

Stratfield Mortimer Parish Council

Full Council 12/05/2022

Scheduled Review

Agenda item 22-015 8: To agree the timetable for the scheduled review as per Standing Order 5.j.x.

Background

As per the Standing Orders, under “Ordinary Council Meetings. 5. j. x.” following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

- Agree a scheduled review throughout the year of:
 - arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - arrangements (including legal agreements) with not-for-profit bodies and businesses
 - inventory of land and assets including buildings and office equipment;
 - the Council’s and/or staff subscriptions to other bodies;
 - the Council’s complaints procedure;
 - the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - the Council’s policy for dealing with the press/media.
 - the Council’s employment policies and procedures;
 - the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
 - the delegation arrangements to committees, sub-committees, staff and other local authorities;
 - appropriate standing orders and financial regulations;
 - the Terms of Reference for committees.

To meet this requirement, the following timetable for reviewing policies and documents is proposed:

Arrangements, Policies and Documents	Month/Review Method
Complaints Procedure and Persistent Complainants Procedure	Currently under review
Standing Orders and Financial Regulations	Currently under review
Risk Management Scheme	Currently under review
Subscriptions and contractual arrangements	July/F&GP
Terms of Reference/Delegation to committees, working groups, staff etc.	July/F&GP
FOI and Data Protection	September/F&GP
Library and Willink Leisure Centre contributions	November as part of the budget process.
Press/Media Policy	November/F&GP
Leases and other arrangements.	February/F&GP
Asset Register	Year End/Clerk/F&GP

In addition:

- Employment Policies and Procedures will be reviewed at the next relevant meeting of the Personnel Sub-Committee.
- The Council currently has the General Power of Competence. Eligibility was confirmed at the meeting of the Full Council held on Thursday the 13th of January 2022 and remains in place until the first annual meeting of the Council after the ordinary elections in May 2023.
- Other policies and documents will be managed by F&GP as required.