

Policies and Procedures

Policy/Procedure with HALC guidance	HALC/NALC template available	Action required
<p>Standing Orders It is recommended that all councils adopt standing orders. Model template is available and should be reviewed at the annual meeting of the council. Some aspects are mandatory and others can be modified subject to the council's needs.</p>	Yes	Already discussed at Parish Council – final version to agree at AGM 2023
<p>Financial Regulations All councils should adopt financial regulations. Model template available and reviewed annually at the AGM</p>	Yes	Clerk updating and will publish on website for noting by PC – to review at AGM
<p>Code of Conduct All councils must adopt a code of conduct. It is quite usual for a parish council to adopt the code of conduct used by their district authority</p>	N/A	No action – published on Website
<p>Publication Scheme Freedom of Information Act 2000 – Must adopt a publication scheme in accordance with the Freedom of Information Act. The ICO produce a model publication scheme template</p>	ICO template	Clerk updating and will publish on website for noting by PC
<p>Financial Risk Assessment Local Audit & Accountability Act 2014 – A council must carry out a risk assessment each year</p>		Clerk updating and will publish on website for noting by PC
<p>Grant Aid Policy Many councils hand out small grants to local organisations and charities. It is useful to have a policy in place which sets out eligibility and how applicants should apply</p>	No	Decision required – Does the PC want to have this policy
<p>Complaints It is advisable to adopt a complaints policy which sets out how complaints can be made, to whom and how they are dealt with. In addition, a vexatious complaints policy may be necessary for repeated complaints on the same issue.</p>	Yes	Updated for agreement at April PC Meeting including a new Vexatious policy. Copies of both with agenda.
<p>Data Protection and Freedom of Information A council should adopt the following policies 1. Handling Freedom of Information Requests (see ICO) 2. General Data Protection (GDPR) Policy</p>	1. yes 2. yes	Clerk updating and will publish on website for noting by PC
<p>Meeting Procedures/Polices Councils may wish to consider a policy relating to meetings such as Recordings at Meetings policy and Public participation.</p>		Decision required – Does the PC want to have this policy

<p>Training and Development Policy It is advisable to have a training and development policy for councillors.</p>	<p>Yes (policy)</p>	<p>Decision required – Does the PC want to have this policy</p>
<p>Publicity/Social Media A policy should be put in place that sets out who is responsible for writing articles and press releases and who can update social media accounts.</p>	<p>Yes</p>	<p>Updated for agreement at April PC Meeting? Copy with the agenda.</p>
<p>HR policies:</p> <ul style="list-style-type: none"> • Disciplinary and Grievance Procedures – HALC does not comment if these are mandatory or not. States that these procedures allow the council to address an employee’s conduct or performance and for employees to raise any problems or complaints they may have. • Other useful HR Policies: <ul style="list-style-type: none"> i. Recruitment policy ii. Equality and Diversity Policy iii. Training and Development policy for staff iv. Annual Leave policy v. Sickness and sick pay policy vi. Pregnancy and maternity leave vii. Shared Parental leave and pay viii. Lone working ix. Home working x. Health and safety 	<ul style="list-style-type: none"> • Yes • Yes (some) 	<p>Decision required – Does the PC want to have any of these policies</p>
<p>HR policies:</p> <ul style="list-style-type: none"> • Employment Contract – all members of staff must have a contract of employment. 	<p>Yes</p>	<p>No action – in place</p>
<p>Health and Safety Councils employing more than 5 staff must have a written policy, but it is recommended that all councils adopt a policy.</p>	<p>No</p>	<p>Decision required – Does the PC want to have this policy</p>
<p>Terms of Reference for Committees and Working Groups The council may choose to set up a committee and each should have a terms of reference agreed. This include how many to be appointed, if any members of the public can join, what powers are delegated, how decisions are made and how often they should report to the council</p>	<p>No</p>	<p>Decision required – Does the PC want to have this policy</p>