

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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www.barntgreen.org.uk



Operational Risk Assessment

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

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

Next Review: November 2024

Signed: 
Robert Cholmondeley (Nov 21, 2023 21:26 GMT)

Date: Nov 21, 2023

Chairman, Barnt Green Parish Council







12. Operational Risk Assessment November 2023

Final Audit Report

2023-11-21

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