

BOTUS FLEMING PARISH COUNCIL

GOVERNANCE – Policies and Procedures

Policy/Procedure	Original Adoption	Re-written / Adopted	Review Date	Remarks
Standing Orders (2017)	2017	2017	On-going	NALC model standing orders 2017 (updates periodically from CALC)
Financial Regulations (2017)	2017	2017	On-going	NALC model financial regulations 2017 (updates periodically from CALC)
Code of Conduct (2012)	2017	2017	On-going	CALC model Code 2017 (currently under review)
Scheme of Delegation	Not existing	22.7.20	1 st May 2021	Clerk devised document 2020
Planning 5 day protocol document	Not existing	24.2.19	1 st May 2021	Clerk devised document 2019
Financial Reserves Policy	1.12.17	24.6.20	1 st May 2021	Policy rewrite 2020
Financial Risk Assessment	22.11.17	24.6.20	1 st May 2024	Policy rewrite 2020
Terms of reference Committees	Not existing	11.12.19	1 st May 2021	Clerk devised document 2019
Advisory Committees	Not existing	22.7.20	1 st May 2021	Clerk devised document 2020
Expenses Policy	2017	24.6.20	1 st June 2023	New Expenses form devised 2019
Freedom of Information requests	2018	2018	On-going	
Complaints Policy	30.6.17	30.6.17	1 st Nov 2020	CiLCA exam – policy suitable – Review 2021
Complaints procedure	30.6.17	-	1 st Oct 2020	CiLCA exam – policy suitable – Review 2021
Employee Grievance procedure	25.10.17	-	1 st Oct 2020	CiLCA exam – Policy suitable – Review 2021
Employee Disciplinary procedure	25.10.17	-	1 st Oct 2020	CiLCA exam – policy suitable – Review 2021
Vexatious Complainants Policy	25.10.17	23.5.18	1 st May 2021	Policy rewrite 2021
Grievance & Disciplinary procedure	1.10.18	22.7.20	1 st May 2024	Clerk revised document 2020
Training & Development Policy	26.10.17	24.6.20	1 st May 2024	Clerk revised document 2020
Training, Development & Equal opportunities Policy	Not existing	24.6.20	1 st May 2024	Clerk devised document 2020
Equality Policy	Not existing	22.7.20	1 st June 2024	Clerk devised document 2020

Lone Working Policy	Not existing	24.6.20	1 st May 2021	Clerk devised document 2020
Safeguarding Policy	Not existing	26.8.20	1 st May 2021	Clerk devised document 2020
Grants & Donations Policy	26.6.19	26.6.19	1 st Apr 2021	Clerk revised document 2019
Bad Debts Policy	Not existing	26.8.20	1 st Aug 2024	Clerk devised document 2020
Fraud Policy	Not existing	26.8.20	1 st Aug 2024	Clerk devised document 2020
Contract procedure	Not existing	27.7.20	1 st May 2024	Clerk devised document 2020
Tendering procedure	2017	27.7.20	1 st May 2024	Clerk revised document 2020
Data Protection & GDPR / Privacy regulations and recruitment process	2019	2019	On-going	Clerk is the Data Protection Officer for BFPC
The following Governance information is updated periodically or completed by the Clerk / RFO				Clerk updates documents or completes returns
General Power of Competence			1 st May 2021	Power entitled after Local Elections May 2021 – Qualified CiLCA Clerk October 2020
Transparency Code 2014 – Aims	Not existing	9.12.20	On-going	Clerk devised document 2020
Model Publication Scheme	Not existing	28.10.20	On-going	Clerk devised document 2020
Agenda compliance and design			On-going	Clerk duty to review
Insurance Portfolio & Assets	Annual		On-going	Review at the Annual Meeting of Parish Council
Risk Management scheme matrix – Finance, Assets, Liabilities, Admin.	Annual		On-going	Review at the Annual Meeting of Parish Council
Grant awards & score matrix	Annual		On-going	Review at Annual Parish Meeting
Project Management	Annual		On-going	Specific projects – Big Event etc.
Payroll system	Annual		On-going	Payroll FOC service
Vat Legislation & annual return	Annual		On-going	Clerk submits annual return 1 st April
Public Works Loan Board	Not existing	20.12.20	On-going	Clerk reconciles loan repayment instalments
Financial procedures general	Annual		On-going	Clerk duty to review
Financial procedures (AGAR)	Annual		On-going	Annual External Audit financial returns
Internal Audit	Annual		On-going	Annual Internal Auditor year end finances
Training record – Councillors & Clerk	Annual		On-going	Clerk duty to review
Induction for new Councillors & guidance statement on Nolan principles	When required		May 2021	Induction presentation by the Clerk, including Councillor roles and non-statutory duties

Co-option of Councillors procedure	Not existing	28.10.20	On-going	Clerk devised document 2020
Councillor's Register of Interest Forms	When required		May 2021	Clerk to provide form for newly elected or co-opted Councillors
H&S Legislation and compliance matrix	Not existing	2020	On-going	Clerk devised document 2020
Local Community Diversity	Not existing	2020	On-going	Clerk devised document 2020
Community Engagement	Not existing	2020	On-going	Clerk devised document 2020
Parish Council profile and aims	Not existing	2020	On-going	Clerk devised document 2020
Schedule of Annual Council meetings	Annual		On-going	Clerk to produce meeting schedule
Internal Auditor	Annual		May 2021	Appoint internal auditor at the Annual Meeting of Parish Council
Chairman for BFPC	Annual		May 2021	Appoint Chairman at the Annual Meeting of Parish Council
Vice Chairman for BFPC	Annual		May 2021	Appoint Vice Chairman at the Annual Meeting of Parish Council

Schedule devised 9th November 2020 for Botus Fleming Parish Council

Christopher Cook - Parish Clerk & Responsible Financial Officer