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Annually	Low	High	3	
263	Physical	Maintenance of buildings	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. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
264	Physical	Fire	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.	Quarterly	Low	High	3	
268	Physical	Theft	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.	Annually	Low	Medium	2	
269	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	High	3	



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2022 To 2023

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

Requirement = To minimize risk associated with the use of hazardous

Aim =

Scoring note:

Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
271	Physical	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 any disposals are properly dealt with. Maintain proper records.	Annually	Low	Medium	2	
275	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

14

Average score:

2.3