



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Powers to provide allotments

Requirement = To have a completed agreement on file for every allotment

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)
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Medium	2	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	Low	1	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Medium	2	
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Low	Medium	2	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Low	High	3	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Low	Medium	2	



LCRS 5. Risks report Allotments

Neston Town Council
Assessment for year 2023 To 2024

Your Duty = Powers to provide allotments

Requirement = To maintain acceptable standards and minimize danger

Aim = Ensure that inspection timetable is adhered to.

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)
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Quarterly	Low	High	3	
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when	Low	Medium	2	
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly	Low	Medium	2	
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Quarterly	Low	Medium	2	
301	Environmental	Loss / Damage to water supply	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.	As and when	Low	Medium	2	
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly	Low	Medium	2	
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually	Low	Medium	2	



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Powers to provide allotments

Requirement = To ensure that all income due to the council is properly

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)
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for ourstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.	Quarterly	Low	Medium	2	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	Medium	2	
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Monthly	Low	Low	1	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Medium	2	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.0



LCRS 5. Risks report Code of Conduct

Neston Town Council

Assessment for year 2023 To 2024

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 Computing

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Power to facilitate discharge of any function**

Requirement = **Maintain security of computer**

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	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	High	3	
0	Physical	Loss arising from theft/misappropriation	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	Annually	Low	High	3	
365	Technical	Crash of IT System	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.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

3.0



LCRS 5. Risks report Council Meetings

Neston Town Council
Assessment for year 2023 To 2024

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)
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	
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	
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

Council Property and Documents

Neston Town Council

Assessment for year 2023 To 2024

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	Hazard	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	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets 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. Ensure that Civic Regalia is suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions	Monthly	Low	High	3	
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	High	3	
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	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 2023 To 2024

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 Drainage

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Power to deal with ponds and ditches**

Requirement = **To minimize risk/damage arising from vermin.**

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)
148	Environmental	Vermin/mosquitoes	Allocate responsibility for dealing with vermin/mosquitoes. Where appropriate ensure proper contract in place.	Annually	Medium	Low	2	
146	Environmental	Flooding	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Annually	Low	High	3	
157	Financial	Inadequate budget provision	Review service provision as integral part of Budget process	Annually	Low	Medium	2	
159	Physical	Maintenance of ditches & drains	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.5



LCRS 5. Risks report Employment of Staff

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Duty to Appoint**

Requirement = **To ensure that the council fulfills it's responsibilities.**

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)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Medium	2	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	High	3	
362	Professional	Lack of 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 area. Maintain appropriate training records.	Annually	Low	Medium	2	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	High	3	
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.3



LCRS 5. Risks report

Entertainment and the arts

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Provision of entertainment and support of the arts

Requirement = To ensure that minimum staffing arrangements are in place to

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)
442	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	Medium	2	
382	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.	Annually	Low	High	3	
149	Administration/ Legal	Staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Medium	2	
169	Environmental	Noise 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.	As and when	Low	Medium	2	
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
0	Fire	To safeguard against the risk of 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.	Annually	Low	High	3	



LCRS 5. Risks report

Entertainment and the arts

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Provision of entertainment and support of the arts

Requirement = To minimize loss through theft/misappropriation

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)
173	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Medium	2	
177	Physical	Security of buildings	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	
440	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff 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	
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.	Annually	Low	High	3	
176	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Provision of entertainment and support of the arts

Requirement = To minimize the risk of loss or damage to exhibits.

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)
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

12

Average score:

2.3



LCRS 5. Risks report Financial Management

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Duty to ensure responsibility for financial affairs**

Requirement = **To ensure all expenditure is intra vires**

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	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved. General Power of competence held. Resolved 2015 for 4 years	Annually	Low	High	3	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Payroll contractor; checked by the Clerk Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Medium	2	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	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 a regular basis. Reconcile claims to cashbook.	Quarterly	Low	High	3	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Duty to ensure responsibility for financial affairs**

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	Financial	Supplier/Procurement Fraud	Training for staff to spot potential risks of providing sensitive info Have a rigorous change of supplier details procedure Periodic review of supplier accounts to remove old ones Checking address & financial health details with Companies House	Monthly	Low	High	3	
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	High	3	
0	Financial	Failure to maintain an effective payments system.	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 cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Duty to ensure responsibility for financial affairs**

Requirement = **To ensure that effective financial controls 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)
306	Financial	Loss of money through theft/misappropriation.	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 that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Medium	2	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	High	3	
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

2.8



LCRS 5. Risks report Gifts

Neston Town Council
Assessment for year 2023 To 2024

Your Duty = **Power to accept**

Requirement = **To protect interest of council and members**

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)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report Investments

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Power to participate in schemes of collective investment**

Requirement = **To maintain proper records.**

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)
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register.	Annually	Low	Medium	2	
198	Financial	Inappropriate investment	Maintain effective internal audit. Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Annually	Low	Medium	2	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monmitoring report to council.	Annually	Low	High	3	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.3



LCRS 5. Risks report Markets

Neston Town Council
Assessment for year 2023 To 2024

Your Duty = **Power to provide**

Requirement = **To ensure that appropriate insurance cover is 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)
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	
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	
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	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2	



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2023 To 2024

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	
244	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	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	
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	



LCRS 5. Risks report Markets

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Power to provide**

Requirement = **To ensure proper maintenance of equipment and minimize**

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)
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	
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	
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	High	3	
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	
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 2023 To 2024

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	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.2



LCRS 5. Risks report

Meetings of the Council

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Duty to meet**

Requirement = **Proper recording of council minutes.**

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)
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proprer, 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	High	3	
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	High	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	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate loca/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	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 accessibilty of the Council to the public	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

3.0



LCRS 5. Risks report Notice Boards

Neston Town Council
Assessment for year 2023 To 2024

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	Environmental	Not maintained properly			Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2023 To 2024

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 partnership staff selected for their technical competence and for their ability to operate both inside and outside a conventional public sector framework?			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	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	Do the partners know where the boundaries between the activities of the partnership and their own organisation lie?			Low	Medium	2	
0	Administration/ Legal	Are the partnership's objectives consistent with those of the partnership organizations?			Low	Medium	2	
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	Do the members of partnership steering groups have sufficient authority to commit their organisations to decisions?			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 2023 To 2024

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 project-planning techniques used to ensure the separate agreement of all the partners to a course of action in good time, when necessary?			Low	Medium	2	
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 the partnership's decisions get implemented effectively?			Medium	Low	2	
0	Administration/ Legal	Are partnerships prepared to delegate responsibility for parts of their work to particular partners?			Low	Medium	2	
0	Administration/ Legal	Are some or all of the partnership's meetings open to the public?	These meetings are not held in public		Low	Medium	2	
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	What actions are taken to build and maintain trust between partners?			Medium	Low	2	
0	Administration/ Legal	Are the costs of the partnership known, including indirect and opportunity costs?			Medium	Low	2	
0	Administration/ Legal	Does this Organisation have clear and sound reasons for being involved in its current partnership?			Medium	Low	2	



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2023 To 2024

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 identified its own performance indicators and set jointly agreed targets for these?			Low	High	3	
0	Administration/ Legal	Does the partnership review its corporate governance arrangements?			Low	Medium	2	
0	Administration/ Legal	Are these costs actively monitored and weighed against the benefits that the partnership delivers?			Low	High	3	
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?			Low	High	3	
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	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	
0	Administration/ Legal	Do all the partnerships have appropriately structured board or other decision-making forum?			Low	Medium	2	



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2023 To 2024

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	Is information about the partnership's spending activities and results available to the public?			Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

27

Average score:

2.0



LCRS 5. Risks report

Provision of Office Accommodation

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Power to provide**

Requirement = **To ensure proper financial provision.**

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	Financial	Inadequate budget provision	Ensure requirements included in annual budget 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.	Annually	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly	Low	Medium	2	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Medium	2	
357	Technical	Defective Electrical Equipment/Machinery	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. Maintain appropriate records.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.4



LCRS 5. Risks report

Provision of Website/Internet Access

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

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)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Medium	2	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.5



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2023 To 2024

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

Requirement = To meet all statutory requirements for service provision

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)
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	
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	
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	
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	
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	
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Annually	Low	Medium	2	



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2023 To 2024

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	
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.	Annually	Low	Medium	2	
264	Physical	Fire	Maintain detailed records of all work scheduled/completed 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	



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2023 To 2024

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

Requirement = To minimize the risk of loss through theft/misappropriation

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)
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	
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



LCRS 5. Risks report Seats

Neston Town Council
Assessment for year 2023 To 2024

Your Duty =

Requirement = **To minimise risk arising from use.**

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	Physical	Injury or damage 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.	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 adhered to.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.0



LCRS 5. Risks report Tourism

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = Power to contribute to organisations encouraging tourism

Requirement = To ensure integrity of funding.

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	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually	Low	Medium	2	
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.0



LCRS 5. Risks report

Town and Country Planning

Neston Town Council

Assessment for year 2023 To 2024

Your Duty = **Right to be notified of planning applications**

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)
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Annually	Low	Medium	2	
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Medium	2	
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



LCRS 5. Risks report Web Sites

Neston Town Council

Assessment for year 2023 To 2024

Your Duty =

Requirement = **To avoid risk arising from loss of data.**

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	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	High	3	
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, 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; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	High	3	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	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, user name and password to manage the web address.	Annually	Low	High	3	
0	Administration/ Legal	The placing of information on site that may put people at risk.	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.	Annually	Low	High	3	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Medium	2	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	High	3	



LCRS 5. Risks report Web Sites

Neston Town Council
Assessment for year 2023 To 2024

Your Duty =

Requirement = **To maintain adequate statistics**

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	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Medium	2	
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	High	3	
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feedback - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Low	Medium	2	
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	High	3	
0	Administration/ Legal	Non compliance with Freedom of Information Act	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 web site.	Annually	Low	High	3	
0	Administration/ Legal	Dependence upon an individual	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.	Annually	Low	Medium	2	



LCRS 5. Risks report Web Sites

Neston Town Council
Assessment for year 2023 To 2024

Your Duty =

Requirement = **To ensure that the council has full control of web site**

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	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Medium	2	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	High	3	
0	Technical	Lack of visibility of website to search engines	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 updates their listing.	Quarterly	Low	Medium	2	
0	Technical	Failure to meet needs/expectations of visitors to site.	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 web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Medium	2	
0	Technical	Risk arising from poor design / appearance of web site	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.	As and when	Low	Medium	2	
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.6