

## **Council Governance: Potential/Actual Policies and Procedures**

Applicable to Councillors, Staff and the Public

Below is a list of potential policies and procedures which the Council might adopt. Having been reviewed thoroughly by Cllr Callow, with support from the Parish Clerk who has also begun to update priority items (noted as updated/completed), the list is presented as a plan for continued action.

Councillors are asked to agree the plan, based upon the comments shown which identify those policies and procedures recommended for immediate adoption, those for adoption when they are produced and to note those which are either not needed at all or not required unless circumstances should change.

<b>Potential Policies</b>	<b>Comments/Observations</b> <b>Cllr Callow and the Parish Clerk</b>
<b>Accident Policy and Procedures</b>	The Council has no responsibilities for buildings, play areas etc. so not needed immediately but should be put in place as soon as reasonably possible.
<b>Biodiversity Policy</b>	New requirement as of 01.01.24. Not optional.
<b>Climate Awareness and Environmental Policy</b>	Best practice suggests this should be needed.
<b>CCTV Policy</b>	No CCTV operated by Council, not required.
<b>Code of Conduct</b>	<b>Updated/Completed.</b>
<b>Complaints Policy Procedure</b>	<b>Updated/Completed.</b>
<b>Consent to the Electronic Distribution of Papers</b>	<b>Completed.</b>
<b>Data Protection Policy</b>	<b>Updated/Completed.</b>
<b>Dispensation Procedure</b>	<b>Completed.</b>
<b>Document &amp; Electronic Data Retention Policy</b>	<b>Updated/Completed.</b>
<b>Freedom of Information Policy</b>	<b>Updated/Completed.</b>
<b>Freedom of Information Publication Scheme</b>	<b>Updated/Completed.</b>
<b>Health and Safety Policy</b>	Needed - to be generated as soon as possible.

<b>Internal Control Policy</b>	Statutory requirement - currently being drafted.
<b>Investment Policy</b>	Not needed - Council has no investments and, currently, no capacity to invest.
<b>Lone Worker Policy</b>	Could come later. Only lone worker is the Clerk.
<b>Meeting Attendance Policy</b>	Not needed.
<b>Meetings - Public Participation Protocol</b>	<b>Updated/Completed.</b>
<b>CIL Grant Awarding Policy 2023</b>	Needed if the Council was inviting bids but currently not in that position.
<b>Communication Policy</b>	Needed - to be produced as soon as reasonably possible.
<b>Co-Option of Councillors Policy</b>	Co-option is an established process set out in guidance by the National Association of Local Councils (NALC). No obvious need for a policy
<b>Dispensation Policy</b>	Policy not needed but an agreed procedure is overdue. Now drafted and awaiting Council approval.
<b>Equality and Diversity Policy</b>	This affects Council relationships with residents, contractors, staff from other authorities etc. so needs to be produced.
<b>Grant Awarding Policy</b>	When funding allows this would be needed.
<b>Information Security Incident Policy</b>	Worth producing a policy as soon as reasonably possible.
<b>Internet Banking Policy</b>	No current requirement. One for the future.
<b>Playground Accident Reporting Procedure</b>	Not needed by the Council.
<b>Playground Risk Management Policy</b>	Not needed by the Council.
<b>Policy for Recording and Reporting at Meetings</b>	<b>Updated/Completed.</b>
<b>Privacy Notice - General</b>	<b>Updated/Completed.</b>

<b>Protection of Children and Vulnerable Persons Policy</b>	Needed.
<b>Reserves Policy</b>	Needed - recommended best practice.
<b>Subject Access Request (SAR) Policy</b>	A procedure is needed more than a policy as the legislation provides the access etc.
<b>Training and Development Policy</b>	Worth doing not a priority.
<b>Use of Photographs Policy</b>	Possibly needed but not a priority.
<b>Risk Management Strategy Policy</b>	Requirement in the context of internal controls - so a policy and strategy should be produced.
<b>Social Media Policy</b>	Not needed currently.
<b>Standing Orders</b>	<b>Already updated, completed and approved.</b>
<b>Travel and Expenses Policy</b>	Not needed.
<b>Volunteer Policy</b>	Needed but not a priority.