

Langley with Hardley Parish Council

Review of Parish Council Policies and Procedures

Meeting Date: 7 November 2023

Summary:

This report presents the results of the Working Group led by Cllr Baldwin to review and update Parish Council policies and procedures, in accordance with the National Association of Local Councils (NALC) recommendations. The goal of this initiative is to ensure that the Council's policies and procedures align with the specific needs of Langley with Hardley Parish Council, enhancing the Council's effectiveness and compliance with legal requirements. The revised documents aim to reduce the frequency of updates and provide clear guidelines for managing the Parish Council.

Background:

Many of the Council's policies and procedures had not been reviewed since the pandemic, and some policies were out of date by up to 4 years. The working group review of Parish Council policies and procedures was undertaken to improve the efficiency and compliance of our Council with the guidance provided by NALC. The comprehensive review process incorporated past experiences and best practices from similar documentation.

Reviewed Documents:

The following documents have been reviewed and are now ready for approval by the Council:

1. **Co-Option Policy:** Outlining procedures for co-opting new Council members.
2. **Data Protection Policy:** Ensuring the responsible handling of sensitive data.
3. **Equality and Diversity Policy:** Promoting inclusivity and equal opportunities.
4. **Policy on Record Management:** Addressing documentation control issues and presenting a plan for improvement.

5. **Social Media:**

The above documents are attached to this report.

Benefits:

The revision of these policies and procedures is expected to bring substantial benefits to the Parish Council, including:

- Streamlined operations.
- Enhanced compliance with legal regulations.
- Increased control over documentation.
- Improved Council meeting management.
- Reduced need for frequent updates.

Recommendations:

1. Review and approve the revised documents during the upcoming Council meeting on 7 November 2023.
2. Encourage all Councillors to familiarise themselves with the revised policies and procedures to contribute to the effectiveness of the Council.

Conclusion:

The review and updating of Parish Council policies and procedures has been completed to align the Council practices with NALC recommendations and the specific needs of Langley with Hardley Parish Council. The adoption of these revisions is expected to bring about notable benefits, and your input during approval process is essential to achieving this goal.