

PARISH COUNCIL POLICY CHECKLIST

The Parish Council's formal policies and procedures set out the legal framework within which the Parish Council will operate, the policies that it has adopted, and the procedures that it will deploy in dealing with issues that arise. There are three "core" documents that govern how the Parish Council, parish councillors, and employees of the Parish Council (including the Parish Clerk) must act. These are:

CORE DOCUMENTS

No.	Policy	Date adopted	Comments
1.	Standing Orders	June 2018	Published on website. Formal consideration required each year in May. On website.
2.	Financial Regulations	13/02/2018	National Association of Local Councils (NALC) 2016. UNDER REVIEW BY NALC. Website.
3.	Members' Code of Conduct	December 2021	Model Code of Conduct available - review when necessary. Published on website.

POLICIES

4.	Accessibility Statement	19/12/2023	Published on website.
5.	Data Protection		Registered with Information Commissioner's Officer (ICO). Expiry date: To be confirmed
6.	Document Retention and Publication		ICO recommended model.
7.	Bullying & Harrasment*	13/07/2010	NALC and Society of Local Council Clerks (SLCC) Civility and Respect project. On website.
8.	Business/Corporate Plan	NOT APPLICABLE	No apparent need.
9.	Child Protection & Vulnerable Adults	NOT APPLICABLE	No apparent need as the council does not provide direct services to either category.
10.	Community Engagement	NOT APPLICABLE	No current obvious need.
11.	Co-option		Application form devised.
12.	Councillor-Officer Protocol*		Civility and Respect Project's model protocol available. Protocol published on website.
13.	Dignity at Work Policy*		Included in NALC and Society of Local Council Clerks (SLCC) Civility and Respect project.
14.	Donations & Grants Policy		Application form devised. Policy published on website.
15.	Emergency Planning	01/06/2023	No need for a specific policy. Community Emergency Plan published 01/06/2023.
16.	Equal Opportunities	NOT APPLICABLE	No current obvious need - general legal requirements should suffice.
17.	Events	NOT APPLICABLE	No current obvious need unless the Parish Council promotes events.
18.	Filming & Recording of Council Meetings		Openness of Local Government Bodies Regulations 2014 (SI No. 2095) should suffice.
19.	Flexible Working	NOT APPLICABLE	No current apparent need as there is no office and only part-time staff with fixed hours.
20.	Green Policy Statement	NOT APPLICABLE	No current apparent need unless parish councillors consider it necessary.
21.	Information, IT, Email, Internet	NOT APPLICABLE	Check for changes in advice from ICO regularly by subscribing to their newsletter.
22.	Insurance	NOT APPLICABLE	No current requirement as actual policy is considered by the council each year.
23.	Leave & time off in lieu (TOIL)	NOT APPLICABLE	No current apparent need as amount of leave is set out in contract of employment.

24.	Lone Working	NOT APPLICABLE	Only one part-time employee. Difficult to see the purpose at the present time.
25.	Marketing Strategy	NOT APPLICABLE	No current obvious need.
26.	Procurement		Financial regulations reviewed 13/02/2018
27.	Publicity	NOT APPLICABLE	No current obvious need.
28.	Recruitment Manual*		Civility and Respect Project's recruitment manual available.
29.	Revenue Reserves	NOT APPLICABLE	No requirement as level of reserves considered each year when precept agreed.
30.	Risk Assessment	19/12/2023	Annual consideration required in May. Health & Safety at work and organised events.
31.	Social Media	01/12/2022	
32.	Training Policy		No current apparent need. Details of training courses routinely circulated. On website.
33.	Transparency Policy		
34.	Volunteer Policy	NOT APPLICABLE	No current obvious need.

PROCEDURES

No.	Procedure	Date adopted	Comments
i.	Annual Report		Chairman's/Chairwoman's report to Annual Parish Meeting published each May.
ii.	Assets Register		Annual review required in May each year for external audit.
iii.	Community Emergency Plan	01/06/2023	Published on website.
iv.	Complaints Procedure	13/07/2010	Published on website.
v.	Disciplinary Procedure		National Association of Local Council's (NALC's) recommended model.
vi.	Freedom of Information (FOI)		Model publication scheme adopted. Check for any changes in advice from the ICO.
vii.	Grievance Procedure		National Association of Local Council's (NALC's) recommended model.

GUIDANCE

Alongside the policies of the Parish Council and examples of best practice from other parish councils, the following documents have provided guidance in the operation of the Parish Council's policies and procedures:

No.	Name	Date adopted	Comments
a.	Transparency Code for Smaller Authorities		Department for Communities and Local Government 2014.

			<p>Green = Adopted</p> <p>Amber = Draft prepared/available</p> <p>Blue = Reviewed but not applicable</p>
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v.0.1 DRAFT - 14th May 2024 - KMH