

## **BOTUS FLEMING PARISH COUNCIL**

### **GOVERNANCE – Policies and Procedures**

<b>Policy/Procedure</b>	<b>Original Adoption</b>	<b>Re-written / Adopted</b>	<b>Review Date</b>	<b>Remarks</b>
Standing Orders (2017)	2017	24.6.21	On-going	NALC model standing orders 2017 (updates periodically from CALC)
Financial Regulations (2017)	2017	24.6.21	On-going	NALC model financial regulations 2017 (updates periodically from CALC)
Code of Conduct (2012)	2017	2017	On-going revised 2021	CALC model Code 2017 (currently under review) – new Cornwall Council model
Scheme of Delegation	Not existing	17.5.21	<b>1<sup>st</sup> May 2025</b>	Clerk devised document 2020
Planning 5-day protocol document	Not existing	17.5.21	<b>1<sup>st</sup> May 2025</b>	Clerk devised document 2019
Financial Reserves Policy	1.12.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	Policy rewrite 2020
Financial Risk Assessment	22.11.17	24.6.20	<b>1<sup>st</sup> May 2024</b>	Policy rewrite 2020
Terms of reference Committees	Not existing	17.5.21	<b>1<sup>st</sup> May 2025</b>	Clerk devised document 2019
Advisory Committees	Not existing	17.5.21	<b>1<sup>st</sup> May 2025</b>	Clerk devised document 2020
Expenses Policy	2017	24.6.20	<b>1<sup>st</sup> Jun 2023</b>	New Expenses form devised 2019
Filming & Recording Policy SO.22	Not existing	24.6.21	<b>1<sup>st</sup> May 2025</b>	Policy new 2021
Freedom of Information requests	2018	2018	On-going	
Complaints Policy	30.6.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	CiLCA exam – policy suitable
Complaints procedure	30.6.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	CiLCA exam – policy suitable
Employee Grievance procedure	25.10.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	CiLCA exam – Policy suitable
Employee Disciplinary procedure	25.10.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	CiLCA exam – policy suitable
Persistent Vexatious Complainants Policy	25.10.17	17.5.21	<b>1<sup>st</sup> May 2025</b>	Policy rewrite 2021 Chairman Policy rewrite 2022
Grievance & Disciplinary procedure	1.10.18	22.7.20	<b>1<sup>st</sup> May 2024</b>	Clerk revised document 2020
Training & Development Policy	26.10.17	24.6.20	<b>1<sup>st</sup> May 2024</b>	Clerk revised document 2020
Training, Development & Equal	Not existing	24.6.20	<b>1<sup>st</sup> May 2024</b>	Clerk devised document 2020

opportunities Policy				
Equality Policy	Not existing	22.7.20	1 <sup>st</sup> Jun 2024	Clerk devised document 2020
Lone Working Policy	Not existing	17.5.21	1 <sup>st</sup> May 2025	Clerk devised document 2020
Safeguarding Policy	Not existing	17.5.21	1 <sup>st</sup> May 2025	Clerk devised document 2020
Community Engagement Strategy	25.5.22	25.5.22	1 <sup>st</sup> May 2023	Chairman devised document 2022
Grants & Donations Policy	26.6.19	22.6.22	1 <sup>st</sup> May 2023	Clerk revised document 2019 updated 2022
Bad Debts Policy	Not existing	26.8.20	1 <sup>st</sup> Aug 2024	Clerk devised document 2020
Fraud Policy	Not existing	26.8.20	1 <sup>st</sup> Aug 2024	Clerk devised document 2020
Contract procedure	Not existing	27.7.20	1 <sup>st</sup> May 2024	Clerk devised document 2020
Tendering procedure	2017	27.7.20	1 <sup>st</sup> 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
<b>The following Governance information is updated periodically or completed by the Clerk / RFO</b>				<b>Clerk updates documents or completes returns</b>
General Power of Competence <b>Reaffirmed 25<sup>th</sup> May 2022</b>			1 <sup>st</sup> May 2021 confirmed	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 <sup>st</sup> 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 Review 2025	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 Review 2025	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
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 2022 Confirmed	Appoint internal auditor at the Annual Meeting of Parish Council – Review 2023
Chairman for BFPC	Annual		May 2022 Confirmed	Appoint Chairman at the Annual Meeting of Parish Council – in post until 2023
Vice Chairman for BFPC	Annual		May 2022 confirmed	Appoint Vice Chairman at the Annual Meeting of Parish Council – in post until 2023

**Schedule devised 9<sup>th</sup> November 2020 for Botus Fleming Parish Council**

**Schedule updated 17<sup>th</sup> May 2021 after the Annual Meeting of the Parish Council**

**Schedule revised 25<sup>th</sup> May 2022 after the Annual Meeting of the Parish Council**

**Next Review May 2024**

**Christopher Cook - Parish Clerk & Responsible Financial Officer**