

LINDSEY PARISH COUNCIL

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Paper prepared by: Clerk to the Parish Council for Parish Council Meeting: of 9th March 2022

Agenda Item 6: Statutory Business: 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that resolutions adopting governing documents (or amending them) be phrased in terms of continuing to have effect until superseded by new or amended arrangements.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 in which no changes are to be 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.
- c) In accordance with good practices, council should ensure that such a review confirms the changes to be made noting that each are deemed to be fit for purpose and will be adhered to.

Agenda Item 6i - 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 2023 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
- Reserve Policy
- Subject Access Policy
- Training Policy

Agenda Item 6ii - the protocols and notices 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 February 2022 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:

- Statement for the Reporting at Meetings of the Council
- Protocol for the Reporting at Meetings of the Council
- Privacy Policy - General