



L CRS 5. Risks report Code of Conduct

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = **Duty to adopt a code of conduct**

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) |
|-----|--------------------------|---|--|---------------|--------------------------|-------------------|------------|----------------------------|
| 356 | Administration/ Legal | Failure to maintain /Update Register of Interests/Gifts | Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers. | Quarterly | Low | Medium | 2 | |

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report Council Meetings

Neston Town Council
Assessment for year 2022 To 2023

Your Duty =

Requirement = **To meet all statutory requirements and maintain effective**

Aim = **To meet all statutory requirements**

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) |
|-----|--------------------------|--------------------------------|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 452 | Administration/ Legal | Failure to meet statutory duty | Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file. | | Low | High | 3 | |
| 453 | Administration/ Legal | Access | Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public. | Annually | Low | Medium | 2 | |
| 454 | Physical | Security | Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies. | Annually | Low | High | 3 | |
| 455 | Physical | Personal Injury | Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover. | Annually | Low | High | 3 | |

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.8



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

Meetings of the Council

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = **Duty to meet**

Requirement = **Ensure that provisions of the act 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) |
|-----|--------------------------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 0 | Administration/ Legal | Disability & Discrimination Act | Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service. | Annually | Low | High | 3 | |
| 40 | Administration/ Legal | Failure to respond to the elector's wish to exercise its rights | Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public | Annually | Low | High | 3 | |
| 36 | Administration/ Legal | Failure to comply with new Regulations /Legislation | Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking. | Monthly | Low | High | 3 | |
| 34 | Administration/ Legal | Failure to report Council business in Minutes | Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy. | Quarterly | Low | Medium | 2 | |
| 355 | Administration/ Legal | Failure to meet statutory duty on meetings | All notices are posted in the prescribed places 3 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 kept. Maintain attendance records. | Monthly | Low | Medium | 2 | |

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.6