



# LCRS 5. Risks report Bus Shelters

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the council has adequate insurance cover

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)
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Medium	2	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Low	Low	1	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



# LCRS 5. Risks report Code of Conduct

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

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 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	Medium	2	
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	Medium	2	
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	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



# LCRS 5. Risks report Council Meetings

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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	Low	1	
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	Low	1	
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	Low	1	
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	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



# LCRS 5. Risks report

## Council Property and Documents

SHIPLAKE PARISH COUNCIL

Assessment for year 2018 To 2019

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

Requirement =

Aim = **None**

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

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	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	Medium	Low	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	Low	1	
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.	Daily	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.8



# LCRS 5. Risks report Data Protection

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



# LCRS 5. Risks report Employment of Staff

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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 employess Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
352	Professional	Attacks on Personnel	Ensure that an effective security sytem 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	Low	1	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Medium	2	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	Medium	2	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
362	Professional	Lack of 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 area. Maintain appropriaye training records.	Annually	Low	Low	1	
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	Low	1	



# LCRS 5. Risks report Employment of Staff

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = **Duty to Appoint**

Requirement = **To meet commitment of council employment policy.**

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)	
<b>Completed by:</b>				<b>Date:</b>				<b>Position:</b>	
					No of risks scored	7	Average score:	1.4	





# LCRS 5. Risks report Financial Management

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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

Requirement = **Efficient financial administration**

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)
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	Low	1	
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 Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Medium	2	
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	Low	1	
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	Medium	2	



# LCRS 5. Risks report Financial Management

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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	Low	1	
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	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	Low	1	
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	Low	1	



# LCRS 5. Risks report Financial Management

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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

Requirement = **To ensure that expenditure is properly authorised and**

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)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the cashbook.</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council.</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to committee/council</p> <p>Ensure that all approvals are properly recorded in council minutes.</p> <p>Ensure that no alternative statutory authority is available.</p>	Quarterly	Low	Medium	2	
0	Financial	Failure to maintain an effective payments system.	<p>Determine responsibility for control of expenditure.</p> <p>All payments to be supported by an invoice/voucher.</p> <p>All detail to be checked and payment entered into a cashbook.</p> <p>All payments to be approved by council and recorded in minutes.</p> <p>All cheques to be signed by at least two authorized members.</p> <p>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p>	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.5



# LCRS 5. Risks report Gifts

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

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

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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	Low	1	
377	Financial	Financial Loss i.e. theft	Maintain effective internal audit. 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	Low	1	
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	Low	1	
198	Financial	Inappropriate investment	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	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



# LCRS 5. Risks report Land

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of  
Requirement = To ensure security of records.

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)
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	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	1	
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1	
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Low	1	
20	Environmental	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.	Annually	Medium	Low	2	
21	Environmental	Maintenance of land including grass cutting	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, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1	



# LCRS 5. Risks report Land

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of  
Requirement = To ensure proper maintenance of council owned assets.

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)
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	<p>Define responsibility for maintenance and ensure that a planned programme is in place.</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, where appropriate, all contract conditions have been met.</p> <p>Enforce penalties for non performance.</p>	Annually	Low	Low	1	
239	Physical	Public/Personal 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 in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Define responsibility in job descriptions etc.</p> <p>Ensure that the council holds adequate insurance cover.</p>	Annually	Low	Medium	2	
230	Physical	Security of equipment	<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	1	
414	Physical	Unauthorised access/trespass	<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.</p>	Annually	Low	Medium	2	



# LCRS 5. Risks report Land

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of  
Requirement = To ensure proper maintenance of council assets.

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)
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.3





# LCRS 5. Risks report Litter

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

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

Requirement = To employ trained/experienced personnel

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)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Low	1	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Low	1	
3	Environmental	Unauthorised Fly posting/nuisance.	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
7	Environmental	Inappropriate location of litter bins	Define council policy and plan for location of bins. Carry out periodical review.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Low	1	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.0



# LCRS 5. Risks report Local functions

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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

Requirement = This record is created to allow any non listed Function to be

Aim = Complete your local action

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)
464	Administration/ Legal		Input to allow additional risks to be input.					

Completed by:

Date:

Position:

No of risks scored

0

Average score:



# LCRS 5. Risks report Meetings of the Council

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = **Duty to meet**

Requirement = **All Meetings open to everyone**

Aim = **Standing Orders on Conduct**

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)
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	Medium	2	
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	Low	1	
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	Low	1	
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	Low	1	
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	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.2



# LCRS 5. Risks report Newsletters

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty = Power to provide from 'free resource'

Requirement = To meet required standard.

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	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	As and when	Low	Medium	2	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As and when	Low	High	3	
0	Environmental	Failure to deliver and litter	Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.	Quarterly	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
0	Physical	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. Review conditions periodically.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.6



# LCRS 5. Risks report Open spaces

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

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	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Daily	Low	Medium	2	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Medium	2	
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.8



# LCRS 5. Risks report Play Areas

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

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	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Low	Low	1	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	High	3	
0	Physical	Risk of equipment failure	regular monthly inspections by Councillors with a report and annual review by professional member of ROSPA	Monthly	Low	High	3	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.4



# LCRS 5. Risks report Provision of Office Accommodation

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

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

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Low	1	
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	Low	1	
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	Low	1	
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	Low	1	
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	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



# LCRS 5. Risks report

## Provision of Website/Internet Access

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

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

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Low	1	
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	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

1.5





# LCRS 5. Risks report Shelters & Seats

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risk arising from 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	Administration/ Legal	Provision of inadequate standard of seating.	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 Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Annually	Low	Low	1	
0	Technical	Inadequate maintenance of shelters & seats	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 repairs and maintenance.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



# LCRS 5. Risks report

## Town and Country Planning

SHIPLAKE PARISH COUNCIL

Assessment for year 2018 To 2019

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	Low	1	
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	Low	1	
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



# LCRS 5. Risks report War Memorials

SHIPLAKE PARISH COUNCIL  
Assessment for year 2018 To 2019

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

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	Physical	Road Traffic Accident			Low	Low	1	
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



# LCRS 5. Risks report Web Sites

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty =

Requirement = **To protect council.**

Aim = **To minimize risk**

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)
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Medium	2	
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	Low	1	
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	Medium	Low	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	Medium	2	
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	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	Medium	2	
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	Annually	Low	Low	1	



# LCRS 5. Risks report Web Sites

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty =

Requirement = **To ensure that the council is protected from charges of**

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	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	Low	1	
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	Low	1	
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	Medium	Low	2	
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	Medium	High	6	Yes
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	Medium	2	



# LCRS 5. Risks report Web Sites

## SHIPLAKE PARISH COUNCIL Assessment for year 2018 To 2019

Your Duty =

Requirement = **To minimise risk**

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	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	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	Low	1	
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	Low	1	
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	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	Low	1	

Completed by:

Date:

Position:

No of risks scored

17

Average score:

1.8