



LCRS 6. Overall Summary

Foulness Island Parish Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Bus Shelters	Power to provide and maintain shelters	7	7	1.0	0	
Cemeteries/Churchyards	Power to provide	10	10	1.3	1	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.0	0	
Council Meetings		4	4	1.0	0	
Council Property and Documen	Duty to disclose documents and to adopt publication scheme	2	2	1.0	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	1.0	0	
Employment of Staff	Duty to Appoint	7	7	1.4	1	
Financial Management	Duty to ensure responsibility for financial affairs	11	11	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.0	0	
Planning & Development Contr	Rights of consultation	1	1	1.0	0	
Play Areas	Power to provide	4	4	1.0	0	
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Web Sites		19	19	1.0	0	



LCRS 6. Overall Summary

Foulness Island Parish Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Overall totals/scores		77	77	1.1	2	

Completed by:

[Signature] J. WATSON

Date:

08 February 2021

Position:

Parish Clerk / RFO

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.



LCRS 5. Risks report Bus Shelters

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the authority has all necessary licences

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

Aim =

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	Low	Low	1	
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	
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	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Low	Low	1	
95	Financial	Failure to collect Advertising Income	Ensure that proper financial controls are in place to provide for prompt billing and collection of all income due. Follow defined procedure for outstanding debt.	Annually	Low	Low	1	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.0



LCRS 5. Risks report Cemeteries/Churchyards

Foulness Island Parish Council
Assessment for year 2020 To 2021

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. Take action as appropriate against offenders.	Monthly	Low	Low	1	
63	Environmental	Dog fouling	Consider banning dogs from cemeteries Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	Quarterly	Low	Low	1	
75	Financial	Failure to collect charges	Define responsibility for collection of cemetery income. 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	



LCRS 5. Risks report Cemeteries/Churchyards

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Power to provide

Requirement = To minimise 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)
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	
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	
70	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools 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. Ensure adequate insurance cover held.	Annually	Low	Low	1	
0	Physical	Loss arising from theft/misappropriation	Define responsibility in job descriptions etc. Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Low	1	



LCRS 5. Risks report

Cemeteries/Churchyards

Foulness Island Parish Council

Assessment for year 2020 To 2021

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. Arrange for completion of any necessary work. 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	Medium	4	Yes
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	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

1.3



LCRS 5. Risks report Code of Conduct

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Computing

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

Scoring note:

Low = 1,

Medium = 2

and High = 3

Aim =

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
11	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	
11	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	Low	1	
305	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



LCRS 5. Risks report Council Meetings

Foulness Island Parish Council

Assessment for year 2020 To 2021

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	
453	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.	Annually	Low	Low	1	
454	Physical	Security	Ensure that the council has appropriate insurance cover. Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report

Council Property and Documents

Foulness Island Parish Council
Assessment for year 2020 To 2021

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	Hazard	Control	Review times	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Low	1	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

2

Average
score:

1.0



LCRS 5. Risks report Data Protection

Foulness Island Parish Council
Assessment for year 2020 To 2021

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

Requirement = To ensure that statutory requirements are met.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Employment of Staff

Foulness Island Parish Council
Assessment for year 2020 To 2021

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	Aim = Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employess Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
358	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Low	1	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Low	1	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Medium	Medium	4	Yes
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Low	1	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	Low	1	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriaye training records.	Annually	Low	Low	1	



LCRS 5. Risks report Employment of Staff

Foulness Island Parish Council
Assessment for year 2020 To 2021

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)
Completed by:			Date:	Position:		No of risks scored		
						7		
						Average score:		
						1.4		



LCRS 5. Risks report Financial Management

Foulness Island Parish Council

Assessment for year 2020 To 2021

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss associated with failure to

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)
01	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Low	1	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	Low	1	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	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	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	Low	1	



LCRS 5. Risks report Financial Management

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the cashbook.</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council.</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to committee/council</p> <p>Ensure that all approvals are properly recorded in council minutes.</p> <p>Ensure that no alternative statutory authority is available.</p>	Quarterly	Low	Low	1	
0	Financial	Failure to maintain an effective payments system.	<p>Determine responsibility for control of expenditure.</p> <p>All payments to be supported by an invoice/voucher.</p> <p>All detail to be checked and payment entered into a cashbook.</p> <p>All payments to be approved by council and recorded in minutes.</p> <p>All cheques to be signed by at least two authorized members.</p> <p>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p>	Monthly	Low	Low	1	
347	Financial	Poor Financial Management	<p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p> <p>Maintain an effective budgetary control/financial reporting system.</p> <p>Maintain an effective internal audit.</p>	Annually	Low	Low	1	



LCRS 5. Risks report Financial Management

Foulness Island Parish Council

Assessment for year 2020 To 2021

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

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)
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	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.0



LCRS 5. Risks report

Meetings of the Council

Foulness Island Parish Council

Assessment for year 2020 To 2021

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)
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
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	
40	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	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Low	1	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report

Planning & Development Control

Foulness Island Parish Council
Assessment for year 2020 To 2021

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 times	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 & Environment 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

Foulness Island Parish Council

Assessment for year 2020 To 2021

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 insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	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 Website/Internet Access

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

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

Ref	Risk	Impact	Control	Review time	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



LCRS 5. Risks report Web Sites

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty =

Requirement = To ensure that council has full control of website

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	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.	Annually	Low	Low	1	
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of 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.	Quarterly	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	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. Provide training where necessary to minimise risk.	Annually	Low	Low	1	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	



LCRS 5. Risks report Web Sites

Foulness Island Parish Council Assessment for year 2020 To 2021

Your Duty =

Requirement = To maintain effective administration

Aim = To have proper control of web-site

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)
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.			Low	Low	1
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Low		1
0	Administration/ Legal	Risk arising from paid advertising	Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards.	Annually	Low	Low		1
0	Administration/ Legal	Loss of Data/ Inability to access backup	Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.. Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Low		1
0	Administration/ Legal	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



LCRS 5. Risks report Web Sites

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty =

Requirement = To minimise risk

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	Low	1	
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	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Low	1	
0	Administration/ Legal	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Low	Low	1	
0	Technical	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	



LCRS 5. Risks report Web Sites

Foulness Island Parish Council
Assessment for year 2020 To 2021

Your Duty =

Requirement = To minimise risk arising from third party input

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)
11	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Low	1	
12	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

19

Average score:

1.0