

Full Council meeting 28th May 2024. Item 33/24-25 REVIEW OF POLICIES

Overview of policy updates outstanding. NB: all adopted policies can be found at [Policies, Documents and Grant Scheme - Northstowe Town Council](#)

This document last updated: by Clerk, 22nd May 2024.

POLICY/PROTOCOL	CURRENT VERSION	NEEDS UPDATING? Y/N	UPDATE NEEDS
Standing Orders	Sep 2023	Y (Priority)	Procurement Threshold has risen from £25,000 to £30,000 in 2022 (SO18c); new wording SO18f with section SO18g redundant. [Updated version being presented to 28 th May '24 FC meeting]
Financial Regulations	Jul 2023	Y (Priority)	NALC has recently released an updated model Financial Regulations – NTC FR to be redrafted with new recommended wording. FR11b also to be updated in line with the procurement threshold rising from £25,000 to £30,000 in 2022. [Update to be prepared by Clerk/RFO in near future]
Publication Scheme	May 2021	Y (Priority)	This needs a full update, as things have moved on and Council publishes more types of information than listed so far [Update being prepared by Clerk]
Risk Assessment and Management Plan	Oct 2022	Y (Priority)	Update of entire document is needed, with key developments since the latest version which would lead to reassessment of risks, including: start of new staff members; new Council activities, including weekly Community Lounge and market delivery; office occupied and new equipment bought (or leased). Additional risks also to be added, as well as additional mitigation measures that have been put in place since then. [Update being prepared by Clerk]
Code of Conduct	May 2021	Y	New Code of Conduct since adopted by SCDC (which is based on the 2021 Model Code of Conduct) – this to mirror wording with new version.
Health and Safety Policy	May 2021	Y	Can be expanded on with more details and with Council's increase in services and to expand on maintenance and management arrangements for services and defibrillator.
Social Media Policy	May 2021	Y	Could do with more detailing of different scenarios involving staff and Members

POLICY/PROTOCOL	CURRENT VERSION	NEEDS UPDATING? Y/N	UPDATE NEEDS
Protocol for Making the Death of a Senior National Figure	Sep 2021	Y	Content needs updating with new King.
Terms of Reference for Committees	May 2022	N (pending decisions at FC meeting on 28 th May '24)	Potential for quorum changes
Market Terms and Conditions	Apr 2024	N (pending decisions at FC meeting on 28 th May '24)	
Scheme of Delegation	May 2022	N	
Co-Option Policy	Nov 2022	N	
Member/Officer Protocol	May 2021	N	
Complaints Procedure - Administration	May 2021	N	
Complaints Form - Administration	May 2021	N	
Complaints Procedure – Code of Conduct	May 2021	N	
Data Protection Policy	May 2021	N	
Equality and Diversity Policy	May 2021	N	
Press and Media Policy	May 2021	N	
Public Participation at Meetings	May 2021	N	
Staff Recruitment Policy	May 2021	N	
Safeguarding Policy	Dec 2022	N	
Grant Awarding Policy	Mar 2022	N	
Grant Application Form	Mar 2022	N	