

Parish Council Policy Checklist

Devised from an article in The Clerk January 2015 – *Italics = possible action*

	Policy	Date adopted (if known)	Comments
1	<i>Corporate / Business Plan</i>	<i>Not adopted as such</i>	<i>Any existing Parish Plan likely to be sufficient but becoming out-dated</i>
2	Annual Report	Chairman's report to annual parish meeting	To be published on website from 2016 onwards
3	<i>Financial Regulations</i>	<i>Adopted</i>	<i>Formal consideration each year required – do in Jan mtg</i>
4	<i>Risk Assessment</i>		<i>Annual consideration needed – do in Jan mtg</i>
5	Revenue Reserves Policy	Not adopted	No current requirement as level of reserves considered each year when precept agreed
6	<i>Grant awarding policy and procedure</i>	<i>Informal policy</i>	<i>May be good practice to adopt in 2016 so ready for new Council in 2017</i>
7	Insurance	Not adopted	No current requirement as actual policy considered by the Council each year
8	Internal Audit Controls and Review	Not adopted	Provision in Financial Regulations. Forthcoming audit changes may require a review
9	Procurement Policies	Not adopted	Procurement is agreed by the Council – no current need for a policy
10	<i>Standing Orders</i>	<i>Adopted</i>	<i>Formal consideration each year required – do in Jan mtg</i>
11	Code of Conduct	Adopted	NALC Code adopted – only review if necessary
12	<i>Asset Register</i>	<i>Adopted</i>	<i>Annual review required for external audit</i>

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13	<i>Complaints Procedure</i>		<i>Check to see if adopted, if not, then recommend adoption as a precaution</i>
14	Document Management	Adopted	Dispatch to any new parish councillor
15	Equal Opportunities	Not adopted	No current obvious need – general legal requirements should suffice
16	Emergency Planning	No specific plan	Formalisation of emergency planning would be a considerable task in a community with a history of assisting each other. There is therefore no obvious need for a specific policy
17	Lone Working	Not adopted	As there is only one part-time employee, it is difficult to see what would be the purpose at the present time.
18	Community Engagement	Not adopted	No current obvious need
19	Marketing Strategy	Not adopted	No current obvious need
20	Events	Not adopted	No current obvious need as the Council does not promote events
21	Publicity	Not adopted	No current obvious need
22	Freedom of Information	The model publication scheme has been adopted	Check for any changes in advice from the ICO on a regular basis by subscribing to their newsletter
23	Data Protection	The Council is not currently registered	No current apparent need but check for changes in advice from ICO on a regular basis by subscribing to their newsletter

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24	Information, IT, Email and Internet Policy	No formal policy adopted	No current apparent need but check for changes in advice from ICO on a regular basis by subscribing to their newsletter
25	Social Networking	Not adopted	No current apparent need
26	Bullying & Harassment AKA Dignity at Work	No formal policy adopted	With one part-time employee, the Councillors' Code of Conduct and a complaints process would seem to be sufficient
27	Child Protection & Vulnerable adults	Not adopted	No current apparent need as the Council does not provide direct services to either class
28	Flexible working	Not adopted	No current apparent need as the Council does not have an office nor fixed hours for the clerk
29	Grievance & Disciplinary	Not adopted	No formal policy given the size of the Council. SLCC are preparing a recommended model as their existing model is from 2009 and is out of date
30	TOIL & Leave	No formal policy	No current apparent need as amount of leave set out in contract of employment
31	Training & Development	No formal policy	No current apparent need but details of local training is circulated to Councillors as routine.