

MEETING PAPER

Subject: Policies and Procedures Review May 2019

Meeting: Full Council

Date: 14 May 2019

~~CONFIDENTIAL~~/NON CONFIDENTIAL

Background/Introduction

 Below is a table of the policies and procedures adopted by Lowestoft Town Council. An agenda item for the Annual General Meeting is to review these. All policies are supplied with this paper. It is recommended that Full Council note the legislative changes and other amendments that have arisen and these are dealt with by officers and the appropriate Committee.

Details

The policies and procedures listed in the table below are reviewed annually or when there has been a legislative change. The table shows when the document was adopted, when it was last reviewed, when it is due to be reviewed again (all have been marked as May 2019 for this purpose), and whether they are to be reviewed by Full Council or another named Committee.

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| --- | --- | --- | --- | --- |
| **Name of Document** | **Date of Adoption** | **Review Date** | **Next Review Date** | **To Be Reviewed By** |
| Acquisition and Disposal Policy | February 2019 | - | May 2019 | Assets, Inclusion and Development Committee |
| Anti-Harassment and Bullying Policy | October 2018 | - | May 2019 | Full Council |
| Complaints Procedure | May 2017 | October 2018 | May 2019 | Full Council |
| Data Protection Policy | May 2017 | September 2018 | May 2019 | Full Council |
| Data Retention Policy | May 2017 | September 2018 | May 2019 | Full Council |
| Disciplinary Procedure | May 2017 | October 2018 | May 2019 | Full Council |
| Disciplinary Rules | May 2017 | October 2018 | May 2019 | Full Council |
| Environmental Policy | May 2017 | May 2018 | May 2019 | Assets, Inclusion and Development Committee |
| Equality and Diversity Policy | May 2017 | October 2018 | May 2019 | Full Council |
| Financial Regulations | May 2017 | January 2019 | May 2019 | Finance and Governance Committee |
| Freedom of Information Act 2000 Model Publication Scheme | May 2017 | May 2018 | May 2019 | Full Council |
| Friends Groups Policy | May 2018 | - | May 2019 | Assets, Inclusion and Development Committee |
| Grant Awarding Policy | May 2017 | March 2019 | May 2019 | Finance and Governance Committee |
| Grievance Procedure | May 2017 | October 2018 | May 2019 | Full Council |
| Health and Safety Policy | May 2017 | May 2018 | May 2019 | Full Council |
| Heritage Plaques Policy | February 2019 | - | May 2019 | Assets, Inclusion and Development Committee |
| Incident Reporting Procedure | July 2018 | - | May 2019 | Full Council |
| Investment Policy | May 2017 | September 2018 | May 2019 | Finance and Governance Committee |
| Legionella Control and Water Hygiene Policy | October 2018 | - | May 2019 | Assets, Inclusion and Development Committee |
| Lone Worker Policy | September 2018 | - | May 2019 | Full Council |
| Media Policy | May 2017 | October 2018 | May 2019 | Full Council |
| Member/Officer Protocol | May 2017 | October 2018 | May 2019 | Full Council |
| Memory Stick Policy | February 2019 | - | May 2019 | Full Council |
| Open Space Strategy | February 2019 | - | May 2019 | Assets, Inclusion and Development Committee |
| Petty Cash Policy and Procedure | January 2019 |  | May 2019 | Finance and Governance Committee |
| Pond Policy | April 2018 |  | May 2019 | Assets, Inclusion and Development Committee |
| Public Participation Protocol | May 2017 | May 2018 | May 2019 | Full Council |
| Reporting Procedure for Facilities and Maintenance | March 2018 | - | May 2019 | Full Council |
| Reserves Policy | September 2018 | - | May 2019 | Finance and Governance Committee |
| Representation on Outside Bodies Protocol | June 2017 | May 2018 | May 2019 | Full Council |
| Reporting at Meetings Protocol | May 2017 | May 2018 | May 2019 | Full Council |
| Risk Assessment and Management Policy | May 2017 | March 2019 | May 2019 | Full Council |
| Safeguarding Policy | September 2018 | - | May 2019 | Full Council |
| Social Media Protocol | May 2017 | October 2018 | May 2019 | Full Council |
| Standing Orders | May 2017 | February 2019 | May 2019 | Full Council |
| Training and Development Policy | May 2017 | October 2018 | May 2019 | Full Council |
| Tree Policy | April 2018 | - | May 2019 | Assets, Inclusion and Development Committee |
| Whistleblowing Policy | October 2018 | - | May 2019 | Full Council |

Recommendations/Decision

The following recommendations are made:

1. That the Town Council’s policies and procedures be reviewed annually, or when there has been a legislative change.
2. That the policies and procedures be reviewed either by Full Council or an alternative named Committee, as detailed in the table.
3. That the policies and procedures be adopted, subject to review.