

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

[exec@barntgreenparishcouncil.gov.uk](mailto:exec@barntgreenparishcouncil.gov.uk)  
[www.barntgreenparishcouncil.gov.uk](http://www.barntgreenparishcouncil.gov.uk)



## Operational Risk Assessment

Recommended Actions	
<b>1.</b>	<b>Availability and performance of Councillors</b>
	<p>In addition to legal duties, Councillors are expected to:</p> <ul style="list-style-type: none"><li>• complete a full term of office where possible</li><li>• maintain a list of potential councillors</li><li>• advise, in good time, an intention not to stand for re-election</li><li>• agree an annual timetable of Parish Council meetings</li><li>• attend meetings whenever possible</li><li>• give notice if unable to attend planned meetings</li><li>• advise the Executive Officer if away from home for more than 5 consecutive weekdays</li><li>• maintain and keep up to date their entry on the Members' Register of Interests</li><li>• attend recommended training courses</li><li>• read key procedures and code of conduct annually</li><li>• prepare adequately for meetings</li><li>• support the Chairman and decisions made in parish council meetings.</li></ul> <p>Chairman to: be the public face of the Parish Council who speaks for, and represents, the council at parish, community or other civic occasions.</p>
<b>2.</b>	<b>Availability and performance of Executive Officer</b>
	<p>When necessary, the Parish Council is to:</p> <ul style="list-style-type: none"><li>• advertise Executive Officer vacancy in local press and via CALC Update</li><li>• follow the terms of employment recommended by NALC</li><li>• appoint only following interview and receipt of satisfactory references</li><li>• provide, maintain and keep up to date all necessary office, computer, storage and communication equipment and facilities</li></ul> <p>Executive Officer is expected to:</p> <ul style="list-style-type: none"><li>• possess, or undertake training for, CiLCA qualification</li><li>• give 1 months' notice of termination of employment</li><li>• notify annual leave dates with Council Members</li><li>• notify councillors of significant anticipated absences</li><li>• publish an out of office email response with an alternative point of contact if unavailable for more than 5 working days</li><li>• attend recommended training courses</li><li>• maintain a Continuous Professional Development record of at least 12 points each year</li><li>• create and keep up to date a key procedures document</li></ul>
<b>3.</b>	<b>Quality, confidentiality, security</b>
	<p>Executive Officer to:</p> <ul style="list-style-type: none"><li>• maintain a filing system facilitating easy access to Parish Council records</li><li>• safeguard key documents against loss by theft or fire by creating an electronic copy</li><li>• arrange for Council records to be securely retained for the period required by legislation</li><li>• ensure that the Council's computer facilities are protected by industry standard anti-virus software</li></ul>

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	<ul style="list-style-type: none"><li>• use cloud storage to save parish council computer files and retrieve off site</li><li>• provide the Chairman with a list of computer/internet passwords in a sealed envelope</li><li>• maintain an email address specifically for Council business</li><li>• confirm annually that personal computer is protected by up-to-date software</li><li>• maintain and keep up to date an inventory of Parish Council assets</li><li>• ensure that Parish Council assets are adequately insured</li><li>• lock and alarm the Parish Council office when unoccupied</li><li>• allow public access to the office only if satisfied about personal safety</li><li>• send newsletter copy to Councillors, contributors, event organisers and those mentioned in the publication for checking and permission (where necessary) prior to print</li><li>• be mindful of libel, copyright, data protection and confidentiality issues when preparing or accepting copy, letters or other communications</li><li>• confirm annually the ownership of the council URL and that the website administrator uses industry standard protections against viruses and hacking</li><li>• maintain the standards expected of the Local Council Award Scheme (Foundation Award)</li></ul> <p>Parish Council to review the following at regular intervals with review date on these documents:</p> <ul style="list-style-type: none"><li>• Standing Orders, Financial Regulations and Code of Conduct</li><li>• Key procedures guidance, including this document</li><li>• Complaints policy, grant awarding policy and publication scheme</li><li>• Asset register and insurance/libel cover</li></ul>
<b>4.</b>	<b>Emergency and Contingency</b>
	<p>The Executive Officer, Chair, Vice-Chair and three other councillors to hold keys to the Parish Council office</p> <p>The Executive Officer to maintain and keep up to date an Emergency Plan, including key contact details.</p>

Approved at the Barnt Green Parish Council Meeting on Monday 21 November 2022

Reviewed: November 2022, November 2023, January 2025, January 2026

Next Review: January 2027

Signed: .....  ..... Date: ..... 20/01/26 ..... Chairman, Barnt Green Parish Council

Robert Cholmondeley (Jan 20, 2026 16:25:53 GMT)







# 12. Operational Risk Assessment November 2023

Final Audit Report

2023-11-21

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# Operational risk assessment

Final Audit Report

2026-01-20

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