



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 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 | 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 local/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 accessibility 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 2024 To 2025

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 2024 To 2025

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? | Legal agreements required | | Low | Medium | 2 | |
| 0 | Administration/ Legal | Do the partners know where the boundaries between the activities of the partnership and their own organisation lie? | In general | | 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 2024 To 2025

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? | Part of handover agreement | | 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? | PFI's required | | 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? | Six month reviews - part of handover agreement | | Medium | Low | 2 | |
| 0 | Administration/ Legal | What actions are taken to build and maintain trust between partners? | Legal documents to be drawn up by CWAC/NTC | | Medium | Low | 2 | |
| 0 | Administration/ Legal | Are the costs of the partnership known, including indirect and opportunity costs? | | | Low | Medium | 2 | |
| 0 | Administration/ Legal | Does this Organisation have clear and sound reasons for being involved in its current partnership? | In general | | Medium | Low | 2 | |



LCRS 5. Risks report

Partnership Agreements

Neston Town Council

Assessment for year 2024 To 2025

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? | Legal agreements to be drawn up | | 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? | Monitor I & E, also look at budgets regular intervals & year end | | 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? | Press releases, websites etc | | 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? | Part of legal agreement | | 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? | Agreements to be drawn up | | 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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 | Hazard | 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 2024 To 2025

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 | Hazard | 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 2024 To 2025

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. 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 | |



LCRS 5. Risks report

Public buildings and Village hall

Neston Town Council

Assessment for year 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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 2024 To 2025

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