

## LINDSEY PARISH COUNCIL

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Paper prepared by: Clerk to the Parish Council for Parish Council Meeting: of 18<sup>th</sup> January 2023

### **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that resolutions adopting governing documents (or amending them) be phrased in terms of continuing to have effect until superseded by new or amended arrangements.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 where changes are to be applied, these are noted with each policy being deemed to be fit for purpose and confirmation that they 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 2024 thereby confirming that they are updated, fit for purpose and that it agrees to adhere to them as written: those with an \* have updated amendments highlighted in yellow**

- 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 Council's Standing Orders and Financial Regulations can be found at:

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

Background:

- a) Proper Practices state that an authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- b) Such a review will enable the Council to respond in the affirmative to Assertion 2 – internal control of the Annual Governance and Accountability Return: "We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness".

**Recommendation: Council notes the reviews of the following documents with review dates of January 2023 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. The Clerk will ensure that all relevant amendments are brought to the attention of full Council.**

- Standing Orders
- Financial Regulations