SOMERLEYTON, ASHBY & HERRINGFLEET PARISH COUNCIL

MEETING 12th SEPTEMBER 2024 AGENDA ITEM 15
REVIEW OF POLICIES AND PROCEDURES

We, Gerda Gibbs and Simon Phillips, have reviewed all of the Parish Council's Policies and Procedures, as published on the Council's website.

The following policies were found to be up to date and based on current templates:
Model Publication Scheme
Information Available
Code of Conduct governing members
Chairmanship
Chair & Vice Chair Maximum Terms of Office
Committees and their terms of reference
Freedom of Information Policy
Information Data Protection Policy
Privacy Notice
Records Management Policy
Safeguarding Policy & Procedure
Security of Information and Data Policy
Social Fund Policy
Equality Policy
Health & Safety Policy
Recruitment Policy
Complaints Procedure
We recommend that these Policies are renewed with a review date of May 2027.

The current Standing Orders and Financial Regulations are based on National Association of Local Councils (NALC) templates. The Council is not a member of NALC and has previously acquired the templates indirectly. New templates were recently offered by Norfolk Parish Training & Support (NPT&S) and these were compared to the Council's existing documents. The new templates cover the same principles as the existing documents and appear more user-friendly.
We recommend that new versions of Standing Orders and Financial Regulations based on the new templates and as shown on the Council's webpage are adopted with a review date of May 2027.

The Environmental Policy is being examined by the Green & Environmental Group and we will update progress before the meeting.

SP & GG
6th September 2024