

BLACKBIRD LEYS PARISH COUNCIL: RISK ASSESSMENT APRIL 2025 – MARCH 2026



BLACKBIRD LEYS PARISH COUNCIL RISK ASSESSMENTS FEBRUARY 2026

Updated from June 2020 original

This risk assessment was approved at the Parish Council meeting held on Tuesday 24th February 2026.

No	Item	Risk Rating	Details	Action	Lead
1. ASSET					
*1A	*Defibrillators	High critical risk (3 x 3 = 9)	Damage or failure of life-saving equipment. 3 units located at Community Centre, Catalyst and Bowls Club.	Monthly checks required. Battery replacement as needed.	Clerk
*1B	*Memorial Garden	Medium significant risk (2 x 2 = 4)	Damage via vandalism or weather. Located at Pegasus Road with benches.	Regular inspection. Any reports of damage to be included on next agenda.	Clerk
*1C	*Website	Medium significant risk (2 x 2 = 4)	Website failure or hosting issues affecting legal obligations. Legal requirement to meet WCAG 2.2 AA accessibility standards under the Public Sector Bodies Accessibility Regulations 2018	Monitor hosting renewal dates. Regular content updates. Accessibility audit completed and Accessibility Statement published on website March 2026. Wix accessibility checker run on all content updates	Clerk

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No	Item	Risk Rating	Details	Action	Lead
1	Noticeboards	Medium Significant risk (2 x 2 = 4)	Damage via vandalism and security risks. 3 noticeboards around the parish. Covered via insurance with £100 excess. Situated in a public place with cameras to act as a deterrent.	Regular monitoring when Clerk posts notices, annual maintenance and repair or replacement as required.	Clerk
2	Parish Laptops	Low risk (1 x 2 = 2)	Accidental damage/stolen	Regular monitoring via Councillors and Clerk. Covered via insurance policy.	Clerk
3	IT & Data Security	Medium Significant risk (2 x 2 = 4)	Virus attack and unauthorised access to council information. Important parish documents are saved to Dropbox.	IT Policy to be adopted March 2026. Virus software installed, passwords required to access parish information	Clerk
6	Regular Maintenance/Inspections	Low risk (1 x 2 = 2)	Annual Risk Assessments completed	Annual review and approval by Council.	Clerk
7	Asset Register	Low significant risk (1 x 2 = 2)	Maintained and Accurate. Assets reviewed annually.	Yes, reviewed annually	Clerk
2. FINANCIAL					
1	Handling VAT	Low significant risk (1 x 2 = 2)	Make accurate and regular reclaims. Ensure correct values applied	Claimed annually, claim record maintained monthly.	Clerk
2	Budgeting (precepts)	Low significant risk (1 x 2 = 2)	Maintain accurate accounts to control budgets.	Updated and circulated monthly.	Clerk

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3	Budgeting (precepts)	Low significant risk (1 x 2 = 2)	Annual precept based on adequate budgetary process.	Yes, reviewed annually.	Clerk
4A	CIL Funding	High critical risk (3 x 3 = 9)	Risk of not spending CIL monies within required timeframes. Ongoing redevelopment creates difficulties identifying suitable projects.	Working group to be established. Process review required.	Clerk & Councillors
4B	External Grant Requests	High critical risk (3 x 3 = 9)	Risk of inappropriate pressure from outside organisations seeking grant funding.	Maintain clear grant policy. Process review required.	Clerk & Councillors
7	Banking Arrangements	Low significant risk (1 x 2 = 2)	Control of signatories	Two signatories to sign each cheque, and supporting documents as outlined in the Financial regulations.	Clerk/Councillors
8	Banking Arrangements	Low significant risk (1 x 2 = 2)	Internal Financial controller	Appointed to review all payments.	Clerk/Councillors
9	Salary Payments	Low negligible (1 x 1 = 1)	Paid on time and correct amount	Clerk paid by standing order.	Clerk
10	Salary Payments	Low significant (1 x 2 = 2)	Pension and employment compliance	Employment procedures reviewed. Working hours evaluation completed.	Clerk
11	Neighbourhood Plan	High critical risk (3 x 3 = 9)	Risk of delays, cost overruns or failure to meet Referendum requirements. Significant council resource and external funding committed to the plan.	Neighbourhood Plan Working Group established and meeting regularly. Progress	Clerk & Councillors

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				reported to Full Council. Resource plan to be developed in line with budgeted amount.	
3. PROCEDURAL					
1	Meetings	Low negligible (1 x 1 = 1)	Conducted legitimately	Good procedures in place.	Clerk/ Councillors
2	Minutes	Low significant (1 x 2 = 2)	Signed and retained appropriately	Hard copy stored and electronic copy uploaded to the website.	Clerk/ Councillors
3	Agendas Summons to Meetings	Low significant (1 x 2 = 2)	Sent out in time and giving sufficient detail.	Circulated 3 clear days in advance of the meeting, and uploaded to the website.	Clerk
4	Agenda	Low significant (1 x 2 = 2)	Planning applications not properly listed on the agenda	Chairman to proof-read the agenda before circulation.	Clerk/ Chairman
5	Training	Medium significant (2 x 2 = 4)	Councillor's awareness of responsibilities	Mandatory roles and responsibilities training implemented for new councillors within 12 months.	Clerk/ Councillors
6	Training	Medium significant (2 x 2 = 4)	Ensure Councillors are properly trained.	Added to the standing orders - mandatory attendance to the Roles and Responsibilities course in the first 12 months of joining.	Clerk/ Councillors

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7	Training	Medium significant (2 x 2 = 4)	Ensure Clerk is properly trained.	Clerk to working towards CILCA qualification.	Clerk
9	Declaration of Interest	Low significant (1 x 2 = 2)	Register accurate and lodged with monitoring officer	Reviewed annually.	Clerk
10	Declaration of Interest	Low significant (1 x 2 = 2)	Agenda items declared at each meeting	Councillors advised it is their responsibility to declare any interests not the Clerks.	Councillors
11	Resolutions	Low significant (1 x 2 = 2)	The Chair summarises resolutions	Recorded as 'actions' in the Minutes.	Chairman/Clerk
12	Resolutions	Low significant (1 x 2 = 2)	Members vote on them, where Members disagree with the advice of the Clerk, such disagreement is recorded.	Now recorded in Minutes	Clerk/ Councillors
13	Resolutions	Low significant (1 x 2 = 2)	Decisions delegated to Clerk/members are reported back to Council & recorded in Minutes	Via monthly report.	Clerk/ Councillors
14	Contract of Employment	Low negligible (1 x 1 = 1)	Issue contract within legislative timeframe.	Clerk in receipt of employment contract.	Clerk
15	Loss of Key Staff	Medium critical risk (2 x 3 = 6)	Clerk leaves at short notice.	Chairman to contact the O.A.L.C to obtain a locum	Chairman/ Council

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16	Code of Conduct	Medium significant (2 x 2 = 4)	Councillors awareness	Adopting a Communication Policy and Representatives Protocol.	Clerk/ Councillors
17	Standing Orders	Low negligible (1 x 1 = 1)	Reviewed Annually	Formally adopted February 2026	Clerk/ Councillors
18	Financial Regulations	Low negligible (1 x 1 = 1)	Reviewed annually	Reviewed and adopted March 2025. Next review May 2026	Clerk/ Councillors
19	Press Comments	Medium significant (2 x 2 = 4)	Adopt guidelines for press comments	In Communication Policy 2025	Clerk/ Councillors
20	Data Protection	Medium significant (2 x 2 = 4)	Keep up to date to ensure legislative compliance	Data Protection Part 1, 2 and 3 training completed by clerk. Data Protection Policy to be adopted March 2026.	Clerk/ Councillors
21	Freedom of Information	Medium significant (2 x 2 = 4)	Respond to requests in accordance with Publication Scheme & Information Guide	ICO Model Publication Scheme adopted May 2025. Website compliance confirmed February 2026	Clerk/ Councillors
22	Administration	Medium significant (2 x 2 = 4)	Strategic direction	Setting up of working groups	Clerk/ Councillors
23	Neighbourhood Plan Data Protection	Medium significant risk (2 x 2 = 4)	Collection and processing of personal data through resident surveys and consultation events. Risk of non-compliance with GDPR if	Privacy notice published for all data collection activities. Individual event risk assessments	Clerk

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			data not handled, stored and deleted appropriately.	completed. Data stored securely and deleted after use. Clerk completed Data Protection Parts 1, 2 and 3 training. Data Protection Policy to be adopted March 2026	
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