

Item 9 – To receive a report from the Policy & Procedures Working Group and to consider any recommendations.

### **Report from Policy & Procedure Working Group**

Section 2 of the Annual Return requires a council to confirm a list of 9 statements and in order to complete with an affirmative there needs to be in place a system of internal control. This can be done via various policies and procedures for the provision of services, about the employment of staff and the management of risk.

We have reviewed and/or drafted the following policies and procedures and recommend that council look at putting them in place:

**Financial Regulations** – How Drinkstone Parish Council governs the conduct of financial management. (1)

**Procedural Standing Orders** – How DPC conducts its business (2)

**Equality & Diversity policy** – How Drinkstone Parish Council will ensure equality to all.(3)

**Health & Safety Policy** – How DPC takes responsibility for the safety of employees and volunteers. (4)

**Recruitment Policy** – How DPC fills a job vacancy. (5)

**New Councilor Procedure** – How vacancies are filled. (6)

**Complaints Procedure** – How DPC deals with a complaint about its Councillors, staff or services. (7)

**Document Retention Policy** – How DPC retains, files and destroys documents. (8)

**Data Protection Policy** – How DPC deals with personal information. (9)

**Procedure for Public Session** – Guidelines for Public Session. (10)

**Risk Assessment** – Drinkstone Parish Council are required to assess the risks they face on a regular basis. (11)

**Freedom of Information** - The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. This should already be in place however no paperwork can be found to confirm this therefore we have reviewed what is required and suggest that that the following are necessary.

**Requests for information policy** -How DPC deals with public requests for info (12)

**Completion and publication of the Model Scheme** (13) and the **Guide to information.** (14)

**Reporting at meetings** – The recent high profile media interest in the provision for the public to record/film council meetings has resulted in SALC producing a template to cover this with a **Protocol for the Reporting at Meetings of the Council or Committees** (15) and a **Media Policy** (16) and a standard worded **Notice.** (17)

#### **Recommendations:**

That council approve the reviewed Standing Orders as drafted

That council approve the reviewed Financial Regulations as drafted

That council approve all other additional procedural documents as drafted.

That council consider the reviewed Risk Assessment and approve.