

Sample Parish Council

Website: <https://example.gov.uk/> · Reviewed 15 October 2026, 21:44 (UK time) · Re-check due 14 November 2026

Board-ready summary

This review gathered public evidence relevant to **Assertion 10 (Digital and data compliance)** of the Annual Governance and Accountability Return. Of 10 areas checked: **4 evidence found, 3 need attention, 3 need action**. Suggested minute: *"The council received the Assertion 10 readiness review dated 15 October 2026 and resolved that the clerk action the fix list, with progress reported to the next meeting."*

Scorecard

Authority-owned domain Website is on example.gov.uk . This is a .gov.uk domain.	Evidence found
Generic council email on owned domain (1.47) Council/clerk address(es) on free webmail published: clerk.samplepc@gmail.com , cllr.a.samplepc@gmail.com , cllr.b.samplepc@gmail.com .	Action needed
Other free-webmail addresses on the site Several other address(es) on free webmail appear on pages we checked (may be councillors, groups or residents). If any are councillors, guidance favours council-domain addresses for council business.	Needs attention
Accessibility statement Statement found. No review date could be read. Does not appear to follow the GOV.UK model wording.	Needs attention
Selected WCAG 2.2 AA checks (homepage) 43 automated error(s) across 4 rule(s).	Action needed
IT policy (1.54) Not found from homepage or hub pages.	Action needed
FOI publication scheme Found: https://example.gov.uk/documents/publication.pdf	Evidence found
Privacy notice Found: https://example.gov.uk/privacy	Evidence found
Data protection policy Found: https://example.gov.uk/documents/data-protection.pdf	Evidence found
Transparency Code items 7 of 8 located. Not located: Asset register (land & buildings).	Needs attention

Fix list (priority order)

- 1. Move to a council-owned generic email address.** Set up [clerk@\[council domain\]](mailto:clerk@[council domain]), forward the old account during transition, update the website and noticeboards, and minute the change.
- 2. Adopt and publish an IT policy.** Adapt the template issued with the Practitioners' Guide, adopt at a meeting, minute it, link it from the policies page.

3. **Publish/refresh the accessibility statement.** Use the GOV.UK model statement, list known issues (see automated results), date it, set an annual review.
4. **Fix top website issue: text is hard to read against its background.** Ask your web supplier to darken text or change background colours so they meet the 4.5:1 contrast ratio. (35 instance(s) on the homepage.)
5. **Make "Asset register (land & buildings)" easy to find.** Publish or link it from a clearly named Transparency/Finance page so the auditor can verify it.

Evidence register (URL-by-URL)

Each row is a public page or document we located, where it was linked from, its HTTP status and a dated screenshot (following pages). Give this register to your internal auditor alongside the AGAR.

E01	Accessibility statement Public Sector Bodies Accessibility Regulations 2018; Practitioners' Guide 1.49	https://example.gov.uk/accessibility-statement Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 01-acc.png	Located
E02	FOI publication scheme Freedom of Information Act 2000 s.19 (ICO model scheme)	https://example.gov.uk/documents/publication.pdf Linked from: https://example.gov.uk/meetings HTTP 200 · captured 15 Oct 2026 (manual check) · 02-foi.png <i>Reviewer note: Publication scheme document located (2026 meeting papers; an older version is on the Policies page). FOI policy dated 2007, reviewed 2018, also published.</i>	Located
E03	Privacy notice UK GDPR Arts 13-14; Assertion 10 data protection	https://example.gov.uk/privacy Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 03-priv.png	Located
E04	Data protection / GDPR policy UK GDPR; Assertion 10 data protection	https://example.gov.uk/documents/data-protection.pdf Linked from: https://example.gov.uk/policies HTTP 200 · captured 15 Oct 2026 (manual check) · 04-dp.png <i>Reviewer note: Data Protection Policy is published but labelled 'draft Nov15'; consider reviewing and re-adopting.</i>	Located
E05	IT policy Practitioners' Guide 1.54	Not located from homepage or hub pages <i>Reviewer note: Manual check of all 80 site pages and the Policies page: no IT policy located.</i>	Not located
E06	Email / communications policy Practitioners' Guide (IT governance, good practice)	Not located from homepage or hub pages <i>Reviewer note: Manual check of all 80 site pages: no email/communications policy located.</i>	Not located
E07	Meeting agendas Transparency Code for Smaller Authorities; Openness of Local Government Bodies Regs 2014	https://example.gov.uk/meetings Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 07-agenda.png	Located
E08	Meeting minutes Transparency Code for Smaller Authorities	https://example.gov.uk/meetings Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 08-mins.png	Located
E09	Annual return / AGAR / accounts Accounts and Audit Regs 2015; Transparency Code	https://example.gov.uk/reports-and-audits Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 09-agar.png	Located
E10	Internal audit report Transparency Code for Smaller Authorities	https://example.gov.uk/documents/internal.pdf Linked from: https://example.gov.uk/reports-and-audits HTTP 200 · captured 15 Oct 2026 21:45 · 10-ia.png	Located
E11	Notice of public rights (inspection) Accounts and Audit Regs 2015 reg.15	https://example.gov.uk/documents/public-rights.pdf Linked from: https://example.gov.uk/reports-and-audits HTTP 200 · captured 15 Oct 2026 21:45 · 11-pubrights.png	Located

E12	Expenditure over £100 / payments Transparency Code for Smaller Authorities	https://example.gov.uk/documents/payments.pdf Linked from: https://example.gov.uk/meetings HTTP 200 · captured 15 Oct 2026 (manual check) · no screenshot <i>Reviewer note: Payments lists are published with meeting papers. We did not locate a standalone 'expenditure over £100' schedule; check with your internal auditor whether the payments lists meet this.</i>	Located
E13	Councillors & responsibilities Transparency Code; Localism Act 2011 (register of interests)	https://example.gov.uk/councillors Linked from: https://example.gov.uk/ HTTP 200 · captured 15 Oct 2026 21:45 · 13-cllrs.png	Located
E14	Asset register (land & buildings) Transparency Code for Smaller Authorities	Not located from homepage or hub pages <i>Reviewer note: Manual check of all 80 site pages: no asset register located.</i>	Not located
E15	Standing orders Good practice (NALC model)	https://example.gov.uk/documents/standing.pdf Linked from: https://example.gov.uk/meetings HTTP 200 · captured 15 Oct 2026 (manual check) · 15-so.png <i>Reviewer note: Standing Orders reviewed May 2026. The Policies page still links a 2018 version.</i>	Located
E16	Financial regulations Good practice (NALC model)	https://example.gov.uk/documents/financial.pdf Linked from: https://example.gov.uk/meetings HTTP 200 · captured 15 Oct 2026 (manual check) · 16-fr.png <i>Reviewer note: Financial Regulations in 2026 meeting papers; Policies page links a May 2018 version.</i>	Located

Domain and email

Website host: example.gov.uk (.gov.uk)
 clerk.samplepc@gmail.com — free — seen on <https://example.gov.uk/>
 cllr.a.samplepc@gmail.com — free — seen on <https://example.gov.uk/councillors>
 cllr.b.samplepc@gmail.com — free — seen on <https://example.gov.uk/councillors>
 cllr.c.samplepc@gmail.com — free — seen on <https://example.gov.uk/councillors>

Selected WCAG 2.2 AA automated checks (homepage)

axe engine via pa11y. Counts are instances; one fix often clears many.

Text is hard to read against its background	35	color-contrast
Controls with no readable name	6	aria-command-name
Clickable items inside other clickable items	1	nested-interactive
Incorrect labelling code	1	aria-roledescription

Scope and limitations — please read

A readiness review, not legal advice. The council remains responsible for its Assertion 10 response; auditors decide. This pack gathers public evidence only and does not confirm conformance with any law or standard.

- **Public evidence only.** We looked at the public website. We cannot see internal arrangements (device security, backups, password practice, who controls the domain, data-protection training, minutes not yet published).
- **"Not located" ≠ "does not exist".** We followed links from the homepage and up to 25 hub pages (policies, documents, finance, governance, contact). Items held elsewhere, in PDFs, or under unusual names may be missed. Send us the link and we will update the register.
- **Automated accessibility testing is partial.** Automated tools detect only a portion of WCAG issues (commonly estimated at 30–40%) and can produce false positives. We test selected pages only. A full WCAG 2.2 AA audit requires manual and assistive-technology testing.
- **Point in time.** Results reflect the website on the date/time shown. The 30-day re-check repeats the same checks once.
- **References.** Paragraph references are to the 2025 Practitioners' Guide (JPAG) as publicly summarised; check the current edition. Transparency Code items apply mandatorily to councils with turnover ≤ £25,000; above that they are good practice.
- **Read-only method.** No forms were submitted, no logins used, and nobody was contacted.

Prepared by London Royal Academy (LONDONRA LTD, VAT GB497633048). Standard £149 + VAT; Reviewed £249 + VAT, per financial year. Not legal advice. Questions about this pack: reply to the email it came with.

EVIDENCE SCREENSHOTS

In a real pack each evidence item is followed by a dated screenshot. Screenshots are omitted from this anonymised sample.