



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<u>Council Property and Documents</u>									
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedures for recording document's receipt, circulation, response, handling & filing. DATA MAPPING BEING DONE IN 2018 TO COMPLY WITH NEW DATA PROTECTION LEGISLATION.	Medium Medium	4	Data mapping process to be undertaken across all service areas.	All service areas	01/04/2018	<input type="checkbox"/>

Data Protection



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37	Administration/ Legal	Breach of Confidentiality	<p>Registered with the Information Commissioner's Office. From 2017 will be auto renewed annually by direct debit.</p> <p>Actions required in 2018 to ensure compliance with new General Data Protection Regulations:</p> <ul style="list-style-type: none"> - update Data protection policy - create and make available privacy notices - undertake information audit/mapping exercise - ensure all staff are trained in new requirements - teams/service areas to update all forms, surveys etc to capture consent to maintain records - employees to sign consent notice for information to be kept and passed to 3rd parties as required (e.g. payroll, pension) - privacy impact assessments to be completed - 3rd party suppliers to be contacted in respect of their compliance - storage of hard copy information to be reviewed - IT security to be reviewed 	Medium	4	<p>Devise privacy notices, review policies, undertake data mapping exercise, undertake privacy impact assessments, suppliers to be contacted, consents to be obtained, IT and hard copy security to be reviewed, all forms to be reviewed.</p>	All service areas	01/04/2018	<input type="checkbox"/>
Employment of Staff									
358	Professional	Loss of key staff	<p>Ensure procedures for key functions are documented. SERVICE AREAS TO CHECK PROCEDURES ARE UP TO DATE</p>	Medium	4	<p>Checks to be done to ensure procedures for all key functions are documented and up to date.</p>	All service areas	01/06/2018	<input type="checkbox"/>

Land



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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. Add assets to Pear Technology mapping system. Photograph assets for inventory.	Medium Medium	4	Asset register to be updated by CC and IH. Photography and mapping project to be managed by IH.	C Cummins & I Haynes	31/12/2018	<input type="checkbox"/>
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Develop a planned maintenance programme for all fences, hedges, gates, footpaths etc on land owned by LLTC.	Medium Medium	4	Planned maintenance programme to be created by Head of Grounds & Environmental Services	I Haynes	01/09/2018	<input type="checkbox"/>
Web Sites									
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address. UNDER REVIEW IN 2018 TO ENSURE IN PLACE FOR ALL LLTC DOMAIN NAMES	Medium Medium	4	Ownership & security of all LLTC domains to be checked	Central Services	01/05/2018	<input type="checkbox"/>



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0	Administration/ Legal	Lack of visibility of visitor numbers.	<p>Ensure that a website statistics package is available on site.</p> <p>Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.</p> <p>Ensure that examination of detail is an integral part of the review process.</p> <p>LIMITED INFORMATION TO DATE: WEB PROVIDER TO DEVELOP ENHANCED STATISTICAL REPORTING IN 2018</p>	Medium	4	To work with website support provider to develop relevant statistical reporting to help inform future website development.	Central Services	01/08/2018	<input type="checkbox"/>
0	Administration/ Legal	Lack of motivation for continued management of website.	<p>Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.</p> <p>Ensure that proper recognition is given to site manager.</p> <p>Arrange for regular review of site content, and development .</p> <p>Consider setting up a small committee of interested parties to support ongoing development of website.</p> <p>2018 WEB PROVIDER TO BE REVIEWED TO SEEK MORE PRO-ACTIVE APPROACH WITH A VIEW TO FURTHER SITE DEVELOPMENT IN 2019.</p>	Medium	4	appoint web support provider in early 2018. Work with provider and a small internal working party to formulate future website development.	Central Services	01/12/2018	<input type="checkbox"/>



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0	Administration/ Legal	Non conformance with the Data Protection Act	Review in 2018 to ensure compliance with new General Data Protection Regulation (i.e. consent given to process data, privacy statements available, policies published)	Medium Medium	4	Work with website support provider to ensure websites meet new data protection regulations	Central Services	01/04/2018	<input type="checkbox"/>

No of issues listed: 9

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Syed Rahman _____

Signed by responsible Finance officer - Mark Saccoccio _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .