



LCRS 5. Risks report Allotments

Leighton-Linslade Town Council Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To have a completed agreement on file for every allotment

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	Low	1	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
219	Contractor	Poor Grass Cutting	Undertaken by Town Council staff to pre-defined standards	Annually	Low	Low	1	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Low	Low	1	
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly	Low	Low	1	
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	As and when	Low	Low	1	



LCRS 5. Risks report Allotments

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To maintain high standard of cleanliness and minimize risk.

Aim = Arrange periodical site inspection.

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)
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Skip provided once per year.	Quarterly	Low	Low	1	
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Skip provided once per year for removal of waste.	Quarterly	Low	Low	1	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Skip provided once per year per site.	Annually	Low	Low	1	
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liase where appropriate with allotment society.	Quarterly	Low	Low	1	
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for outstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.	Quarterly	Low	Low	1	
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process. Assess cost of invoicing compared to income generated.	Annually	Low	Low	1	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	



LCRS 5. Risks report Allotments

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To ensure that all council owned equipment is properly

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)
59	Physical	Maintenance of council owned equipment	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.	Annually	Low	Low	1	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	Low	1	
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.0



LCRS 5. Risks report Bar Services

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements for service provision

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)
462	Administration/ Legal	Absence of Licences	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc. Appoint a premises supervisor. To have a refusal to serve log in place.	Annually	Low	Low	1	
467	Financial	Stock Control	Define responsibility for stock control. Consider appointment of professional stocktaker where appropriate. DONE Arrange for regular stock checks. DONE internal & external Maintain proper records. ONGOING Reconcile stocks to sales etc records. ONGOING Investigate significant differences. AS REQUIRED Arrange internal audit testing. DONE: quarterly	As and when	Low	Low	1	
466	Financial	Till Control	Appoint bar supervisor. Issue detailed instructions to bar staff. Clear tills at every function. Complete cashing up records. Reconcile cash to till record and investigate differences. Arrange alternative procedures for loss of till function. Carry our internal audit/spot checks. Cash handling policy/procedure now in place.	As and when	Low	Medium	2	
465	Financial	Failure to collect income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking.	Annually	Low	Low	1	



LCRS 5. Risks report Bar Services

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = To minimize risk of fire

Aim = To safeguard against fire 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)
463	Physical	Fire Safety	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	As and when	Low	Low	1	
469	Physical	Security	Define policy for security of staff, premises and equipment. Allocate responsibility for security/control.	As and when	Low	Low	1	
468	Professional	Staff Training	Arrange training programme for all casual/bar staff. Issue detailed instructions. Maintain training records.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.1



LCRS 5. Risks report Bus Shelters

Leighton-Linslade Town 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	Low	1	
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	Low	Low	1	
115	Environmental	Design & Position	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	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	Medium	Low	2	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies.	Weekly	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	Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.3



LCRS 5. Risks report Bye Laws

Leighton-Linslade Town Council Assessment for year 2018 To 2019

Your Duty = Power to make bye-laws in regard to

Requirement = Need to maintain a comprehensive register of all byelaws

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)
105	Physical	Failure to maintain register	Ensure that the register is up to date and properly maintained. Consider any new areas of land not covered by existing Bye Laws.	Annually	High	Low	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report

Cemeteries/Churchyards

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure that the assets of the council are properly

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
69	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies.	Monthly	Low	Low	1	
71	Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
75	Financial	Failure to collect charges	Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for issue of reminders for unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off of any bad debts.	Annually	Low	Low	1	
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee Provide for internal audit testing of income banked against underlying records	Annually	Low	Low	1	



LCRS 5. Risks report

Cemeteries/Churchyards

Leighton-Linslade Town Council

Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize the risk of damage/injury arising from fire.

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)
73	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Bar burning of rubbish/cemetery waste.</p>	Annually	Low	Low	1	
444	Physical	Maintenance of buildings	<p>Carry out/arrange regular inspection of all buildings.</p> <p>Maintain detailed records of all work scheduled/completed</p>	Annually	Low	Low	1	
64	Physical	Control of hazardous substances including certification for use etc.	<p>Define responsibility for use and control.</p> <p>Provide for any necessary training.</p> <p>Provide for appropriate clothing.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that security is sound.</p> <p>Ensure that any disposals are properly dealt with.</p> <p>Maintain proper records.</p>	Annually	Low	Low	1	
70	Physical	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 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>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	Annually	Low	Low	1	



LCRS 5. Risks report

Cemeteries/Churchyards

Leighton-Linslade Town Council

Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize risk of injury

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)
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Establish process once dangerous stones identified. Arrange for completion of any necessary work where possible. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	Quarterly	Medium	Low	2	
90	Physical	Control of hazardous substances	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.	Monthly	Low	Low	1	
66	Physical	Security/control of equipment	Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Low	1	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
62	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Low	1	



LCRS 5. Risks report Cemeteries/Churchyards

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To provide an adequate supply of water.

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)
77	Physical	Failure of Water Supply	Ensure that all damage to water supply is promptly reported and dealt with.	As and when	Low	Low	1	
74	Physical	Theft	Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

16

Average score:

1.1



LCRS 5. Risks report Code of Conduct

Leighton-Linslade Town 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. DONE through Code of Conduct (adopted 2012) Maintain appropriate registers.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Computing

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain security of computer

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. COMPLETED Maintain physical security of computer and site. Dec 2017: staff reminded that LLTC equipment should be password protected as part of Data Protection training.	Annually	Low	Medium	2	
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	Low	1	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. BEING UPGRADED IN 2018 Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software. DONE through IT support provider	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.7



LCRS 5. Risks report Council Meetings

Leighton-Linslade Town 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)
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	
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	
454	Physical	Security	Define policy for security of staff, members, premises and equipment. Building unlocked only when at least 2 people present. Consider a generic risk assessment for meetings. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	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	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



L CRS 5. Risks report

Council Property and Documents

Leighton-Linslade Town 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 (> 3)	Your action required
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Low	1	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets (IH/CC) 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	Medium	Low	2	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register - being updated by IH/CC Ensure that adequate and appropriate insurance cover is held.	Annually	Medium	Low	2	
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.	Daily	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.3



LCRS 5. Risks report

Crime Prevention - CCTV

Leighton-Linslade Town Council

Assessment for year 2018 To 2019

Your Duty = Powers to spend money on various crime prevention

Requirement = To ensure 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)
0	Administration/ Legal	Data Protection - Registration & compliance	Undertaken on our behalf by Central Bedfordshire Council. Staff training/awareness of data protection compliance CBC responsibility.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process. NO CURRENT FORMAL AGREEMENT WITH CBC; MAY NEED REVIEW	Annually	Medium	Low	2	
0	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies.	Monthly	Low	Low	1	
0	Physical	Security of equipment	Only some CCTV cameras within ownership of LLTC; remainder belong to CBC. Maintain asset register.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



LCRS 5. Risks report Data Protection

Leighton-Linslade Town 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	<p>Registered with the Information Commissioner's Office. From 2017 will be auto renewed annually by direct debit. 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 	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

1

Average score:

4.0



LCRS 5. Risks report Employment of Staff

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange periodic review of Staff Contracts of Employment Awareness of new legislation. ADVICE THROUGH HR PROVIDER Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as at least 2 persons are in attendance. Review Lone Working policy. DONE	Annually	Low	Low	1	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented. SERVICE AREAS TO CHECK PROCEDURES ARE UP TO DATE	Quarterly	Medium	Medium	4	Yes
361	Professional	Inability to recruit	Consider review of recruitment policy/procedures.	As and when	Low	Low	1	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. SOME JDS MAY REQUIRE REVIEW. Arrange regular staff appraisals. 2017 APPRAISALS ALMOST COMPLETED. Maintain appropriate staff records. Defined training policy in operation. DONE	Annually	Low	Low	1	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Low	1	



LCRS 5. Risks report Employment of Staff

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Duty to Appoint

Requirement = To meet council commitment to staff training

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)
362	Professional	Lack of Training	Determine a policy for training and review periodically. DONE Develop induction process. DONE Regular Staff Appraisals to highlight any training needs. ONGOING. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.6



LCRS 5. Risks report Financial Management

Leighton-Linslade Town 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. 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 (managed by Payroll Functions on behalf of LLTC and checked by both accountant and auditor) Regular returns to Inland Revenue; prepared by the Finance Officer; checked by the Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Ensure decisions taken in meetings comply with Standing Orders and Financial Regulations and any statutory powers/duties and that decisions are clearly recorded in the minutes.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to maintain record of council assets.	Asset register maintained by Finance Officer. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodic inventory checks (Dec 2017: currently being undertaken)	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. Arrange for regular financial reports to committee/council	Monthly	Low	Low	1	
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	



LCRS 5. Risks report Financial Management

Leighton-Linslade Town 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 cash 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	
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	
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	Low	1	



LCRS 5. Risks report Financial Management

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques and BACS payments to be authorised by at least two authorised members and the Town Clerk/deputy. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.0



LCRS 5. Risks report Gifts

Leighton-Linslade Town 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. INCLUDED IN COUNCILLOR CODE OF CONDUCT Maintain gift register.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Investments

Leighton-Linslade Town 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 Investments	Determine responsibility for monitoring of investments. Maintain effective internal audit.	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Investment Strategy adopted by Council in April 2016. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monmitoring report to council.	Annually	Low	Low	1	
198	Financial	Inappropriate investment	Investment Policy adopted by Council in April 2016. Record details/approval of all investments in council minutes. Ensure regular report to council.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report Land

Leighton-Linslade Town Council Assessment for year 2018 To 2019

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

Requirement = To ensure that all assets of the council are properly recorded.

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)
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.	Annually	Medium	Medium	4	Yes
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. Undertake a land audit.	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.	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	Low	Low	1	
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

Leighton-Linslade Town Council Assessment for year 2018 To 2019

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

Requirement = To ensure that proper security arrangements are in place.

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)
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Low	1	
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Annually	Low	Low	1	
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.	Annually	Medium	Medium	4	Yes
239	Physical	Public/Personal Injury	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.	Annually	Low	Low	1	
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	



LCRS 5. Risks report Land

Leighton-Linslade Town 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.

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)
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Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.5



LCRS 5. Risks report Litter

Leighton-Linslade Town 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	
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	
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	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme,	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report Markets

Leighton-Linslade Town Council Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure that proper arrangements 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)
243	Administration/ Legal	Contracts with Service providers ie Waste disposal	Ensure that signed contracts are in place. Check that insurance requirements etc are being met. Enforce conditions of contract.	Annually	Low	Low	1	
247	Administration/ Legal	Inadequate insurance cover	Ensure that appropriate cover is held for all statutory and other risks and for all market equipment. Arrange periodical review	Annually	Low	Low	1	
0	Administration/ Legal	Licences with stallholders	Ensure a licence to trade has been issued to all traders as a pre-requisite to market stall occupation and that a central record is kept. Appoint a premises supervisor. Ensure traders adhere to LLTC market regulations in respect of sales of alcohol.	Annually	Low	Low	1	
13	Environmental	Inadequate cleaning of market premises.	Determine responsibility for cleanliness/hygiene of premises.	Monthly	Low	Low	1	
242	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Ensure adequate insurance cover is in place.	Annually	Low	Low	1	
245	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of receipts. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Council approval required for write-off on any bad debts.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Low	1	



LCRS 5. Risks report Markets

Leighton-Linslade Town Council Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize the risk of injury

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)
359	Physical	Public/Personal Injury	Define responsibility for all areas of the market operation. Risk assessments for LLTC responsibilities are in place to minimise the risk of injury to all market users. Arrange regular site inspection to ensure that defined standards are being maintained. Take action where necessary against offenders. Ensure appropriate insurance cover in place.	Daily	Low	Low	1	
425	Physical	Security of equipment	Define responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Low	1	
426	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete. Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Monthly	Low	Low	1	
418	Physical	Security of market	Staff employed or contract with service provider in place. Identify appropriate staff training. Record of incidents maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.0



LCRS 5. Risks report

Meetings of the Council

Leighton-Linslade Town 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)
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Ensure necessary notices are displayed. Consider using social media to promote opportunity to exercise elector's rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	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. (Noticeboards and LLTC website) All Councillors are notified of Meetings by way of a summons (included in agenda) Minutes of all meetings are taken and kept. Maintain attendance records (electronic and paper records kept)	Monthly	Low	Low	1	
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	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. MINUTE BOOKS KEPT IN FIRE PROOF SAFE	Quarterly	Low	Low	1	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report Newsletters

Leighton-Linslade Town 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	Low	1	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Ensure that adequate insurance cover is held.	As and when	Low	Low	1	
0	Financial	Failure to collect income from advertising etc	Ensure that all income due to the council and received is properly recorded. Take appropriate recovery action where necessary.	Annually	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.. Review arrangements periodically.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report Open spaces

Leighton-Linslade Town 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	
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	Low	Low	1	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies.	Monthly	Low	Low	1	
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	Low	1	
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	Low	1	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Low	1	
0	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Low	1	



LCRS 5. Risks report Open spaces

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to acquire land and maintain

Requirement = To maximise income and minimize risk of loss

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect all income due to the council	<p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Issue receipts for all income received.</p> <p>Arrange prompt banking of all income.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p>	Monthly	Low	Low	1	
441	Physical	Personal injury	<p>Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users.</p> <p>Arrange regular site inspection to ensure that defined standards are being maintained.</p> <p>Ensure that, where necessary, appropriate signage is in place.</p> <p>Maintain detailed records.</p> <p>Ensure appropriate insurance cover in place.</p>	Annually	Low	Low	1	
315	Physical	Property Maintenance	<p>Define policy for maintenance of assets.</p> <p>Allocate responsibility and ensure that any training requirement is complete</p> <p>Staff employed or contract with service provider in place.</p> <p>Ensure all property is properly maintained through regular inspection/servicing.</p> <p>Ensure that proper maintenance records are complete and up to date.</p>	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

1.0



LCRS 5. Risks report

Planning & Development Control

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

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)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Transport Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Play Areas

Leighton-Linslade Town 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	Low	1	
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	Low	1	
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.	Daily	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report Provision of Office Accommodation

Leighton-Linslade Town 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	
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.	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	
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
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LCRS 5. Risks report

Provision of Website/Internet Access

Leighton-Linslade Town 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	Message	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	Low	1	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	1.0
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LCRS 5. Risks report

Public buildings and Village hall

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To provide effective control of facility bookings etc

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)
400	Administration/ Legal	Failure to complete user agreements	Determine responsibility for dealing with user applications. Completed agreement to be a pre-requisite of facility hire. Arrange periodical review of conditions of use etc.	Annually	Low	Low	1	
411	Administration/ Legal	Failure to obtain necessary licences.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Medium	2	
0	Administration/ Legal	Absence of service level agreements	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
11	Administration/ Legal	Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Quarterly	Low	Low	1	
266	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation Maintain record of any complaints received and instigate prompt action where appropriate.	Annually	Low	Low	1	
439	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Low	1	
272	Financial	Failure to set/review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	



LCRS 5. Risks report

Public buildings and Village hall

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To provide for budgetary review of service

Aim =

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

Ref	Risk	Issue	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Annually	Low	Low	1	
268	Physical	Theft	Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
269	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
262	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Low	1	
271	Physical	Hazardous substances	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
275	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Monthly	Low	Low	1	



LCRS 5. Risks report

Public buildings and Village hall

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To ensure proper maintenance of premises and minimize risk

Aim =

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

Ref	Risk	Measure	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
264	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

15

Average score:

1.1



LCRS 5. Risks report Public Conveniences

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure proper administrative arrangements

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)
260	Administration/ Legal	Contract with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Low	1	
277	Administration/ Legal	Tenancy agreement with principal authority	Monitor performance to ensure conditions met. Principal authority has responsibility for Legionella testing.	Annually	Low	Low	1	
261	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	
294	Environmental	Vandalism	Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
292	Environmental	Pollution	Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Have arrangements in place to deal promptly with any problems arising.	Daily	Low	Low	1	
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually	Low	Low	1	
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Below points all covered within cleaning contract: Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily	Low	Low	1	
280	Physical	Security	CCTV in place; responsibility of local authority. Maintain liaison with external agencies.	Annually	Low	Low	1	



LCRS 5. Risks report Public Conveniences

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize associated risks

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)
283	Physical	Hazardous substance control	Cleaning contractor has responsibility for use and control. Ensure contractor provides for any necessary training. Ensure contractor provides for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

1.0



LCRS 5. Risks report Shelters & Seats

Leighton-Linslade Town 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
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LCRS 5. Risks report Skatepark

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risk.

Aim = Ensure appropriate and adequate signage in place.

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Inadequate Safety Signage	Ensure that a notice is displayed at the site providing minimum advice:- Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.	Monthly	Low	Low	1	
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Weekly	Low	Low	1	
0	Financial	Legal Liability arising from asset ownership	Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.	Annually	Low	Low	1	
0	Physical	General Health & Safety	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detail records of inspections which must be dated and signed.	Monthly	Low	Low	1	



LCRS 5. Risks report Skatepark

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risk

Aim = Monitor maintenance of site and equipment

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury to users arising from accident.	<p>Determine responsibility for inspection of equipment. Consider annual inspection by ROSPA. (as a condition of insurance). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the pupose of reported accidents.</p>	Weekly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report Village Signs

Leighton-Linslade Town Council Assessment for year 2018 To 2019

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

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Low	1	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report War Memorials

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

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

Requirement = To ensure annual service review

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)
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 2 war memorials and RAF Signals memorial. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
208	Physical	Vandalism	Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3	Average score:	1.0
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LCRS 5. Risks report Web Sites

Leighton-Linslade Town 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	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	Low	1	
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	Annually	Medium	Medium	4	Yes
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's Publication Scheme, is available via the web site.	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. LIMITED INFORMATION TO DATE: WEB PROVIDER TO DEVELOP ENHANCED STATISTICAL REPORTING IN 2018	Annually	Medium	Medium	4	Yes
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	Low	1	



LCRS 5. Risks report Web Sites

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = To avoid risk arising from loss of data.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out quarterly review.	Quarterly	Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes it clear in council privacy policy that it is not responsible for the privacy practices or the content of external Web sites. PRIVACY NOTICES BEING UPDATED FOR GDPR COMPLIANCE	Annually	Medium	Low	2	
457	Administration/ Legal	Content	Review content regularly for relevance and accuracy and to ensure compliance with Council policies such as the Publication Scheme		Low	Low	1	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	
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)	As and when	Medium	Medium	4	Yes
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 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 parties to support ongoing development of website. 2018 WEB PROVIDER TO BE REVIEWED TO SEEK MORE PRO-ACTIVE APPROACH WITH A VIEW TO FURTHER SITE DEVELOPMENT IN 2019.	Quarterly	Medium	Medium	4	Yes



LCRS 5. Risks report Web Sites

Leighton-Linslade Town Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = To ensure that the council has full control of web site

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	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. CURRENTLY 3-4 STAFF ARE ABLE TO UPDATE WEBSITE PAGES (content, not structure). Provide training where necessary to minimise risk.	Annually	Low	Low	1	
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	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	
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	



LCRS 5. Risks report Web Sites

Leighton-Linslade Town 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	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	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. CURRENTLY LLTC IS ENTIRELY RESPONSIBLE FOR ALL CONTENT	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.7