

Winterton Town Council –
RISK ASSESSMENT OF GENERAL COUNCIL FUNCTIONS 2023-2024

Min ref 2023/12 g



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Risk Factor *	L - Low, M - Medium, H - High
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1 - Allotments

Powers to provide allotments

Duty to provide allotment gardens if demand unsatisfied

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Maintenance of Allotment Register	WTC	L	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Y			
b) Absence of a completed agreement with every allotment holder.	WTC/ Tenants	L	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Y			
c) Poor Grass Cutting	WTC	L	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Y			
d) Build up of non-compostable rubbish	WTC	L	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Y			
e) Loss / Damage to water supply	WTC/ Tenants	L	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Y			
f) Untidy Plots	WTC	L	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Y			

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Duty to provide allotment gardens if demand unsatisfied

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
g) Dumping/Hazardous substances	WTC/ Tenants	L	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Y			
h) Vermin	WTC Tenants	L	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems.	Y			
i) Vandalism of sites	WTC/ Tenants	L	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Y			
j) Accumulation of rubbish	WTC/ Tenants	L	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Y			
k) Vandalism	WTC/ Tenants	L	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	Y			
l) Failure to collect rents & charges	WTC	L	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements	Y			

1 - Allotments

Powers to provide allotments

Duty to provide allotment gardens if demand unsatisfied

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Maintain allotment register. Follow defined procedure for outstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.				
m) Failure to review rents & charges	WTC	L	Review allotment rents and charges annually as an integral part of the annual budget process.	N	Rent review needed	2022	
n) Public Injury as a result of contractor	WTC/ Tenants	L	Ensure that contract requires provision of appropriate insurance cover. Inspect contractor's insurance documentation to confirm compliance.	Y			
o) Security	WTC Tenants	L	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are in place to safeguard council assets.	Y			
p) Personal injury	Tenants	L	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Y			
q) Unoccupied Plots	WTC	L	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Y			

2 Pavilion Events	Public buildings and Village halls - Power to provide buildings for offices and for public meetings and assemblies
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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Failure to obtain all necessary licences, ie bar, music, weddings, etc	WTC	L	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Y			
b) Maintenance of diary of events/usage	WTC/ Hirers	L	Define responsibility for maintenance of diary. Completed booking/application a pre-requisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Y			
c) Vandalism	WTC/ Hirers	L	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.	Y			
d) Pollution, ie. noise, litter etc.	WTC/ Hirers/ Residents	L	Ensure that adequate controls/conditions are included in booking application form. Ensure that all users are aware of conditions attached to use of premises. Define policy for dealing with offenders.	Y			
e) Cleaning	WTC/ Hirers	L	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Y			
f) Failure to collect income	WTC	L	Define responsibility for collection of income. Maintain an effective receipting system. Provide for prompt banking. Maintain proper records of income received and banked	Y			

2 Pavilion Events	Public buildings and Village halls - Power to provide buildings for offices and for public meetings and assemblies
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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Enforce provisions of user agreements Provide for periodical reconciliation and financial report to council				
g) Failure to review charges	WTC	L	Review all charges annually as an integral part of the budget process.	N	Hire charges to be reviewed	May 2022	
h) Inadequate budget provision	WTC	L	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves/virement.	Y			
i) Security of Hazardous Substances + D73	WTC/ Hirers	L	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Y			
j) Stock control	WTC/ Hirers	L	Define responsibility for stock control. Arrange for regular stock checks Maintain proper records. Reconcile stocks to sales etc records	Y			
k) Fire	WTC/ Hirers	L	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	Y			

2 Pavilion Events	Public buildings and Village halls - Power to provide buildings for offices and for public meetings and assemblies
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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			documentation.				
l) Security of buildings	WTC/ Hirers	L	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Y			
m) Security of equipment	WTC/ Hirers	L	Define policy for security of equipment. Ensure that responsibility of users is clearly defined in hire/user agreement. Allocate responsibility for security/control. Maintain records of loss or damaged equipment. Maintain asset register.	Y			
n) Maintenance of equipment	WTC/ Hirers	L	Ensure that equipment is properly maintained through regular inspection/servicing Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Y			
o) Maintenance of buildings	WTC/ Hirers	L	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services.	Y			

2 Pavilion Events	Public buildings and Village halls - Power to provide buildings for offices and for public meetings and assemblies
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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Arrange adequate insurance cover.				
p) Personal injury	WTC/ Hirers	L	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 Maintain records of staff training. Maintain records of any injuries. Define responsibility in job descriptions etc.	Y			
q) Access	Hirers /public	L	Ensure that access is available to all. Have regard to provisions for Disablement & Disability	Y			
r) Legal Liability as a result of Asset Ownership	BTC	L	Ensure that adequate Public Liability Insurance is in place.	Y			

3 - IT & Office

Power to provide Office Accommodation
 Power to facilitate IT to facilitate discharge of any function
 Provision of Website/Internet - Power to provide from 'free resource'

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Loss arising from theft/misappropriation	WTC	L	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	Y			
b) Loss/damage arising from unauthorised use	WTC	L	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Y			
c) Crash of IT System	WTC	L	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	Y			
d) Loss of assets	WTC	L	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Y			
e) Failure to effectively process documents	WTC	L	Allocate responsibility for maintenance of effective control of documentation	Y			

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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Define procedure for recording document's receipt, circulation, response, handling & filing				
f) Inadequate budget provision	WTC	L	Ensure requirements included in annual budget process	Y			
g) Poor/Faulty Office Furniture	WTC/Staff	L	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council for approval to repair/replace.	Y			
h) Poor Office Conditions	WTC/staff	L	Arrange periodical inspection of office. Report any adverse conditions to council as appropriate Arrange repair/maintenance etc.	Y Age of office/building restricts major alterations			
i) Fire	WTC/staff	L	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.	Y			
j) Defective Electrical Equipment/Machinery	WTC/staff	L	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local	Y			

3 - IT & Office

Power to provide Office Accommodation
 Power to facilitate IT to facilitate discharge of any function
 Provision of Website/Internet - Power to provide from 'free resource'

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			repair/maintenance Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records				
k) Failure of Website/internet Providers	WTC	L	Ensure a backup copy of data is maintained Liaise with provider to ensure early reinstatement of service	Y			

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Failure to provide for recording	WTC	L	Ensure that responsibility for supply is determined. Provide for any emergency supply	Y			
b) Data Protection - Registration & compliance	WTC	L	Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training	Y			
c) Failure to comply with Code of Practice	WTC	L	Ensure that where appropriate operatives are aware of code requirements Provide for necessary training	Y			
d) Inadequate budget provision	WTC	L	Ensure that service/facility requirements are detailed in budget process.	Y			
e) Security of equipment	WTC	L	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register	Y			
f) Vandalism	WTC	L	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Y			
g) Failure of system - equipment	WTC	L	Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs. Maintain proper records	Y			
h) Breach of Confidentiality	WTC	L	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data	Y			

5 - Employment of Staff Duty to appoint

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Failure to comply with Employment Law	WTC/ staff	L	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Y			
b) Inability to retain staff	WTC	L	Regular Staff Appraisals Complete exit questionnaire	Y			
c) Inability to recruit	WTC	L	Review recruitment policy.	Y			
d) Lack of Employee motivation/efficiency	WTC	L	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Y			
e) Loss of key staff	WTC	L	Ensure procedures for key functions are documented	Y			
f) Lack of Training	WTC/ Staff	L	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 appropriate training records	Y			
g) Attacks on Personnel	Staff	L	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council	Y			

5 - Employment of Staff Duty to appoint

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Offices to people unknown to them until such time as Members of the Council are in attendance				

6 - Financial Management and Administration Duty to ensure responsibility for financial affairs

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Failure to maintain record of council assets.	WTC	L	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Y			
b) Incurring expenditure without proper legal authority	WTC	L	Record in minutes powers under which expenditure is being approved.	Y			
c) Failure to comply with Inland Revenue Regulations	WTC	L	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; Arrange prompt payment of all sums due.	Y			
d) Failure to comply with Customs & Excise Regulations	WTC	L	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 126 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	Y			
e) Loss of money through theft/misappropriation	WTC	L	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	Y			
f) Failure to keep proper financial records	WTC	L	Define responsibility through appointment of Proper Financial Officer	Y			

6 - Financial Management and Administration Duty to ensure responsibility for financial affairs

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			<p>Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.</p> <p>Implement effective independent internal audit.</p> <p>Introduce periodical checks by Chairman/other appointed members.</p>				
g) Failure to ensure proper use of funds under specific powers I S137	WTC	L	<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>	Y			
h) Failure to maintain an effective payments system	WTC	L	<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>	Y			
i) Poor Financial Management	WTC	L	<p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p>	Y			

6 - Financial Management and Administration Duty to ensure responsibility for financial affairs

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit				
j) Failure to set a precept within sound budgeting arrangements	WTC/ Residents	L	Determine responsibility of clerk/Council. Ensure that presentation to 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.	Y			
k) Risk to third party as a consequence of providing a service	WTC/ Third parties	L	Ensure that appropriate insurance cover/policy is in force.	Y			
l) Maintenance of Asset Register	WTC	L	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded	Y			
m) Provision of adequate insurance cover	WTC	L	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Y			
n) Maintenance and Security of Deeds of ownership etc.	WTC	L	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.	Y			

7 - Land and Property

Power to acquire by agreement, to appropriate, to dispose of land
 Power to accept gifts of land
 Power to provide receptacles for litter; Duty to empty & cleanse those provided
 Power to acquire by agreement, to appropriate, to dispose of land

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Fly tipping	WTC/ Public	L	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.	Y			
b) Maintenance of land including grass cutting	WTC/ Public	L	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	Y			
c) Failure to review rents and other charges	WTC	L	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	Y			
d) Failure to collect income	WTC	L	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. Issue receipts for all income received Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Write off irrecoverable sums to be subject to council approval Arrange appropriate internal audit testing	Y			

7 - Land and Property

Power to acquire by agreement, to appropriate, to dispose of land
 Power to accept gifts of land
 Power to provide receptacles for litter; Duty to empty & cleanse those provided
 Power to acquire by agreement, to appropriate, to dispose of land

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
e) Inadequate budget provision	WTC	L	Ensure that all anticipated income/costs are provided for in Budgetary process.	Y			
f) Unauthorised access/trespass	WTC/ Public	L	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies Instigate appropriate action against offenders	Y			
g) Maintenance of furniture	WTC/ Public	L	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	Y			
h) Public/Personal Injury	WTC/ Public	L	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place Ensure that any risks to the public are minimized and eliminated wherever possible Maintain records of training Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.	Y			
i) Maintenance of fences, hedges, gates, footpaths etc	WTC/ Public	L	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	Y			

7 - Land and Property

Power to acquire by agreement, to appropriate, to dispose of land
 Power to accept gifts of land
 Power to provide receptacles for litter; Duty to empty & cleanse those provided
 Power to acquire by agreement, to appropriate, to dispose of land

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			appropriate, all contract conditions have been met Enforce penalties for non-performance				
j) Inefficient service provision	WTC/ Public	L	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	Y			
k) Vandalism/theft/damage	WTC/ Public	L	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.	Y			
l) Inappropriate location of litter bins	WTC/ Public	L	Define council policy and plan for location of bins. Carry out periodical review	Y			
m) Unauthorised Fly posting/nuisance	WTC/ Public	L	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Y			
n) Inadequate insurance cover	WTC/ Public	L	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Y			
o) Inadequate budget provision	WTC	L	Ensure that service requirements are included in budgetary process.	Y			
p) Failure to empty bins	WTC/ Public	L	Define responsibility for clearing bins Implement effective programme Ensure appropriate plans in place for emergency/overflow situation.	Y			

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Defamation	WTC/ Public	L	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held	Y			
b) Failure to meet statutory obligation re non - political content	WTC	L	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met	Y			
c) Inadequate budget provision	WTC	L	Ensure that service requirements are included in budgetary process.	Y			
d) Compromise of copyright by inclusion of website links or frames	WTC	L	If website contains links to other sites ensure permission of destination website is prerequisite	Y			
e) Risk arising from use of unlicensed software	WTC	L	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	Y			
f) Lack of motivation for continued management of website	WTC	L	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. Arrange for regular review of site content, and development Consider setting up a small committee of interested members to support ongoing development of website	Y			
g) Content	WTC	L	Ensure that all content is specifically approved by council	Y			
h) The placing of	WTC/ Public	L	Ensure that all involved are aware of the risks involved when publishing information regarding	Y			

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
information on site that may put people at risk			individuals or groups of individuals Formulate and implement a policy that follows best practice guidelines to protect those involved.				
i) Dependence upon an individual	WTC	L	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.	Y			
j) Confusion arising from links to external websites	WTC/ Public	L	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	Y			
k) Non compliance with Freedom of Information Act	WTC	L	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	Y			
l) Non conformity with the Data Protection Act	WTC	L	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.	Y			
m) Insurance	WTC	L	Ensure that appropriate insurance cover is held by council	Y			
n) Lack of visibility of visitor numbers	WTC	L	Ensure that a website statistics package is available on site.	Y			

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			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.				
o) Ownership and Control of Universal Resource Locator (URL)	WTC	L	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council Ensure that council has full details of web address, account name, user name and password to manage the web address.	Y			
p) Loss of Data/ Inability to access backup	WTC	L	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	Y			
q) Lack of visibility of website to search engines	WTC	L	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	Y			
r) Inadequate control of web site	WTC	L	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	Y			

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
s) Risk arising from poor design / appearance of web site	WTC	L	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.	Y			
t) Failure to meet needs/expectations of visitors to site.	WTC	L	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	Y			

12 - Councillors, Meetings and Legislation

Duty to hold meetings
 Duty to adopt a code of conduct
 Duty of Notification and Duty to Disclose (subject access and Data Protection)
 Duty to disclose documents and to adopt publication scheme

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Failure to respond to the elector's wish to exercise its rights	WTC/ Electors	L	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	Y			
b) Disability & Discrimination Act	WTC/ Public	L	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.	Y			
c) Failure to comply with new Regulations /Legislation	WTC	L	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.	Y			
d) Duty to Adopt a Code of Conduct	WTC	L	Ensure that Code of Principal Authority (or other appropriate) is adopted Ensure that all Councillors accept and sign the Code of Conduct	Y			
e) Failure to meet statutory duty on meetings	WTC	L	Ensure that all members are notified of meeting by way of summons and agenda Ensure that all public notices are posted as prescribed	Y			

12 - Councillors, Meetings and Legislation

Duty to hold meetings

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Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
			Ensure meeting quorate and maintain attendance records Complete minutes of proceedings Arrange signing by chairman and maintain file				
f) Failure to report Council business in Minutes	WTC	L	Ensure proper, timely and accurate recording of council business in the minutes Ensure that all minutes are signed and paginated.	Y			
g) Failure to maintain /Update Register of interests/Gifts	WTC	L	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Y			

13 - Miscellaneous General

Hazard(s) Location/description	Persons at risk	Risk Factor*	Existing controls, precautions arrangements, procedures	Are existing controls adequate? Yes/No	Further action to be taken	Target date	Date completed and signature
a) Loss / Damage to Civic Regalia	WTC	L	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	Y			
b) Christmas Lights Installation	WTC/ Public/ Contractor	L	Robust contract for the installation works supported by Public and Employers Liability Insurance. Stress testing works to be undertaken annually to ensure that all brackets and fixings are fit for purpose.	Y			
c) Christmas Lights Switch On	WTC/ Public	L	Secure a copy of the risk assessment and relevant insurance certificates.	Y			