



MEETING PAPER

Subject: Review of LTC policies and procedures by the Policies Review Working Group

Meeting: Full Council

Date: Tuesday 27 February 2024

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background/Introduction

The Town Council's Standing Orders and Policies Sub-Committee currently has insufficient membership to enable it to meet to review the policies and procedures and make recommendations back to Council. A Policies Review Working Group has now been set up to review the policies and procedures.

Details

The Policies Review Working Group met on 22 February to review the following policies:

Appraisals

Environmental

Equality and Diversity

Financial Regulations

Freedom of Information Publication Scheme

Friends Groups

Grant Awarding

Health and Safety

Heritage Plaques

Infrastructure Investment Plan

Investment

IT

Recommendations/Decision

The recommendations from the Working Group are as follows:

Appraisals - See tracked changes document uploaded to the Members' Area.

Environmental – See tracked changes document uploaded to the Members' Area. The Working Group proposed this policy is further reviewed and monitored by the Climate and Ecological Emergency Committee.

Equality and Diversity – See tracked changes document uploaded to the Members' Area, noting the yellow paragraph is to be rewritten.

Financial Regulations – This policy was not reviewed as a new model Financial Regulations will be available from NALC for adoption at the AGM. The Acting Town Clerk was requested to make immediate amendments to ensure the document is compliant with current work practices of the Council.

Freedom of Information Publication Scheme – No changes.

Friends Groups – Proposed that this policy is archived and a more inclusive policy is written or included in the Community Engagement Policy. AID Committee needs to further consider this.

Grant Awarding – It is recommended that the policy wording and the application form are split into two separate documents and a feedback form created to satisfy 6.1d of the policy.

Health and Safety – No changes.

Heritage Plaques – No changes.

Infrastructure Investment Plan – No changes.

Investment – This policy approval will need to be deferred as the Acting Town Clerk has been requested to review the yellow paragraph re. credit rating, and further review will be needed upon the adoption of the new model Financial Regulations.

IT – See tracked changes document uploaded to the Members' Area.