

Note re proposed changes to policies

Introduction

Further to my note dated 27 May, and the meetings of F&GP and the Community Committee on 28 May, this is where we are with all of the policies, and what is proposed for the Council meeting on 11 June.

With this note is a spreadsheet showing proposals for revised policy ownerships and identifying a review cycle.

Policies agreed by Danielle as Clerk on 28 May

A number of policies have had the logo changed and, in a few cases, the numbering/layout changed without any substantive changes to the wording. These have been agreed by Danielle as Clerk in accordance with Policy Guidance and Glossary:

Asset Valuation Policy

Biodiversity Policy

Communication Policy

Community Award Policy

Community Grant Policy

Complaints Policy

Data Protection and Information Technology Policy

Financial Regulations

Freedom of Information Policy

Investment Strategy

Scheme of Delegation

Policy agreed by Community Committee

In addition, the Community Committee reviewed the Advertising and Fly Posting Policy and agreed a revised version.

Policies to be reviewed by Full Council on 11 June

This leaves (ignoring the four policies we intend to delete by bringing them into another policy as an appendix) five policies.

These are on the Full agenda – compare versions of each will be circulated with this note and the meeting papers.

Within the proposal for the Policy Guidance and Glossary (see below and the spreadsheet) is to change some of the policy ownerships. All of these policies are written as if Council has agreed them, but can easily be re-written if further/different changes are agreed.

Code of Conduct

The F&GP Terms of Reference require a number of policies to be reviewed by F&GP annually and then go to Council if there are any amendments proposed. The Code of Conduct is one of these (last reviewed in June 2025) and since some slight changes are proposed (logo and numbering) it's coming to Full. No substantive changes are proposed.

Fairground Policy

As mentioned in the 27 May note, this was the Fairground Use Policy. It has been restructured to (a) add the reference to the Policy Guidance and Glossary, (b) move some of the text into relevant appendices, and (c) add the existing Tennis Courts Policy as an appendix. It would normally go to Estate Management on 9 July, but we agreed at F&GP to bring it to Full to speed things up.

Personnel Policy

Again, this was detailed in the 27 May note. The proposal is to make it a Core Policy and add in the current Expenses, Health and Safety, and Training and Development Policies as new appendices/protocols.

Policy Guidance and Glossary

The proposal here is to (a) remove versions and dates from the Policy Table so we don't have to keep amending it every time we have a new version, (b) change the ownership of non-Core policies to a committee only (see the draft table and the spreadsheet for details), (c) remove the four policies we are deleting, and (d) move Personnel into Core Policies.

Standing Orders

Following a discussion in F&GP, the proposal is to make the Chairman of Council (or, if absent, the Vice-Chairman) the chairman of any meeting if the Body Chairman is absent (see new para 46). This tends to happen anyway, and just avoids having to pass a resolution each time (not that it is a frequent occurrence).

Graham Bridgman

1 June 2026