

Owmby by Spital Parish Council

Documents and Policies

Parish Councils operate using rules and regulations, defined in the Local Government Act 1972, other Government Acts and Legislation applicable to Councils as Corporate Bodies. This document, lists policies, procedures and documents adopted by Owmby By Spital Parish Council.

Key	Colour
SR – Statutory	RED
AR – Audit Requirement	AMBER
BP – Best Practice	GREEN
Must Retain	PURPLE

Section/Policy/Document	Date Of Adoption/Description/Location	Status	Revision Status/Date	Next Revision Date
<u>BASIC GOVERNANCE</u>				
Standing Orders	The written rules of procedures for the council. Website	AR/BP	11/07/2023 Minute Ref 49/2023	July 2024
Financial Regulations	Govern the financial management of the council. Website	SR ¹	11/07/2023 Minute Ref 49/2023	July 2024
Minute Book	Loose Leaf 'minute book' kept within safe storage	SR ²		Continual Review
Code of Conduct for Elected Members	Council's adopted Code as required by the Localism Act 2011 s27(2) Website	SR ³	10/05/2022 Minute ref	As required.
Committee Structure Policy		BP		
Councillor Vacancy (Co-option Policy)	Procedure for casual vacancies where no election has been called. Website	BP	July 2022	As Required
Councillor Attendance Register	Held by the clerk. Published Annually	BP		Continual Review
Health and Safety Policy	To ensure the safety of anyone working for the council. Website	BP	11/07/2023 Minute Ref 49/2023	Jul 2024
Members' Registers of Interests	A complete set of up to date registers of interest for all current councillors. Held by Clerk. Published on WLDC web site and copy held by Monitoring Officer	SR ⁴		Continual Review
Risk Register		AR		
Safeguarding Policy	To indicate what this council will do to keep children and vulnerable adults safe. Website	SR	May 2023 36/2023	May 2024

¹ Local Government Finance Act 1990, s.50

² Local Government Act 1972, Sch 12, para 41

³ Localism Act 2011

⁴ Localism Act 2011

Statement of Internal Controls	Indication of steps to protect council governance and processes. (IN DRAFT)	BP	19/09/2023 Min Ref 60/2023	Sept 2024
Volunteer Policy	Framework for recruitment and management of volunteers Website	BP	May 2023 36/2023	May 2024
Whistle Blowing Policy	Held by Clerk, published on web site	BP		
<u>OPENNESS AND ACCOUNTABILITY</u>				
Abusive, Persistent or Vexatious Complaints Policy	Held by Clerk, published on web site	BP	36/2023	May 2024
Anti Fraud and Corruption Policy	Held by Clerk, published on web site	BP		
Business Plan	Held by Clerk, published on web site	BP		
Communications Policy	Held by Clerk, published on web site	BP		
Community Engagement Policy	Held by Clerk, published on web site	BP		
Complaints Procedure	Held by Clerk, published on web site	BP		
Confidential Reporting Policy	Held by Clerk, published on web site	BP		
Data Breach Policy	Held by Clerk, published on web site	BP	March 2023	May 2024
Data Protection Policy	Held by Clerk, published on web site	BP	March 2023	May 2024
Subject Access Request	Held by Clerk, published on web site		March 2023	May 2024
Data Retention and Records Management Policy	Held by clerk and Published on Web site.	BP	19/09/2022 Min Ref 60/2023	SEPT 2024
Filming and Recording of Meetings Statement	Held by Clerk, published on web site	BP		
Publication Scheme under the Freedom of Information act 2000	How information can be obtained under the Freedom of Information Act 2000 (IN DRAFT)	SR ⁵	19/09/2023 Min Ref 60/2023	SEPT 2024
Risk Management Policy	How the Council will identify, quantify, manage, assess and review risks. Website	BP	May 2023 36/2023	May 2024
Social Media Policy	Guidance for using Social Media Website	BP	May 2023 36/2023	May 2024
<u>BURIAL AUTHORITY</u>				
Burial Ground Management Regulations	Rules for the council and clients. Website	SR	14/03/2023	May 2024
List of Cemetery Charges	Website	SR ⁶	May 2023 36/2023	May 2024
Map of Graves/Cemetery	Stored in Owmbly church safe	SR ⁷	Ongoing	

⁵ Freedom of Information Act 2000, s.20

⁶ Local Authorities' Cemeteries Order 1977, part 15(3)

⁷ Local Authorities' Cemeteries Order 1977, s.8

Record of Exclusive Rights of Burial	Information retained electronically and stored in Owmbury church safe	SR ⁸	Ongoing	
Register of Burials	Stored in Owmbury church safe	SR ⁹	Ongoing	
Register of Graves	Stored in Owmbury church safe	SR ¹⁰	Ongoing	
<u>Employment and Personnel</u>				
Job Description	Held by clerk, issued to employees	SR	June 2021 Minute Ref 78/2021	As required
Person Specification	Held by clerk, issued to employees	BP	June 2021 Minute Ref 78/2021	As required
Written Statement of Particulars (Contract of Employment)	Held by clerk, issued to employees	SR ¹¹		
Holiday Records	Held by clerk and Personnel committee	BP		
Recruitment Policy	Held by clerk and Personnel committee	BP		
Employee Sickness Absence Reporting Form	Held by clerk and Personnel committee	AR		
Dignity at Work Policy	Reflection of how to treat members and staff. Website	BP	11/07/2023 Minute Ref 49/2023	July 2024
Disciplinary and Grievance Policy	Procedures to follow. Website	BP	11/07/2023 Minute Ref 49/2023	July 2024
Equality Policy	Equal Ops statement Website	BP	11/07/2023 Minute Ref 49/2023	July 2024
Information and Communication (ICT) Policy	Held by clerk and Published on Web site. Issued to all staff, members and volunteers	BP		
Maternity Policy	Held by clerk and Published on Web site. Issued to individual staff members as required	SR ¹²		
Paternity Policy	Held by clerk and Published on Web site. Issued to individual staff members as required	SR ¹³		
Pensions Policy	Held by clerk and Published on Web site. Issued to all staff	AR		
Personnel Committee ToR	Operating requirements Website	BP	11/07/2023 Minute Ref 49/2023	July 2024
Sickness Absence Policy	Held by clerk and Published on Web site. Issued to all staff	BP		

⁸ Local Authorities' Cemeteries Order 1977, Sch 2 pt. II

⁹ Local Authorities' Cemeteries Order 1977, s.8

¹⁰ Local Authorities' Cemeteries Order 1977, s.8

¹¹ Employment Rights Act 1996, pt. 1, s.1

¹² Maternity and Parental Leave Regulations 1999, SI 1999/3312

¹³ Maternity and Parental Leave Regulations 1999, SI 1999/3312

Training Policy (staff & councillor)	Held by clerk and Published on Web site. Issued to all staff	BP		
ENVIRONMENT				
Emergency Plan	Held by clerk and Published on Web site.	BP		
Environmental Policy	Held by clerk and Published on Web site.	BP		
FINANCIAL				
Accounts	Held in Excel by the clerk	SR ¹⁴		Ongoing
Asset Register	Held by clerk and published on web site	AR	31/03/2023	March 2024
Bank Statements	Held by clerk	AR		Ongoing
Cheque Books	Held by clerk	AR		Ongoing
Paying in Books	Held by clerk	AR		Ongoing
Invoices and Receipts	Held by clerk	AR		Ongoing
Insurance Documents/certificate of Employers Liability	Held by clerk	AR		Ongoing
Quotations and Tenders	Held by clerk	AR		
Record of Grants Made		AR\BP		
Reserves Policy	Held by clerk, published on web site	BP		
VAT Reclaim Record	Held by clerk	AR		
COMMUNITY PARK				
Record of Play Equipment Inspections	Held by clerk	BP		
Record of contractors insurance, including liability insurance	Held by clerk	SR/BP		
Terms of Reference for CPC	Rules for the committee. website	BP	May 2023 36/2023	May 2024

¹⁴ Accounts and Audit Regulations 2015, SI 2015/234

