

STRADBROKE PARISH COUNCIL

Policy Review Protocol

1. Background

- 1.1. Councillors agreed at the 13th May 2024 meeting that a task & finish working group is established to undertake a one-off review of all Council policies included in the tables on pages 3 and 4.

2. Objectives

- 2.1. To ensure consistency of roles and responsibilities across all policies.
- 2.2. To ensure consistency of nomenclature across all policies.
- 2.3. To ensure consistency of presentation across all policies.
- 2.4. To ensure that all policies are clear, unambiguous and consistent.
- 2.5. To ensure that all policies underpin the 'Seven Principles of Public Life'.
- 2.6. To ensure that all policies have a version history.

3. Scope

3.1. Inclusions

- 3.1.1. Review of all policies included in the tables on pages 3 and 4.
- 3.1.2. Cross reference with the newly adopted Model Councillor-Officer Protocol and the Roles and Responsibilities Guidance produced jointly by NALC and SLCC.

4. Constraints

- 4.1. Number of Councillors on the working group.
- 4.2. Availability of members of the working group.
- 4.3. The working group reserves the right to review the process at a Stradbroke Parish Council meeting.

5. Assumptions

- 5.1. That the Proper Officer will be able to provide a complete up to date list of all Stradbroke Parish Council policies.
- 5.2. That the Proper Officer will be able to provide a complete set of hard copy policies as per the list in 5.1.
- 5.3. That the Proper Officer will be able to provide a complete set of electronic policies as per the list in 5.1
- 5.4. That any 'used by but not authored by' policies are identified.

6. Reporting

- 6.1. All progress reporting will be done at Stradbroke Parish Council meetings by the working group.
- 6.2. The working group will not provide updates on an ad-hoc basis.

7. Deliverables

- 7.1. Recommendations for necessary updates to Stradbroke Parish Council policies to achieve the Objectives detailed in point 2 above.

8. Process

- 8.1. To review the policies in order of age i.e. oldest documents first, and to use NALC/SLCC models as exemplars.
- 8.2. Recommendations for necessary updates to Stradbroke Parish Council policies to achieve the Objectives detailed in point 2 above. Format of this to be advised depending on the extent of the changes required by policy.

Amendments agreed at 10th June 2024 Parish Council meeting.

List of Policies, Procedures and Protocols

Document Name	Based on
Operations	
Standing Orders	NALC
Code of Conduct	Local Government Association
Communications Policy & Protocol	Protocol SLCC & Grievance
Complaints Policy	SLCC
Co-option Policy	SLCC
Developer Engagement Policy	Bespoke – SLCC guidance
Model Councillor/Officer protocol	NALC/SLCC
Protocol for Public Participation at meetings	SALC
Council Roles & Responsibilities	NALC/SLCC
Vexatious Complaints	SLCC

Document Name	Based on
Communications/Data	
Accessibility Statement	GDPR Training by SALC
Data Protection Policy	GDPR Training by SALC
Document & Data Retention Policy	GDPR Training by SALC
Freedom of information inc Model Publication Scheme	GDPR Training by SALC
Lawful Basis for Processing Data	ICO
Press & Media Policy	SLCC
Privacy Notice	GDPR Training by SALC
Subject Access Request Policy	GDPR Training by SALC
Cemetery Rules & Regulations	Bespoke to SPC

Document Name	Based on
Finance	
Financial Regulations	NALC
Statement of Internal Control & Risk Assessment	Based on SALC template
Bad Debt Policy	Bespoke to SPC
Cemetery Fees	Bespoke to SPC
CIL Awarding Policy	Based on Grant policy
Grant Awarding Policy	SLCC
Reserves Policy	SLCC

Document Name	Based on
Staffing / People	
<i>Anti-Harassment & Bully Policy (Staff)</i>	<i>SLCC/NALC – to be replaced with Dignity at Work</i>
<i>Anti-Harassment & Bullying Policy (Non Staff)</i>	<i>SLCC/NALC – to be replaced with Dignity at Work</i>

Document Name	Based on
<i>Dignity at Work Policy</i>	<i>SLCC/NALC – to replace 2 above</i>
Disciplinary Policy	NALC
Equality & Diversity Policy	NALC
Grievance Policy	NALC
Health & Safety Policy	SLCC Guidance
Safeguarding Policy	SLCC
Training & Development Policy	Bespoke to SPC

Document Name	Based on
Other	
Environmental Policy	SLCC
Playing Field Policy	Bespoke to SPC
Shed User Policy & Agreement	Bespoke to SPC
Project Proposal Form	Bespoke to SPC