



LCRS 5. Risks report

Employment of Staff

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Duty to Appoint

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

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements 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.	Annually	Low	Medium	2	
362	Professional	Attacks on Personnel	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. Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records. Ensure procedures for key functions are documented.	Annually	Low	Medium	2	
363	Professional	Lack of Employee motivation/efficiency	Regular Staff Appraisals Complete exit questionnaire. Review recruitment policy.	Quarterly	Low	Medium	2	
361	Professional	Loss of key staff		Annually	N/A	High		
361	Professional	Inability to recruit		As and when	N/A	High		

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.0



Neston Town Council
Assessment for year 2022 To 2023

LCRS 7b - All Action Plans

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
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No of issues listed: 0

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr M Hinks _____

Signed by responsible Finance officer - Finance officer - Trevo _____

How to complete (individual risk section):

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