

## LINDSEY PARISH COUNCIL

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Paper prepared by: Clerk to the Parish Council for Parish Council Meeting: of 10<sup>th</sup> March 2021

### Agenda Item 7:

#### Statutory Business:

##### a) To carry out the annual review of the Council's Policies and Procedures

Background:

- a) The Parish Council has a comprehensive suite of policies that have been adopted to ensure that the Parish Council discharges its duties and powers in accordance with statute. Whilst the overarching documents are the Council's own Standing Orders and Financial Regulations, these further documents give further clarity to the internal rules, practical arrangements and processes which are essential to those who form and work for the council.
- b) It is suggested that the full council carries out an annual review of its governing documents. It is also suggested that resolutions adopting governing documents (or amending them) be phrased in terms of continuing to have effect until superseded by new or amended arrangements. In a year that no changes are made, it would be appropriate to record in the minutes that a review was carried out, in order to demonstrate that the council was continuing to review its governing arrangements.

### Agenda Item 7i

- A) In accordance with good practices, council should review the following documents noting that no changes are being made to each document and that each are deemed to be fit for purpose.

The policies listed below can be found at:

<https://lindsey.suffolk.cloud/parish-council/policies-and-procedures/>

**Recommendation: Council reviews and adopts the policies as listed below with a review date of March 2021 thereby confirming that they are updated, fit for purpose and that it agrees to adhere to them as written:**

- **Complaints Procedure**
- **Data and Electronic Information Retention Policy**
- **Data and Information Security Policy**
- **Disciplinary Rules**
- **Dispensation Policy**
- **Grant Awarding Policy**
- **Grievance and Disciplinary Procedure**
- **Reimbursement of Expenses Procedure**
- **Subject Access Policy**
- **Training Policy**

### Agenda Item 7ii

- B) In accordance with good practices, the following documents have been reviewed by the Clerk with reference to relevant legislation in place at the time. It is confirmed that that no changes at this time are being made to each document and that each are deemed to be fit for purpose.

The policies listed below can be found at:

<https://lindsey.suffolk.cloud/parish-council/policies-and-procedures/>

**Recommendation: Council notes the reviews of the following Protocols and Statements with review dates of January 2021 and delegates responsibility to the Clerk to ensure that they are reviewed and amended in accordance with changes in legislation thereby ensuring that at all times they are fit for purpose:**

- Notice on Reporting at Virtual Meetings of the Council
- Virtual Meeting Etiquette
- Statement for the Reporting at Meetings of the Council
- Protocol for the Reporting at Meetings of the Council
- Privacy Policy - General