

LCRS Step 5 - Risk report for Bus Services

Your Duty = Power to provide transport schemes

Croxley Green Parish Council

Assessment year: 2017

Act = s 26/28/29 Local Government and Rating Act 1997

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

Action by:

| Risk / Ref Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|---|---|--------------------------------------|--------------------------------|-------------------------|-------|------------------------------------|
| 114 Administration/Legal Agreement with service provider. To ensure that a proper service level agreement is in place with provider. | Ensure that a signed Purchase Order is in place as a prerequisite to service provision - PO1366 dated 3 March 2015 refers. | Annually | Low | Low | 2 | |
| 106 Administration/Legal Provision of adequate insurance cover. To ensure that the position of the council is fully protected. | Ensure that the council hold appropriate insurance cover for mandatory and other insurance risks. Ensure that insurance is subject to annual review. | Annually | Low | Low | 2 | |

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|-------|------------------|-------------------------------|--|--|----------|-----|-----|---|
| 113 | Financial | Control of tokens. | Ensure proper security of tokens. | Not applicable. | Annually | N/A | N/A | 0 |
| <hr/> | | | | | | | | |
| 111 | Financial | Cost control - subsidy level. | To ensure that the Council receives value for money. | Ensure that agreement with service provides for review. Ensure that review is properly carried out in accordance with agreed procedure. | Annually | Low | Low | 2 |
| <hr/> | | | | | | | | |
| 112 | Financial | Fare levels. | To ensure that charges are appropriate for service. | Not applicable. | Annually | N/A | N/A | 0 |
| <hr/> | | | | | | | | |

Failure of service.

To ensure continuity of service provision.

Maintain regular liaison with service provider.

Check monthly invoices to ensure that non operational days are not charged.

Completed by:

Date:

Position:

No of Risks **6**

No of risks scored: **6**

No of Action Plans: **0**

LCRS Step 5 - Risk report for Bus Shelters

Your Duty = Power to provide and maintain shelters

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------------|--------------------------------|-------------------------|-------|------------------------------------|
| 89 | <p>Administration/Legal</p> <p>Absence of Highway Authority Licence.</p> <p>To ensure that the authority has all necessary licences.</p> | <p>Review requirements for licence annually.</p> | Annually | Low | Low | 2 | |
| 97 | <p>Administration/Legal</p> <p>Provision of adequate insurance cover.</p> <p>To ensure that the Council has adequate insurance cover.</p> | <p>Bus shelters covered in overall Council Insurance Policy.</p> <p>Inspect shelters periodically for damage or safety risks prejudicial to public safety.</p> | Annually | Low | Low | 2 | |

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|--------------------------|--|---|-------------|-----|-----|---|
| 87 Environmental | Cleaning of Bus Shelters. To maintain high standards of health, safety and cleanliness. | Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required or repainted. | Weekly | Low | Low | 2 |
| 115 Environmental | Design & Position. To maintain high standards and reputation of the Council. | Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited. | As and when | Low | Low | 2 |
| 88 Environmental | Vandalism. To minimise the risk of loss/damage/injury arising from vandalism. | Arrange regular monitoring of sites. Liaise with local enforcement agencies/PCSOs. Instigate appropriate action against offenders - Police function. | Weekly | Low | Low | 2 |

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|----|------------------|--|-----------------|----------|-----|-----|---|
| 95 | Financial | Failure to collect all Advertising Income. | | Annually | N/A | N/A | 0 |
| | | To maximise income to the council. | Not applicable. | | | | |

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|-----|-----------------|--|---|-----------|-----|-----|---|
| 102 | Physical | Maintenance of Bus Shelters. | | Quarterly | Low | Low | 2 |
| | | To ensure that Bus Shelters are maintained to the appropriate standards. | Maintain record of work carried out. Carry out periodical physical inspection. | | | | |

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|----------------------|--------------|------------------|-------------|---------------------|---------------------|
| Completed by: | Date: | Position: | No of Risks | No of risks scored: | No of Action Plans: |
| | | | 7 | 7 | 0 |

LCRS Step 5 - Risk report for Code of Conduct

Your Duty = Duty to adopt a code of conduct

Croxley Green Parish Council

Assessment year: 2017

Act = p 3 Local Government Act 2000

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

Action by:

Your action required (>3)

| Risk / Ref | Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score |
|------------|--|---|--------------------------------|--------------------------|-------------------|-------|
| 356 | Administration/Legal Failure to maintain / update Register of Interests/Gifts To maintain records of members Declarations of Interest | Ensure all members are aware of their statutory responsibilities. Maintain appropriate registers. Under the Localism Act 2011 all members have signed a Grant of Dispensation form. Pecuniary interests need to be declared and minuted; ensure that members are asked to leave the meeting. Non disclosable interests (of no financial benefit to the members) should be minuted if they have been declared by a member prior to the meeting. | Quarterly | Low | Low | 2 |

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS Step 5 - Risk report for Commons and Common Pastures

Your Duty = Powers in relation to enclosure, as to regulation and management, and as to providing common pasture

Act = s 8 (4), s.34 Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|---|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 100 | Administration/Legal Agreements with users not in place. To ensure that grazing etc rights are subject to a binding agreement. | Not applicable. | Annually | N/A | N/A | 0 | |
| 104 | Administration/Legal Provision of adequate insurance cover. To ensure that the council has adequate insurance protection. | Carry out annual review. Ensure all risks are identified. Ensure that appropriate insurance cover is held to protect the Council - covered by Council's main Insurance Policy. | Annually | Low | Low | 2 | |

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|-----|----------------------|--|---|----------|-----|-----|---|
| 8 | Environmental | Dog fouling. | | Annually | Low | Low | 2 |
| | | To minimize the health hazard associated with dog fouling. | Ensure appropriate signage in place - TRDC function. Provide bags/receptacles for dog waste. Enforce dog fouling laws - TRDC & Rangers functions as authorised Officers. Arrange for appropriate agency to deal with stray dogs - TRDC function. | | | | |
| 443 | Environmental | Grass cutting/mowing/hay. | | Annually | Low | Low | 2 |
| | | To ensure proper control of common land resources. | Ensure that grass cutting/ sale of hay is subject to tender bids - meadow grass cutting currently undertaken by TRDC. Enforce conditions of contract. Inspect contractor's insurance documentation. | | | | |
| 435 | Environmental | Overgrazing. | | Annually | N/A | N/A | 0 |
| | | To minimize the risk associated with overgrazing. | Not applicable. | | | | |

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|----|--|---|----------|-----|-----|---|
| 10 | Environmental | | Monthly | Low | Low | 2 |
| | Vandalism. | | | | | |
| | To minimise the risk of loss/damage/injury arising from vandalism. | <p>Arrange regular inspection.</p> <p>Review security arrangements.</p> <p>Maintain liaison with enforcement agency/PCSOs.</p> <p>Instigate legal action against perpetrators where possible - TRDC/Police function.</p> | | | | |
| 9 | Environmental | | Annually | Low | Low | 2 |
| | Weed control. | | | | | |
| | To limit weed growth. | <p>Ensure that weed control is carried out annually as planned.</p> <p>Arrange physical inspection of area(s) and report on effectiveness.</p> <p>Ensure proper control of hazardous substances.</p> <p>Monitor ragwort to ensure that it does not come within 100m of grazing animals.</p> | | | | |
| 12 | Financial | | Annually | N/A | N/A | 0 |
| | Failure to collect charges. | | | | | |
| | To ensure that all income due to the council is collected. | Not applicable. | | | | |

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|-----|------------------|---|-----------------|----------|-----|-----|---|
| 436 | Financial | Failure to review charges. | | Annually | N/A | N/A | 0 |
| | | To ensure that all charges are reviewed on a regular basis. | Not applicable. | | | | |

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|-----|-----------------|---|---|----------|-----|-----|---|
| 409 | Physical | Dumping of Rubbish/Hazardous waste. | | Annually | Low | Low | 2 |
| | | To maintain standards of cleanliness and avoid risk associated with dumping of rubbish. | <p>Define responsibility for security/control of hazardous waste - TRDC function.</p> <p>Consider policing role and maintain liaison with local enforcement agencies.</p> <p>Arrange periodic inspection of land and report.</p> <p>Ensure that appropriate signage is in place.</p> <p>Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste.</p> <p>Enforce regulations/bye-law re unauthorised dumping - TRDC function.</p> | | | | |

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|-----|-----------------|--|---|----------|-----|-----|---|
| 132 | Physical | Inadequate maintenance of fences and boundaries. | | Annually | Low | Low | 2 |
| | | | <p>Define responsibility and ensure that maintenance is carried out in accordance with a planned programme.</p> <p>Ensure that any contracts for maintenance work are complete.</p> <p>Ensure that adequate provision is made for urgent repairs.</p> <p>Ensure that appropriate staff training is complete.</p> <p>Arrange for periodical inspection and report.</p> | | | | |

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|-----|---|--|----------|-----|-----|---|
| 43 | Physical Inadequate maintenance of footpaths & bridle paths. To ensure proper maintenance and minimise risk. | Define responsibility for and ensure maintenance is carried out in accordance with planned programme (see Rangers Work Schedule) and P3 Agreement with Herts County Council. Arrange provision for urgent/emergency work. Ensure that any contracts are complete. Ensure that all necessary approvals re Preservation Orders etc. are obtained. Ensure appropriate insurance cover in place. | Annually | Low | Low | 2 |
| 434 | Physical Inadequate maintenance of signs. To ensure that all signs are properly maintained. | TRDC function. | Annually | Low | Low | 2 |
| 134 | Physical Inadequate maintenance of trees & hedges. To ensure proper maintenance. | Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs. Ensure that appropriate standards are maintained. Ensure that appropriate staff training is complete. | Annually | Low | Low | 2 |

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|-----|-----------------|-------------------|--|----------|-----|-----|---|
| 129 | Physical | Personal Injury. | | Annually | Low | Low | 2 |
| | | To minimise risk. | <p>Ensure that gates, fences, hedges etc are properly maintained.</p> <p>Ensure that recognised paths & walkways are properly maintained.</p> <p>Ensure that periodic inspection is carried out.</p> <p>Ensure that the correct, properly maintained tools/equipment are available as appropriate.</p> <p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that any risks to the public are minimised and eliminated wherever possible.</p> <p>Ensure that appropriate disclaimer notices, warning signs etc. are in place.</p> | | | | |

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|-----|-----------------|--|----------------|----------|-----|-----|---|
| 407 | Physical | Poor Drainage. | | Annually | N/A | N/A | 0 |
| | | To ensure adequate standards of drainage are maintained. | TRDC function. | | | | |

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|-----|-----------------|---|-----------------------|----------|-----|-----|---|
| 408 | Physical | Uncontrolled/unauthorised usage. | | Annually | N/A | N/A | 0 |
| | | To minimise risk arising from uncontrolled use. | TRDC/Police function. | | | | |

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|----------------------|--------------|------------------|-------------|----|---------------------|----|---------------------|---|
| Completed by: | Date: | Position: | No of Risks | 17 | No of risks scored: | 17 | No of Action Plans: | 0 |
|----------------------|--------------|------------------|-------------|----|---------------------|----|---------------------|---|

LCRS Step 5 - Risk report for Computing

Your Duty = Power to facilitate discharge of any function

Croxley Green Parish Council

Assessment year: 2017

Act = s 111 Local Government Act 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 0 | <p>Physical</p> <p>Loss arising from theft/misappropriation.</p> <p>Maintain adequate security of site and equipment.</p> | <p>Allocate responsibility for security of equipment.</p> <p>Maintain high security of site and equipment.</p> <p>Take particular care in respect of laptops/peripherals.</p> <p>Ensure that where appropriate internal and external security devices are installed.</p> | Annually | Low | Low | 2 | |
| 0 | <p>Physical</p> <p>Loss/damage arising from unauthorised use.</p> <p>Maintain security of computer.</p> | <p>Restrict access through use of controlled passwords.</p> <p>Programme periodic password change.</p> <p>Maintain physical security of computer and site.</p> | Annually | Low | Low | 2 | |

Crash of IT System.

To minimise risk arising from breakdown of equipment.

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

Completed by:

Date:

Position:

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **0**

LCRS Step 5 - Risk report for Council Meetings

Your Duty =

Croxley Green Parish Council

Assessment year: 2017

Act = Local Government Act 1972

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

**Risk /
Hazard / Requirement**

Control

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

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|-----|-----------------|------------------|---|--|----------|-----|-----|---|
| 455 | Physical | Personal Injury. | Ensure that effective arrangements are in place to minimise risk. | Ensure that appropriate regulations/controls are in place to minimise the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. That the council has appropriate insurance cover. That the relevant access and public areas are all risk assessed. | Annually | Low | Low | 2 |
|-----|-----------------|------------------|---|--|----------|-----|-----|---|

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|-----|-----------------|-----------|--|--|----------|-----|-----|---|
| 454 | Physical | Security. | To ensure that effective security arrangements are in place. | Define policy for security of staff, members, premises and equipment. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies. Annual service for office alarm system to be undertaken. | Annually | Low | Low | 2 |
|-----|-----------------|-----------|--|--|----------|-----|-----|---|

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|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|
| Completed by: | Date: | Position: | No of Risks 4 | No of risks scored: 4 | No of Action Plans: 0 |
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LCRS Step 5 - Risk report for Council Property and Documents

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

Croxley Green Parish Council

Assessment year: 2017

Act = Freedom of Information Act 2000

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|---|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 314 | Financial Legal Liability as a result of Asset Ownership. Provision of adequate public liability insurance | Ensure that adequate Public Liability Insurance is in place. Ensure that the Asset Register is maintained and reviewed annually. | Annually | Low | Low | 2 | |
| 312 | Physical Loss / Damage to Civic Regalia. To safeguard council assets. | Maintain and update a Register of Assets on a regular basis. Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. | Monthly | Low | Low | 2 | |

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|-----|-----------------|--|---|----------|-----|-----|---|
| 307 | Physical | Loss of assets. | | Annually | Low | Low | 2 |
| | | To minimise the risk of loss through theft/misappropriation of assets. | Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register and ensure that this is updated on a regular basis. Ensure that adequate and appropriate insurance cover is held. | | | | |

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|-----|---------------------|---|--|-------|-----|-----|---|
| 313 | Professional | Failure to effectively process documents. | | Daily | Low | Low | 2 |
| | | To ensure effective processing and safe keeping of all documentation received by the Parish Council | Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing. | | | | |

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|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|
| Completed by: | Date: | Position: | No of Risks 4 | No of risks scored: 4 | No of Action Plans: 0 |
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LCRS Step 5 - Risk report for Data Protection

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

Croxley Green Parish Council

Assessment year: 2017

Act = Data Protection Act 1998

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

Action by:

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

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS Step 5 - Risk report for Employment of Staff

Your Duty = Duty to Appoint

Croxley Green Parish Council

Assessment year: 2017

Act = s 112 Local Government Act 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 364 | <p>Administration/Legal</p> <p>Failure to comply with Employment Law.</p> <p>To ensure that the council fulfils its responsibilities.</p> | <p>Issue contracts of employment to all employees</p> <p>Arrange annual review of Staff Contracts of Employment</p> <p>Awareness of new legislation.</p> <p>Arrange the necessary training to fulfil requirements.</p> | Annually | Low | Low | 2 | |
| | <p>Financial</p> <p>Overpayment or underpayment of salaries and expenses.</p> <p>Ensure that all payments to staff are in accordance with employment contracts approved by the council.</p> | <p>Monthly payroll schedule to be verified by staff.</p> <p>Monthly employers payments to be verified by staff and recorded on spreadsheet.</p> <p>Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.</p> <p>Staff affected by over or under payment to be advised of situation.</p> | Monthly | Low | Low | 2 | |

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|-----|---------------------|---|-------------|-----|-----|---|
| 352 | Professional | Attacks on Personnel. | Monthly | Low | Low | 2 |
| | | To protect staff. | | | | |
| | | | | | | Ensure that an effective security system is in operation - panic alarm installed at both work stations. 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 take all relevant safe guides and precautions. |
| 361 | Professional | Inability to recruit. | As and when | Low | Low | 2 |
| | | To improve recruitment. | | | | |
| | | | | | | Review recruitment policy. Advertise as widely as possible, on web site and social media. |
| 38 | Professional | Inability to retain staff. | Annually | Low | Low | 2 |
| | | To minimise risk arising from high turnover of staff. | | | | |
| | | | | | | Regular staff appraisals. Complete exit questionnaire. |

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|-----|---------------------|--|----------|-----|-----|---|
| 363 | Professional | Lack of Employee motivation/efficiency. | Annually | Low | Low | 2 |
| | | To meet commitment of council employment policy. | | | | |
| | | | | | | Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation. |

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|-----|---------------------|---|----------|-----|-----|---|
| 362 | Professional | Lack of Training. | Annually | Low | Low | 2 |
| | | To meet Council commitment to staff training. | | | | |
| | | | | | | Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the relevant association. Maintain appropriate training records. |

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|-----|---------------------|---|-----------|-----|-----|--|
| 358 | Professional | Loss of key staff. | Quarterly | Low | Low | 2 |
| | | To avoid problems arising from loss of key personnel. | | | | |
| | | | | | | Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff. Contingency Plan prepared. |

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| Completed by: | Date: | Position: | No of Risks 8 | No of risks scored: 8 | No of Action Plans: 0 |
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LCRS Step 5 - Risk report for Financial Management

Your Duty = Duty to ensure responsibility for financial affairs

Croxley Green Parish Council

Assessment year: 2017

Act = s 151 LGA 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|---|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 303 | Administration/Legal Failure to comply with Customs & Excise regulations. Efficient financial administration. | Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly and on time. VAT claims made twice yearly - April to September and October to March. | Quarterly | Low | Low | 2 | |
| 302 | Administration/Legal Failure to comply with Inland Revenue regulations. Efficient financial administration. | Maintenance of comprehensive records of all BACS payment instructions to payroll administrators to include details of income tax, national insurance and pension payments kept on spreadsheet and hard copy in annual salary folder. | Quarterly | Low | Low | 2 | |

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|-----|---|-----------|-----|-----|---|
| 0 | Administration/Legal | Annually | Low | Low | 2 |
| | <p>Failure to maintain record of council assets.</p> <p>To minimize the risk of loss associated with failure to maintain adequate records.</p> | | | | |
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| 0 | Administration/Legal | Annually | Low | Low | 2 |
| | <p>Incurring expenditure without proper legal authority.</p> <p>To ensure all expenditure is intra vires, ie. "within the powers".</p> | | | | |
| | | | | | |
| 304 | Financial | Quarterly | Low | Low | 2 |
| | <p>Failure to ensure proper use of funds under specific powers / S137.</p> <p>To ensure that expenditure is properly authorised and controlled.</p> | | | | |
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|--|------------------|---------|-----|-----|---|
| 41 | Financial | Monthly | Low | Low | 2 |
| Failure to keep proper financial records. | | | | | |
| Define responsibility through appointment of Proper Financial Officer, ie. Responsible Financial Officer. Current Clerk is RFO. | | | | | |
| Ensure that the appropriate standing orders and financial regulations in place and subjected to periodic review. | | | | | |
| Annual Accounts prepared for presentation to the of the Full Council for approval. | | | | | |
| Annual Return completed for submission to the External Auditor. | | | | | |
| Monthly Management Accounts submitted to Finance & Administration Committee, published with F&A Minutes and on web site. F&A Minutes adopted at full Council meetings. | | | | | |

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|--|------------------|---------|-----|-----|---|
| 0 | Financial | Monthly | Low | Low | 2 |
| Failure to maintain an effective payments system. | | | | | |
| To minimize the risk of loss. | | | | | |
| Determine responsibility for control of expenditure. | | | | | |
| All payments to be supported by an invoice/voucher - Manual written on treatment of Invoices upon receipt. | | | | | |
| All detail to be checked and payment entered into a cash book or equivalent - Omega Financial Accounts system used. | | | | | |
| All cheques to be signed by at least two authorised Members. Clerk authorised to co-sign cheques in exceptional circumstances. | | | | | |
| Signatories to endorse cheques counterfoils and check payment against invoices/payment vouchers as | | | | | |

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|---|------------------|---------|-----|-----|---|
| 360 | Financial | Monthly | Low | Low | 2 |
| Failure to set a precept within sound budgeting arrangements. | | | | | |
| To ensure that the budget procedure is both efficient and effective. | | | | | |
| Determine responsibility of clerk/committee/council. | | | | | |
| Ensure that presentation to committee/council follows an agreed timetable. | | | | | |
| Ensure that the precept is set as a result following members consideration of all relevant estimated expenditure requirements for the forthcoming financial year for all heads of expenditure, and anticipated income. | | | | | |
| Ensure all charges made by the council are reviewed annually. The adequacy of all balances and reserves are also reviewed annually. Ensure effective budget monitoring is in place throughout the year and quarterly financial statements presented to the council or relevant committee. | | | | | |

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|-----|------------------|--|-----------|-----|-----|---|
| 306 | Financial | Loss of money through theft/misappropriation. | Quarterly | Low | Low | 2 |
| | | To ensure that effective financial controls are in place. | | | | |
| | | Determine responsibility for cash at all sources. | | | | |
| | | Ensure that receipts are issued for all income. | | | | |
| | | Ensure that secure arrangements are in place for all monies held pending banking. | | | | |
| | | Ensure proper arrangements are in place for prompt for recording and banking of all cash received. | | | | |
| | | Ensure that regular bank reconciliation is carried out. | | | | |
| | | Ensure that the council holds adequate fidelity guarantee insurance. | | | | |

| | | | | | | |
|-----|------------------|---|----------|-----|-----|---|
| 347 | Financial | Poor Financial Management | Annually | Low | Low | 2 |
| | | To ensure effective management of financial affairs of council. | | | | |
| | | Determine responsibility for the management of the financial affairs of the council. | | | | |
| | | Maintain and review Standing Orders/Financial regulations on a regular basis. | | | | |
| | | Ensure that an effective budgetary control and financial reporting system are in place. | | | | |
| | | Maintain an effective internal audit by an independent auditor | | | | |

| | | | | | | |
|-----|------------------|---|----------|-----|-----|---|
| 305 | Financial | Risk to third party as a consequence of providing a service | Annually | Low | Low | 2 |
| | | To protect interest of council. | | | | |
| | | Ensure that appropriate insurance cover/policy is in force. | | | | |

Completed by: _____ Date: _____ Position: _____ No of Risks 11 No of risks scored: 11 No of Action Plans: 0

LCRS Step 5 - Risk report for Gifts

Your Duty = Power to accept

Croxley Green Parish Council

Assessment year: 2017

Act = s 139 Local Government Act 1972

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

Action by:

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

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS Step 5 - Risk report for Land

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

Croxley Green Parish Council

Assessment year: 2017

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

Action by:

Your action required (>3)

Review timing & Responsibility

Likelihood of occurrence

Impact on Council

Score

Risk / Hazard / Requirement

Control

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|---|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 27 | Administration/Legal Maintenance and Security of Deeds of ownership etc. To ensure security of records. | Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes. | Annually | Low | Low | 2 | |

| | | | | | | | |
|----|---|--|----------|-----|-----|---|--|
| 25 | Administration/Legal Maintenance of Asset Register To ensure that all assets of the council are properly recorded. | Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. All assets of the council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule. All items valued at over £100 are included. | Annually | Low | Low | 2 | |
|----|---|--|----------|-----|-----|---|--|

Environmental

Annually

Low

Low

2

Failure to comply within consultation deadline.

To meet consultation timetable.

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

20 **Environmental**

Annually

Low

Low

2

Fly tipping

To minimize risks associated with fly tipping.

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

21 **Environmental**

Annually

Low

Low

2

Maintenance of land including grass cutting

To ensure that council assets are properly maintained.

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

| | | | | | |
|-----|--|---|-----|-----|---|
| 413 | Environmental | Annually | Low | Low | 2 |
| | Vandalism | | | | |
| | To minimise the risk of loss/damage/injury arising from vandalism. | Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with antisocial behaviour - provision of PCSOs. Instigate legal action against perpetrators where appropriate - TRDC/Police function. | | | |
| 26 | Financial | Annually | Low | Low | 2 |
| | Failure to collect income | | | | |
| | To minimize risk of loss. | Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Ensure receipts are issued for all income received. Arrange for prompt banking of all income. Ensure procedures are in place for issue of reminders for unpaid income. Follow defined procedure for reminders. Ensure Council approval for write-off on any bad debts. Ensure audit testing procedures are in place. | | | |
| 24 | Financial | Annually | Low | Low | 2 |
| | Failure to review rents and other charges | | | | |
| | To ensure that all rents and charges are subject to review. | Ensure that all rents and charges are subject to review as part of the budgetary process. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to. | | | |

| | | | | | |
|--|------------------|---|------------|------------|----------|
| 23 | Financial | <i>Annually</i> | Low | Low | 2 |
| <p>Inadequate budget provision</p> <p>To ensure proper budget provision.</p> | | <p>Ensure that all anticipated income/costs are provided for in Budgetary process.</p> | | | |
| <hr/> | | | | | |
| 235 | Physical | <i>Annually</i> | Low | Low | 2 |
| <p>Maintenance of fences, hedges, gates, footpaths etc.</p> <p>To ensure proper maintenance of council owned assets.</p> | | <p>Define responsibility for maintenance and ensure that a planned programme is in place - Rangers monthly Works List.</p> <p>Ensure that any service contracts are properly signed and sealed.</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.</p> | | | |
| <hr/> | | | | | |
| 428 | Physical | <i>Monthly</i> | Low | Low | 2 |
| <p>Maintenance of furniture</p> <p>To ensure proper maintenance of council assets.</p> | | <p>Determine responsibility for maintenance and ensure that a planned programme is in place - Rangers monthly Works List.</p> <p>Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage.</p> <p>Ensure that any service contracts are place.</p> <p>All public furniture owned by the council are listed on the Assets Register.</p> | | | |

| | | | | | | | | |
|-----|-----------------|------------------------|-----------------------------|---|----------|-----|-----|---|
| 239 | Physical | Public/Personal Injury | To minimize risk of injury. | <p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools/equipment are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are minimised and eliminated wherever possible.</p> <p>All training records are held on personnel files. An Accident Book is held to record any injuries. Individual responsibilities are identified in job description. Council holds adequate insurance cover.</p> | Annually | Low | Low | 2 |
|-----|-----------------|------------------------|-----------------------------|---|----------|-----|-----|---|

| | | | | | | | | |
|-----|-----------------|-----------------------|---|---|----------|-----|-----|---|
| 230 | Physical | Security of equipment | To ensure that proper security arrangements are in place. | <p>Define policy for security of premises and equipment.</p> <p>Determine responsibility for security/control of equipment.</p> <p>Ensure effective security arrangements in place.</p> <p>Maintain asset register.</p> | Annually | Low | Low | 2 |
|-----|-----------------|-----------------------|---|---|----------|-----|-----|---|

| | | | | | | | | |
|-----|-----------------|------------------------------|---|--|----------|-----|-----|---|
| 414 | Physical | Unauthorised access/trespass | To maintain security of council assets. | <p>Determine council policy for access.</p> <p>Ensure that appropriate signage is in place.</p> <p>Maintain liaison with enforcement agencies.</p> <p>Instigate appropriate action against offenders PCSOs/Police function.</p> <p>Arrangements set up jointly with other local Parish Councils for use of Watford based solicitors (Penman Sedgwick) to initiate legal proceedings.</p> | Annually | Low | Low | 2 |
|-----|-----------------|------------------------------|---|--|----------|-----|-----|---|

| | | | | | |
|----------------------|--------------|------------------|-----------------------|-------------------------------|------------------------------|
| Completed by: | Date: | Position: | <i>No of Risks</i> 14 | <i>No of risks scored:</i> 14 | <i>No of Action Plans:</i> 0 |
|----------------------|--------------|------------------|-----------------------|-------------------------------|------------------------------|

LCRS Step 5 - Risk report for Litter

Your Duty = Power to provide receptacles; Duty to empty & cleanse those provided

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

Risk /

Ref Hazard / Requirement

Control

Monthly

Low

Low

2

225 Administration/Legal

Inefficient service provision

To employ trained/experienced personnel.

Ensure that staff have appropriate training.
Ensure that staff are aware of all health & safety issues
All staff have a written contract of employment.
Protective clothing and personal safety equipment issued to all operational staff.

7 Environmental

Inappropriate location of litter bins

To determine location for best use.

Annually

Low

Low

2

Define council policy and plan for location of bins.
Carry out periodical review.

| | | | | | | | |
|---|----------------------|------------------------------------|---|----------|-----|-----|---|
| 3 | Environmental | Unauthorised Fly posting/nuisance. | Define policy on fly posting - Herts Highways function. Maintain liaison with enforcement agencies. Take action as appropriate against offenders - Herts Highways function. | Annually | Low | Low | 2 |
|---|----------------------|------------------------------------|---|----------|-----|-----|---|

| | | | | | | | |
|---|----------------------|--|---|----------|-----|-----|---|
| 1 | Environmental | Vandalism/theft/damage To minimise the risk of loss/damage/injury arising from vandalism. | Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies/PCSOs. Define a policy for dealing with anti-social behaviour - PCSOs. Instigate legal action against perpetrators where appropriate - Police function. | Annually | Low | Low | 2 |
|---|----------------------|--|---|----------|-----|-----|---|

| | | | | | | | |
|---|------------------|--|---|----------|-----|-----|---|
| 0 | Financial | Inadequate budget provision To ensure adequate funding. | Ensure that service requirements are included in budgetary process. | Annually | Low | Low | 2 |
|---|------------------|--|---|----------|-----|-----|---|

| | | | | | | | | |
|-----|------------------|----------------------------|---|---|----------|-----|-----|---|
| 437 | Financial | Inadequate insurance cover | To ensure that the council has proper insurance protection. | Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review. | Annually | Low | Low | 2 |
|-----|------------------|----------------------------|---|---|----------|-----|-----|---|

| | | | | | | | | |
|---|-----------------|------------------|---|--|---------|-----|-----|---|
| 2 | Physical | Failure to empty | To maintain high standard of service provision. | Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation. | Monthly | Low | Low | 2 |
|---|-----------------|------------------|---|--|---------|-----|-----|---|

| | | | | | | | | |
|----------------------|--------------|------------------|-------------|---|---------------------|---|---------------------|---|
| Completed by: | Date: | Position: | No of Risks | 7 | No of risks scored: | 7 | No of Action Plans: | 0 |
|----------------------|--------------|------------------|-------------|---|---------------------|---|---------------------|---|

LCRS Step 5 - Risk report for Local functions

Your Duty = N/a - Local group to cover any risks not listed in other groups

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

| Risk / Ref Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|---|--|--------------------------------------|--------------------------------|-------------------------|-------|------------------------------------|
| 464 Administration/Legal This record is created to allow any non listed Function to be added to the system. | Amend to your local requirement. For information / set-up purposes. | | N/A | N/A | 0 | |

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS Step 5 - Risk report for Meeting of the Council

Your Duty = Duty to meet

Croxley Green Parish Council

Assessment year: 2017

Act = s 12 Local Government Act 1972

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

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

| | | | | | |
|-----|--|--|-----|-----|---|
| 355 | Administration/Legal | Monthly | Low | Low | 2 |
| | Failure to meet statutory duty on meetings | | | | |
| | <i>All Meetings open to everyone.</i> | | | | |
| | | <p>All notices are posted in the prescribed places 3 clear days prior to any meeting. Conspicuous place is the Notice Board in Barton Way Library.</p> <p>All Councillors are notified of Meetings by way of a summons and agenda. Principally undertaken by electronic means other than to those who require paper copies.</p> <p>Minutes of all meetings are taken and approved copies signed by the chairman and kept on a minute file.</p> <p>Maintain attendance records.</p> | | | |

| | | | | | |
|----|---|--|-----|-----|---|
| 34 | Administration/Legal | Quarterly | Low | Low | 2 |
| | Failure to report Council business in Minutes | | | | |
| | <i>Proper recording of council minutes.</i> | | | | |
| | | <p>Ensure proper, timely and accurate recording of council business in the minutes.</p> <p>Ensure that all minutes are signed and paginated and are presented to the next meeting for approval and adoption.</p> <p>The approved minutes are signed by the chairman and placed in the minute file with each page dated.</p> <p>That the minute numbers run consecutively.</p> <p>Maintain security of master copy.</p> | | | |

| | | | | | |
|----|---|--|-----|-----|---|
| 40 | Administration/Legal | Annually | Low | Low | 2 |
| | Failure to respond to the elector's wish to exercise its rights | | | | |
| | <i>All Meetings open to everyone.</i> | | | | |
| | | <p>Ensure members and staff are aware of Electors' Rights.</p> <p>Ensure that time is set aside prior to the start of each meeting for members questions and comments.</p> <p>Follow procedures for dealing with enquiries.</p> <p>Increase awareness of accessibility of the Council to the public.</p> | | | |

| | | | | | |
|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|
| Completed by: | Date: | Position: | No of Risks 5 | No of risks scored: 5 | No of Action Plans: 0 |
|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|

LCRS Step 5 - Risk report for Newsletters

Your Duty = Power to provide from 'free resource'

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 251 | <p>Administration/Legal</p> <p>Defamation</p> <p>To minimize associated risk.</p> | <p>Ensure that all input is subject to careful check and approved by Full Council.</p> <p>Arrange for professional examination of any sensitive material.</p> <p>Ensure that adequate insurance cover is held.</p> <p>Arrangement set up with Wellers Hedleys, Solicitors, on a 'pay as you go' basis for legal support.</p> | As and when | Low | Low | 2 | |
| 397 | <p>Administration/Legal</p> <p>Failure to meet minimum requirement for quality status</p> <p>To meet required standard.</p> | <p>Content of Newsletters/Parish magazine to be agreed by the Clerk and/or any extant editorial committee.</p> | Quarterly | Low | Low | 2 | |

0 Administration/Legal

Failure to meet statutory obligation re non - political content

To meet required standard.

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

0 Environmental

Quarterly

Low

Low

2

Failure to deliver and litter

To minimise litter arising from newsletter distribution.

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

0 Financial

Annually

Low

Low

2

Failure to collect income from advertising etc

To maximise income and minimize loss.

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

| | | | | | | |
|---|--|---|----------|-----|-----|---|
| 0 | Financial | | Annually | Low | Low | 2 |
| | Inadequate budget provision | | | | | |
| | To ensure review of service requirement. | Ensure that service requirements are included in budgetary process. | | | | |

| | | | | | | |
|---|------------------------------|--|-----------|-----|-----|---|
| 0 | Physical | | Quarterly | Low | Low | 2 |
| | Non production of newsletter | | | | | |
| | | Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. | | | | |

| | | | | | |
|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|
| Completed by: | Date: | Position: | No of Risks 7 | No of risks scored: 7 | No of Action Plans: 0 |
|----------------------|--------------|------------------|---------------|-----------------------|-----------------------|

LCRS Step 5 - Risk report for Open spaces

Your Duty = Power to acquire land and maintain

Croxley Green Parish Council

Assessment year: 2017

Act = s 9 and 10 - Open Spaces Act 1906

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 0 | Administration/Legal Absence of agreements with users, permits etc To facilitate control of facilities. | Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users. Ensure a contingency plan is in place in the event of Rangers being unavailable - contingency contractor currently R M Garden & Landscape Services. | Annually | Low | Low | 2 | |
| 433 | Environmental Fly tipping To minimise the impact of fly tipping and associated health/safety risk. | Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies/PCSOs Enforce regulations/bye-laws as appropriate -TRDC/Police function. Regular liaison with local enforcement agencies/PCSOs. | Weekly | Low | Low | 2 | |

Pollution

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

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

0 **Environmental**

Monthly

Low

Low

2

Vandalism

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

Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders - PCSO/Police function.

0 **Financial**

Monthly

Low

Low

2

Failure to collect all income due to the council

To maximise income and minimize risk of loss.

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

| | | | | | |
|-------|--|---|-----|-----|---|
| 0 | Financial | Annually | Low | Low | 2 |
| | Failure to review charges | | | | |
| | To ensure that all charges are reviewed annually. | Ensure that all charges are reviewed as an integral part of the budgetary process. | | | |
| <hr/> | | | | | |
| 0 | Financial | Annually | Low | Low | 2 |
| | Inadequate budget provision | | | | |
| | To ensure proper financial provision. | Ensure that service income/expenditure is detailed in budgetary process. | | | |
| <hr/> | | | | | |
| | Physical | Quarterly | Low | Low | 2 |
| | Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances. | | | | |
| | To ensure that all staff have appropriate training. | Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Ensure that any necessary licences, certificates for use have been obtained. Maintain records of training provided. | | | |
| <hr/> | | | | | |

Physical

Quarterly

Low

Low

2

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

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

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

441 **Physical**

Annually

Low

Low

2

Personal injury.

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

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

315 **Physical**

Annually

Low

Low

2

Property Maintenance

To ensure that all council assets are properly maintained.

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

Physical

Quarterly

Low

Low

2

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

To minimise health and safety risks .

Define standards required.

Provide for any necessary training.

Provide for appropriate protective clothing.

Ensure any hazardous material is properly dealt with.

Ensure that all workers have any necessary licences, certificates for use have been obtained.

Ensure that all relevant regulations are adhered to and understood by all relevant parties.

318 **Physical**

Annually

Low

Low

2

Stock control

To minimize risk of loss.

Define responsibility for stock.

Arrange for regular stock checks.

Reconcile stock to sales/usage.

Investigate significant differences.

Maintain comprehensive stock records.

Completed by:**Date:****Position:**

No of Risks 13

No of risks scored: 13

No of Action Plans: 0

LCRS Step 5 - Risk report for Planning & Development Control

Your Duty = Rights of consultation

Croxley Green Parish Council

Assessment year: 2017

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

Risk /
Hazard / Requirement

Control

Annually

Low

Low

2

202 Environmental

Failure to comply within consultation deadline

To meet consultation timetable.

Ensure adequate number of Planning & Development Committee meetings are arranged.
Where necessary liaise with the Planning Authority for possible extension.
Planning applications viewed on line electronically at meetings.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 0

LCRS Step 5 - Risk report for Provision of Office Accommodation

Your Duty = Power to provide

Croxley Green Parish Council

Assessment year: 2017

Act = s 133 Local Government Act 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 0 | Financial Inadequate budget provision To ensure proper financial provision. | Ensure requirements included in annual budget process. | Annually | Low | Low | 2 | |
| 0 | Physical Fire To safeguard against fire risk. | Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Fire alarm tested weekly. Fire drills held on a regular basis Provide appropriate fire extinguishers are in place Ensure appropriate signage in place. That a risk assessment is in place. | Annually | Low | Low | 2 | |

| | | | | | | | |
|---|-----------------|---|---|-------------|-----|-----|---|
| 0 | Physical | Legionella bacteria in water supply | | As and when | Low | Low | 2 |
| | | Risk Assessment required every two years, if applicable | Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Town Council. Greater risk from Legionella bacteria could occur in showering facilities. | | | | |

| | | | | | | | |
|-----|-----------------|---|---|-----------|-----|-----|---|
| 349 | Physical | Poor Office Conditions | | Quarterly | Low | Low | 2 |
| | | All office accommodation to be of a good standard | <p>Arrange periodical inspection of office.</p> <p>Report any adverse conditions to council/committee/landlord as appropriate</p> <p>Arrange repair/maintenance etc. in accordance with tenancy agreement.</p> <p>Ensure Health & Safety matters are dealt with promptly.</p> | | | | |

| | | | | | | | |
|-----|-----------------|---|---|---------|-----|-----|---|
| 350 | Physical | Poor/Faulty Office Furniture | | Monthly | Low | Low | 2 |
| | | To maintain approved standards for office furniture and fittings. | <p>Arrange periodical inspection of office furniture and fittings.</p> <p>Where appropriate submit report to council/committee for approval to repair/replace.</p> <p>Clerk has delegated responsibility.</p> | | | | |

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.
 Ensure that PAT is carried out regularly by a competent qualified person.
 Ensure that the appropriate records maintained.

Completed by:**Date:****Position:**No of Risks **6**No of risks
scored: **6**No of Action
Plans: **0**

LCRS Step 5 - Risk report for Provision of Website/Internet Access

Your Duty = Power to provide from 'free resource'

Croxley Green Parish Council

Assessment year: 2017

Act = s 137 Local Government Act 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 0 | Financial Inadequate budget provision To ensure proper financial provision | Annual costs included in the precept budget. | Annually | Low | Low | 2 | |
| 348 | Technical Failure of Website/Internet Providers To maintain high standard of service provision. | Maintenance/service level agreements in place. | Weekly | Low | Low | 2 | |

Completed by:

Date:

Position:

No of Risks 2

No of risks scored: 2

No of Action Plans: 0

LCRS Step 5 - Risk report for Shelters & Seats

Your Duty = Power to provide

Croxley Green Parish Council

Assessment year: 2017

Act = s 4 Local Government (Miscellaneous Provisions) Act 1953

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

Your
action
required
(>3)

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

| | | | | | |
|--------------------|--|---|------------|------------|----------|
| 0 Physical | Fire | <i>Annually</i> | Low | Low | 2 |
| | To safeguard against fire risk. | <p>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.</p> | | | |
| 0 Physical | Injury or damage arising from use. To minimise risk arising from use. | <i>Annually</i> | Low | Low | 2 |
| | | <p>Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.</p> | | | |
| 0 Technical | Inadequate maintenance of shelters & seats To minimise risk arising. | <i>Annually</i> | Low | Low | 2 |
| | | <p>Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repair and maintenance. Maintain and update the Assets Register.</p> | | | |

0 **Technical**

Provision of inadequate public seating

To ensure that standards as determined by council are met.

Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.

Completed by:

Date:

Position:

No of Risks **6**

No of risks scored: **6**

No of Action Plans: **0**

LCRS Step 5 - Risk report for Street/Footway Lighting

Your Duty = Power to provide

Croxley Green Parish Council

Assessment year: 2017

Act = s 3 Parish Councils Act 1957; sch13 LGA 1972

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|--|---|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 279 | Administration/Legal Contracts with service providers To ensure proper administrative arrangements. | Principally Herts Highways responsibility. Report faulty lighting to Highways. | Annually | N/A | N/A | 0 | |
| 278 | Administration/Legal Service level agreements To ensure proper agreements in place. | Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically. | Annually | N/A | N/A | 0 | |

| | | | | | | | |
|-----|----------------------|-----------------------------|--|-----------|-----|-----|---|
| 203 | Environmental | Failure to provide lighting | Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions. | Quarterly | Low | Low | 2 |
|-----|----------------------|-----------------------------|--|-----------|-----|-----|---|

| | | | | | | | |
|-----|----------------------|---|---|----------|-----|-----|---|
| 293 | Environmental | Fly posting To minimize associated risk. | Define policy on fly posting - Highways function. Maintain liaison with enforcement agencies. Take action as appropriate against offenders. | Annually | N/A | N/A | 0 |
|-----|----------------------|---|---|----------|-----|-----|---|

| | | | | | | | |
|-----|----------------------|---|--|----------|-----|-----|---|
| 285 | Environmental | Vandalism To minimise the risk of loss/damage/injury arising from vandalism. | Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. | Annually | N/A | N/A | 0 |
|-----|----------------------|---|--|----------|-----|-----|---|

Inadequate budget provision

To provide for annual review of service requirements.

Ensure that service/facility requirements are detailed in budget process.

Maintenance

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

Security of inspection plates etc.

To maintain service standards.

Arrange for regular inspection of equipment - Highways function. Any damage report to Highways.
 Ensure contractual arrangements in place for renewal/repair.

Completed by:

Date:

Position:

No of Risks **8**

No of risks scored: **8**

No of Action Plans: **0**

LCRS Step 5 - Risk report for Tourism

Your Duty = Power to contribute to organisations encouraging tourism

Croxley Green Parish Council

Assessment year: 2017

Act = s 144 Local Government Act 1972

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

Action by:

| Ref | Risk / Hazard / Requirement | Control | Review timing & Responsibility | Likelihood of occurrence | Impact on Council | Score | Your action required (>3) |
|-----|---|--|--------------------------------|--------------------------|-------------------|-------|---------------------------|
| 0 | Financial Inappropriate funding applications To ensure integrity of funding. | Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review. | Annually | Low | Low | 2 | |
| 205 | Physical Inadequate budget provision To ensure proper financial provision. | Ensure that service requirement is included in annual budget process. | Annually | Low | Low | 2 | |

Completed by:

Date:

Position:

No of Risks 2

No of risks scored: 2

No of Action Plans: 0

LCRS Step 5 - Risk report for Town and Country Planning

Your Duty = Right to be notified of planning applications

Croxley Green Parish Council

Assessment year: 2017

Scoring note:

Low = 1
Medium = 2
and High = 3

Action by:

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

**Risk /
Hazard / Requirement**

Control

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

| | | | | | | | |
|-----|---|--|----------|-----|-----|---|--|
| 211 | <p>Administration/Legal</p> <p>Maintenance of register/records</p> | <p>Maintain record of P&D decisions and dates when notified to TRDC.</p> | Annually | Low | Low | 2 | |
|-----|---|--|----------|-----|-----|---|--|

Security of records

To safeguard planning records.

Allocate responsibility for records.

Provide for secure storage facilities. History record backed up with weekly computer backup.

Completed by:**Date:****Position:**No of Risks **3**No of risks scored: **3**No of Action Plans: **0**

LCRS Step 5 - Risk report for Village Signs

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

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

Risk /
Ref Hazard / Requirement

Control

0 **Administration/Legal**

Failure to obtain necessary approval.

As and when

Low

Low

2

Determine responsibility for administration.

Ensure that appropriate applications are submitted to Highway Authority.

0 **Financial**

Inadequate budget provision

To ensure proper financial provision.

Ensure service requirement included in annual budget.

Annually

Low

Low

2

| | | | | | | |
|---|--|---|-----------|-----|-----|---|
| 0 | Physical Inadequate maintenance. | | Quarterly | Low | Low | 2 |
| | | Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required. | | | | |

| | | | | | | |
|-----|--|--|---------|-----|-----|---|
| 206 | Physical Vandalism | | Monthly | Low | Low | 2 |
| | To minimise the risk of loss/damage/injury arising from vandalism. | Carry out regular inspection of signs. Maintain liaison with local enforcement agencies/PCSOs. Take action as appropriate against offenders - Police function. | | | | |

Completed by: _____ **Date:** _____ **Position:** _____

No of Risks 4 *No of risks scored:* 4 *No of Action Plans:* 0

LCRS Step 5 - Risk report for War Memorials

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

Croxley Green Parish Council

Assessment year: 2017

Action by:

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

Review
timing &
Responsibility

Likelihood
of
occurrence

Impact
on
Council

Score

Your
action
required
(>3)

Risk /
Hazard / Requirement

Control

Annually

Low

Low

2

469 Physical

Inadequate budget provision

To ensure annual service review.

Review service provision within annual budget process.

0 Physical

Inadequate maintenance.

To maintain war memorial and the surrounding area to an acceptable standard

Define responsibility for maintenance.
Structure should be inspected annually.
Carry out regular inspections of memorials.
Maintain detailed records of all work scheduled/completed.
Annual maintenance carried out prior to Remembrance Sunday.

Annually

Low

Low

2

Vandalism

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

Maintain security.

Maintain liaison with local enforcement agencies.

Take action as appropriate against offenders - Police function.

Completed by:

Date:

Position:

No of Risks **3**

No of risks scored: **3**

No of Action Plans: **0**

LCRS Step 5 - Risk report for Web Sites

Your Duty =

Croxley Green Parish Council

Assessment year: 2017

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

Action by:

Your action required (>3)

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

| | | | | | |
|-----|---|---|-----|-----|---|
| 0 | Administration/Legal | Annually | Low | Low | 2 |
| | Confusion arising from links to external websites | | | | |
| | To minimise risk. | Ensure that adequate control is in place and that web site makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites. | | | |
| 457 | Administration/Legal | | Low | Low | 2 |
| | Content | | | | |
| | To maintain effective administration. | Ensure that all content is specifically approved by the Clerk to the Council. | | | |
| 0 | Administration/Legal | Annually | Low | Low | 2 |
| | Dependence upon an individual | | | | |
| | To ensure that the site activity is not restricted to one person. | Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk. | | | |

Insurance

To protect council.

Ensure that appropriate insurance cover is held by council.

0 Administration/Legal

Quarterly

Low

Low

2

Lack of motivation for continued management of website.

To minimise risk.

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.

Ensure that proper recognition is given to site manager, the Clerk.

Arrange for regular review of site content and update of the site content is carried out on an as required basis.

0 Administration/Legal

Annually

Low

Low

2

Lack of visibility of visitor numbers.

To maintain adequate statistics.

Ensure that a web site statistics package is available for analysis of use.

Ensure that examination of detail is an integral part of the process.

| | | | | | | | |
|------------------------|--|--|---|-------------|-----|-----|---|
| 0 Administration/Legal | Loss of Data/ Inability to access backup | To avoid risk arising from loss of data. | Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale. Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to. | Monthly | Low | Low | 2 |
| 0 Administration/Legal | Non compliance with Freedom of Information Act | To minimise risk. | Ensure that legal requirements are met in full. Ensure that all information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website. | Annually | Low | Low | 2 |
| 0 Administration/Legal | Non conformance with the Data Protection Act | To minimise risk. | Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be fairly and lawfully processed. Ensure that all legal requirements are met. | As and when | Low | Low | 2 |

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

| | | | | | |
|-------------------------------|------------------------------------|--|-----|-----|---|
| 0 Administration/Legal | Risk arising from paid advertising | Annually | N/A | N/A | 0 |
| | <p>To minimise risk.</p> | <p>Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards. There is no advertising on the Council's web site.</p> <p>Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.</p> | | | |

| | | | | | |
|-------------------------------|--|--|-----|-----|---|
| 0 Administration/Legal | Risk arising from use of unlicensed software | Annually | Low | Low | 2 |
| | <p>To ensure that the council is protected from charges of condoning use of unlicensed software.</p> | <p>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.</p> <p>This is particularly important where the site is built or managed on behalf of the council.</p> <p>If applicable, ensure that you have a Service Level Agreement with web site provider.</p> | | | |

| | | | | | | |
|------------------------|--|---|----------|-----|-----|---|
| 0 Administration/Legal | The placing of information on site that may put people at risk. To minimise 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. Only designated personnel are able to upload information on website. | Annually | Low | Low | 2 |
| 0 Technical | Failure to meet needs/expectations of visitors to site. To minimise risk. | Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary. | Annually | Low | Low | 2 |
| 0 Technical | Inadequate control of website To minimise risk arising from third party input. | Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Ensure that a Service Level Agreement with the website provider is in place as appropriate. | Annually | Low | Low | 2 |

Quarterly

Low

Low

2

0 **Technical**

Lack of visibility of website to search engines

To minimise risk and maximise visitor numbers.

Ensure that the site is registered with leading search engines.

Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and is updated as required.

0 **Technical**

As and when

Low

Low

2

Risk arising from poor design / appearance of website

To minimise risk arising from poor design.

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.

Completed by:

Date:

Position:

No of Risks 19

No of risks scored: 19

No of Action Plans: 0

0