



# PAPER A – POLICIES REVIEW

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**POLICY AND RESOURCES  
COMMITTEE**

**PAPER A**

**16 DECEMBER 2024**

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## 1) Background

Under the Terms of Reference for the Policy and Resources Committee, one of the roles and responsibilities of the Committee is:

*To draft, review, monitor and revise policies regarding councillors (including the Code of Conduct and Standing Orders) to be recommended to the Town Council for decision, and to be responsible for general policies not falling entirely within the remit of another committee, including those for HR, procurement, data protection, risk register, emergency planning, complaints procedure, and the publication scheme;*

## 2) Policies to be reviewed

### Adult Safeguarding Policy/Safeguarding Young People Policy

There are two safeguarding Policies, one for adults and one for young people. The Policies are repetitive. There is a combined example provided by the SLCC which can be adapted. The Committee may wish to retain the two separate policies or replace them with the combined version.

### Data Protection Policy

The Data Protection Policy was adopted at the Town Council meeting on 9 September 2023 with the content to be reviewed in December 2024. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference. There are two versions for consideration, the current version as adopted at the Town Council meeting on 9 September 2023 and the NALC model version.

### Document Retention and Disposal Policy

The Document Retention and Disposal Policy is dated 2010/2011. The Town Clerk has created a new version based on the model provided by the SLCC and it is recommended that this version replaces the current version. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

### Health and Safety Policy

Section 28 of the Health and Safety Policy is inaccurate with regard to the opening hours of Salisbury Gardens. The times can be amended to reflect the new opening hours as agreed by the Policy and Resources Committee at the meeting of 11 November 2024. The details on the final two pages are out of date so it is suggested that these pages are removed. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

### Lone Working Policy

The Lone Working Policy was drawn up in 2021. The Town Clerk has created a new version based on the model provided by the SLCC and it is recommended that this

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version replaces the current version. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

#### Publication Scheme

The Publication Scheme is dated 2010/2011 and does not refer to the latest regulations. The Town Clerk has created a new version based on the model provided by the SLCC and it is recommended that this version replaces the current version. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

#### Redundancy Policy

The current Policy is dated 2010 and there were inaccuracies with to the categories of redundancy payment. These have now been adjusted. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

#### Scheme of Delegations

There are out of date references to committees and working groups which no longer exist. These references have been amended to be in line with the current committee structure.

#### Sickness Absence Policy

The Sickness Absence Policy was drafted in December 2023 and considered at the HR Committee meeting of 22 January 2024. The review date for this policy is December 2024. There are no amendments proposed to the current policy. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

#### Social Media Policy for Councillors

There are no proposed amendments to the Social Media Policy for Councillors.

#### Social Media Policy (Staff)

There are no proposed amendments to the Social Media Policy which is designed for staff. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

#### Staff Structure

The Staff Structure is out of date. A new structure will be presented to the Committee.

#### Standing Orders

There are two suggested amendments to the Standing Orders, 6(iv) and 6(v).

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### Volunteer Policy

The Volunteer Policy was drawn up in 2021. The Town Clerk has created a new version based on the model provided by the SLCC and it is recommended that this version replaces the current version. This does not need to be referred to the Town Council but falls within the Committee's remit under the Terms of Reference.

### **3) Recommendations**

Members are recommended to:

- a) Approve the replacement of the current Adult Safeguarding Policy, and Safeguarding Young People Policy with the Child Protection and Vulnerable Adults Policy. Refer the new Child Protection and Vulnerable Adults Policy to the Town Council for adoption.
- b) Approve the replacement of the current version of the Data Protection Policy, as adopted at the Town Council meeting on 9 September 2023, with the NALC model version.
- c) Approve the replacement of the current Document Retention and Disposal Policy with the SLCC model version.
- d) Approve the amendments to the Health and Safety Policy.
- e) Approve the replacement of the current Lone Working Policy with the SLCC model version.
- f) Approve the replacement of the current Publication Scheme with the SLCC model version.
- g) Approve the amendments to the Redundancy Policy.
- h) Approve the amendments to the Scheme of Delegations.
- i) Approve the proposed amendments to the Standing Orders and refer it to the Town Council for adoption.
- j) Approve the replacement of the current Volunteer Policy with the SLCC model version.

