

List of policies & protocols for Northstowe Town Council – current and ones yet to be devised/adopted.

NB: all adopted documents can be found at [Policies, Documents and Grant Scheme - Northstowe Town Council](#)

Document last updated: 8th November 2024; Town Clerk. Prepared for: Finance & Governance Committee meeting scheduled for 19th November 2024.

Name of policy/ procedure/document	Legal basis, where applicable	Date most recent version	Priority	Info - Need (for creation/ update)	Info - Progress to date/ Other Comments
EXISTING DOCUMENTS - CORE DOCUMENTS REQUIRED BY LAW					
Financial Regulations	Local Audit and Accountability Act 2014.	25 th July 2023	HIGH	New NALC Model Template Financial Regulations became available in February 2024 –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.	Need for update listed by internal auditor, May 2024.
(Model) Publication Scheme	Freedom of Information Act 2000, s19. Environmental Information Regulations 2004.	20 th May 2021	HIGH	This needs a full update, as things have moved on and Council publishes more types of information than listed so far. May potentially also need further detailing on how FOIs (Freedom of Information Requests) are being dealt with. Northstowe TC's Publication Scheme is based on the Information Commissioners' Office's Model Publication Scheme - has all the information required by law, but the document could be improved further, by clarifying where information can be found exactly – e.g., rather than 'website', clarify the exact page, potentially also with hyperlinks for ease of access and use).	Initial work done by Clerk as part of CiLCA towards update of this policy. Besides general updates, further work to be done to specify the FOI procedures and data capturing followed.
Code of Conduct	Localism Act 2011, s27. NB: Councillors to uphold high standards of behaviour in public life (duty as per Localism Act 2011, s27(1)) and to abide to the Council's Code of	20 th May 2021	MEDIUM	New Code of Conduct since adopted by SCDC (which is based on the Jan. 2021 Model Code of Conduct published by the Local Government Association) – NTC's Code of Conduct to mirror wording with new SCDC version.	Item raised by internal auditor since Nov. 2022. Nov 2023, internal auditor also recommended the Council taking on the NALC ' Civility & Respect Pledge '.

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	Conduct when acting in their capacity as Councillor (duty as per Localism Act 2011, s 27(2)).				
Standing Orders	Local Government Act 1972 Sch 12, para 42.	28 th May 2024	No update needed		
OTHER EXISTING POLICIES & PROTOCOLS & KEY TEMPLATES/DOCUMENTS					
Asset Register		28 th May 2024	HIGH	Various recent purchases made – ensure is up-to-date and aligned with insurance cover.	
Risk Assessment and Management Plan		25 th Oct. 2022	HIGH	Although Northstowe TC's Risk Assessment and Management Plan is comprehensive, an update of the 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. In addition, further details and lines could be added, for instance adding further information about mitigation measures regarding financial procedures and reporting mechanisms, as well as ensuring that the Council keeps an adequate level of General Reserve, to allow for future asset transfer possibilities.	Initial work done by Clerk as part of CiLCA towards update of this policy. Nb: The Risk Assessment for Council meetings as well as the Covid Risk Assessment are potentially also to be updated.
Data Protection Policy	Data Protection Act 2018; UK General Data Protection Regulation 2018 (UK GDPR).	20 th May 2021	HIGH	Needs a full check if still all up-to-date and effective. NB: a separate Data Privacy Notice , stating how NTC applies and complies with GDPR's data processing	Includes information about GDPR, the General Data Protection Regulation. Note there is also a related Website Privacy Statement on our website.

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				<p>principles, may also need to be developed separately. In addition, the following related documents are yet to be developed to align with Data Protection and GDPR requirements: Procedure for Monitoring Personal Data Storage & Record of Processing Activities; Data Subject Consent Form; Subject Access Policy & Register; Data Protection Impact Assessment; Data Breach Response Procedure & Register of Data Breaches</p>	<p>Some initial work done by Clerk as part of CiLCA towards understanding of additional documentation needs.</p> <p>Need for Subject Access Register raised by internal auditor since Nov. 2022. Need for ROPA (Record of Processing Activities) as well as a Breach Register have been flagged up by internal auditor since Nov. 2023. May 2024 added by internal auditor: 'GDPR training was also recommended, for both staff and Councillors.'</p>
Health and Safety Policy	Health and Safety at Work etc. Act 1974	20 th May 2021	HIGH	<p>Can be expanded on with more details and with Council's increase in services and to expand on H&S-related items linked to: maintenance and management arrangements for services and defibrillator; use of the dedicated office in the Temporary Community Centre; delivery of markets, Community Lounge, ParkPlay and events.</p>	<p>Identified by internal auditor, May 2024, as requiring a review.</p> <p>Input also to be sought from external HR Services Company, where relevant.</p>
Terms of Reference for Committees		20 th May 2021	MEDIUM	<p>Quorum changes committees as per decisions at FC meeting on 28th May '24.</p> <p>Internal Auditor raised in May 2023 update needed: 'Staff appraisal documents should be signed off in a timely fashion following appraisal meetings. I have suggested that this procedure should be included in the terms of reference for the Personnel Committee.'</p> <p>Could do with check throughout if still all valid and effective.</p>	
Scheme of Delegation	Local Government Act 1972, s101.	11 th May 2022	MEDIUM	Needs a full check if still all up-to-date and effective.	Consideration to be given to create separate policy document setting out details of delegated powers to

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					Proper Officer and S151 Officer (RFO) – discussions around this subject held e.g. at F & G Committee in June 2024.
Social Media and Electronic Communications Policy		20 th May 2021	MEDIUM	Could do with more detailing of different scenarios involving staff and Members. Also to further details regarding setting up and management of social media platforms (e.g. discussed in relation to Community Lounge, FC, item 130/23-24(3) and more recently in relation to market promotion, FC SEP 2024).	Consideration to be given to extend this policy to a ' Filming, Photographing, Social Media and Electronic Communications Policy '
Equality and Diversity Policy	Equality Act 2010.	20 th May 2021	MEDIUM	Needs a full check if still all up-to-date and effective.	Work done by Clerk as part of CiLCA towards update of this policy
Protocol for Marking the Death of a Senior National Figure		25 th August 2021	MEDIUM	Content needs updating with new King; full check throughout if all still correct and up-to-date.	
Staffing Structure – Five Year Plan		April 2023	MEDIUM	Ensure Council keeps forwarded looking plans alive and up-to-date, aligning with shifting priorities and ambitions.	Has since been presented to and discussed at several Personnel Committee meetings (most recently in Sep 2024, item 17/24-25; and a Full Council meeting (Sep. 2023), but no new version yet adopted.
Staff Recruitment Policy	Local Government Act 1972, s112, s151. Immigration, Asylum and Nationality Act 2006.	20 th May 2021	MEDIUM	Discussions have been held at recent Full Council and Personnel Committee meetings about the need to review this policy and protocols/paperwork associated with all steps of recruitment procedures.	
Member/Officer Protocol		20 th May 2021	LOW	Could do with check throughout if still all valid and effective.	
Grant Awarding Policy	Localism Act 2011, ss1-8 ('General Power of Competence'); Local Government Act 1972, s137 ('power of	30 th March 2022	LOW	Having given out several grants, would be useful to verify if processes are still all clear and where things could be simplified further.	Work done by Clerk as part of CiLCA towards update of this policy. End-of-Grant Form Template also being developed to standardise reporting.

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	providing assistance or grants to local or national organisations’).				
Grant Application Form		30 th March 2022	No update needed		
Procedure for Co-option of Councillors	Local government Act 1972, s 87(1). Local Elections (Parishes and Communities) (England and Wales) Rules 2006, SI 2006/3305, r 5(4), r 5(5).	22 nd November 2022	No update needed		
Complaints Procedure governing any breach of Code of Conduct		20 th May 2021	No update needed		
Complaints Procedure regarding Council administration and procedures		20 th May 2021	No update needed		
Complaints Form – Council administration		20 th May 2021	No update needed		
Policy for Public Participation at meetings of the Council		20 th May 2021	No update needed		
Press and Media Policy		20 th May 2021	No update needed		

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Safeguarding Policy		20 th December 2022	No update needed		
Market Traders' Terms and Conditions	Food Act 1984, s. 50	22 nd October 2024	No update needed	Potential for further updates needed, depending on how market develops further.	
Asset Loan Agreement (Template)		16 th June 2023	No update needed		
Motion Paper (Template)		September 2023	No update needed		
RECOMMENDED FUTURE POLICIES & PROTOCOLS TO BE DEVELOPED & ADOPTED					
Dispensation Grant Policy			HIGH		Flagged up in Internal Audit report since Nov. 2022.
Dispensation Form (Template)			HIGH		
Employment Handbook	Employment Rights Act 1996 and other acts (including: Statutory Sick Pay (General) Regulations 1982; Pensions Act 2008).		HIGH	NTC does not currently have a comprehensive HR Handbook (with details of all conditions of service and employment contracts etc) which is critical especially now staff numbers has grown.	Being developed with external HR Services Company. Need for this discussed by Personnel Committee (most recently in Sep 2024).
Anti-Bullying and Harassment at Work Policy (or 'Dignity at Work Policy')			HIGH	Concerns have been raised as a result of incidents affecting staff.	To be developed with external HR Services Company.
Lone Working Policy (and Safety Protocols/Risk Assessments)	Health and Safety at Work etc. Act 1974		HIGH	Whereas in practice sensible precautionary measures are put in place by all staff when it comes to lone working activities (e.g. for market), all staff are affected and a dedicated policy is needed.	First draft prepared by previous Market Manager with Deputy Clerk, with focus on market – needs further work and widening to other Council functions and services.

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					To be developed with further input from external HR Services Company. Need for such a policy discussed by Personnel Committee (most recently in Sep 2024).
Grievance Policy (and associated protocols)			HIGH	The Council's Terms of Reference and Scheme of Delegation include reference to a Grievance Committee and an Appeals Committee, but the Town Council has not set those up – at its May 2021 Council meeting it passed a resolution to set these up, with accompanying policies, once there is a need for this.	The need for this policy was also highlighted in report from internal auditor, May 2024. To be developed with external HR Services Company. Discussed at several recent Personnel Committee meetings, most recently Sep 2024 as part of committee's priorities overview updates.
Disciplinary Policy (and associated protocols)	Complies with ACAS Code of Practice 2018.		HIGH	The Council's Terms of Reference and Scheme of Delegation include reference to a Grievance Committee and an Appeals Committee, but the Town Council has not set those up – at its May 2021 Council meeting it passed a resolution to set these up, with accompanying policies, once there is a need for this.	The need for this policy was also highlighted in report from internal auditor, May 2024. To be developed with external HR Services Company. Discussed at several recent Personnel Committee meetings, most recently Sep 2024 as part of committee's priorities overview updates.
Retention of Documents Policy (or: 'Document & Record Management, Retention & Disposal Policy')	Local Government (Transparency Requirements) (England) Regulations 2015 – sets out requirements to publish information.		HIGH		Flagged up in Internal Audit reports since April 2022.

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Online Accessibility Policy	Public Sector Bodies (Websites and mobile Applications (No. 2) Accessibility Regulations 2018.		HIGH	The Public Sector Bodies (Websites and mobile Applications (No. 2) Accessibility Regulations 2018 require the accessibility of the Council's website.	The website already has an Accessibility Statement: Accessibility Statement - Northstowe Town Council – needs to be verified against latest legislation etc.
Investment Policy/Strategy	Trustee Investments Act 1961, s11.		HIGH	Need has been discussed at various F & G Committee meetings (e.g. item 53/24-25).	Highlighted also by internal auditor, May 2024 (as bank balance exceeds £100,000).
Biodiversity Policy	Parish/Town Councils have a duty under Section 40 of NERC 2006 as amended under Section 102 of the Environment Act 2021.		MEDIUM		Government guidance on complying with the duty was published in May 2023 and required all local authorities including town and parish councils to consider what action to take for biodiversity by 1st January 2024 (although there is, strictly speaking, no requirement on town and parish councils to publish a report).
Training and Development Policy (for Staff and Councillors)	Local Government Act 1972, s111.		MEDIUM		Work done by Clerk as part of CiLCA for creation of such a policy. Draft policy presented to Personnel Committee meeting SEP 2024 but deferred to Jan 2025 committee meeting.
Appraisal and Performance Management Policy/Protocols (with associated Template Forms)			MEDIUM	Range of documents created and being used already, through Personnel Committee – needs collating and adoption.	To be further developed with input from external HR Services Company. Need for this discussed by Personnel Committee (most recently in Sep 2024).
Attendance Policy			MEDIUM		
Conflicts of Interest Policy			MEDIUM		

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Vexatious Policy			MEDIUM		Could potentially be extended to 'Vexatious and Unreasonable Complainants Behaviour Policy'
Asset Management & Depreciation Policy			MEDIUM	Need to start looking into this, e.g. Clerk's laptop now almost four years old and may need to be renewed in time.	
Financial Reserves Policy			MEDIUM		
IT and online Information Security Policy & Mobile Data Management Policy			MEDIUM	To ensure the growth in staff, online accounts use and Council activities all remain secure.	
Information and Communications Technology IT Email, Internet and Phone Policy			MEDIUM		
Flexible Working			MEDIUM		To be developed with external HR Services Company – potentially to be part of HR Handbook - TBC
TOIL and Leave Policy			MEDIUM	To also detail areas such as maternity and paternity leave; bereavement leave.	To be developed with external HR Services Company – potentially to be part of HR Handbook - TBC
Absence Policy			MEDIUM		To be developed with external HR Services Company – potentially to be part of HR Handbook - TBC
Asset Transfer Policy	Local Government (Miscellaneous Provisions) Act 1976, s. 19; Open Spaces Act 1906, ss.9-10.		MEDIUM	Going to be important with ambitions to take on major assets.	
Procurement and Purchasing Policy	Public Contracts Regulations 2015;		MEDIUM	Going to be important with ambitions to take on major assets.	

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	Utilities Contracts Regulations 2016				
Debt Recovery Policy and Protocols			MEDIUM		
Policy Plan			MEDIUM		This could be an elaborated version of this overview.
5-Year Council Business Plan			MEDIUM		
Statement on Performance Management of the Council			MEDIUM		
Statement on Duties related to Biodiversity and Crime & Disorder	<p>Natural Environment and Rural Communities Act 2006.</p> <p>The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).</p> <p>The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).</p> <p>Local Government and Rating Act 1997, s. 31.</p>		MEDIUM	Section 40 of the NERC Act 2006 states that “every public body must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity”.	Consideration to be given to a separate Biodiversity Policy (see above).

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Facilities Services - Marketing Plan/Strategy			LOW		
Environmental and Low Carbon Policy	LGA 1972, ss. 111 and 137.		LOW		
Mayor's and Members' Expenses Policy			LOW		
Anti-Fraud and Corruption Policy			LOW		
Insurance Internal Controls Audit and Review			LOW		
Grant Receiving Policy			LOW		
Partnership Working Policy			LOW		
Protocols for Working Groups			LOW		To build on existing Terms of References for Working Groups
Equal Opportunities Policy			LOW		
Staff Organisation Chart/Responsibilities			LOW		
Volunteer Policy			LOW		Need for such a policy discussed by Personnel Committee (most recently in Sep 2024).
Community Engagement Policy (or Statement of Intent)			LOW		
Customer Care Policy			LOW		
Communications Protocol			LOW		
Publicity Protocol			LOW		
Audio recording, filming, photography,			LOW		

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broadcasting and reporting of Council meetings Policy					
Emergency Planning Policy			LOW		
Work Station Equipment and Area Check Templates			LOW		Also to be created is: Display Screen Risk Assessment/Checks
PAT Testing Equipment Policy			LOW		
Flag Flying Policy			LOW		
Register of Gifts and Hospitality			LOW		