**SNETTISHAM PARISH COUNCIL**

**POLICIES AND PROCEDURES**

**RECORD OF ADOPTION, REVIEW ETC.**

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Adopted/Review | Reviewed | Next Review |
| **GENERAL:** |  |  |  |
| STANDING ORDERS | 5th October 2016 | 2nd May 2018 (am) | Needs new version |
| COMPLAINTS | 4th March 2015 | 2/5/18 | 15/5/19 |
| EMAIL | 1st May 2013 | 2nd May 2018 (susp) | Needs new version |
| EQUAL OPPORTUNITIES | 2nd May 2014 | 2/5/18 | 15/5/19 |
| CONTRACT – GENERAL | 1st April 2015 | 2/5/18 | 15/5/19 |
| RIGHTS AT COMMON | 1st March 2017 | 2/5/18 | 15/5/19 |
| FREEDOM OF INFORMATION | 3rd May 2017 | 2/5/18 | 15/5/19 |
| PRESS | 3rd May 2017 | 2/5/18 | 15/5/19 |
| FLAG | 5th July 2017 | 4th April 2018 | 15/5/19 |
| ACTION PLAN | 6th December 2017 |  | Bef 6/12/18 |
| RISK MANAGEMENT | 6th December 2017 |  | Bef 6/12/18 |
|  |  |  |  |
| **FINANCE:** |  |  |  |
| FINANCIAL REGULATIONS | 2nd July 2014 | 2nd May 2018 (am) | Needs revision |
| DONATIONS POLICY | 2nd July 2014 | 2/5/18 | 15/5/19 |
|  |  |  |  |
| **SUPPORT GROUPS ETC.** |  |  |  |
| STREET LIGHTING WG | 1st October 2014 | Disbanded 2/5/18 |  |
| PLANNING COMMENTS | 6th September 2017 |  | Bef 6/9/18 |
|  |  |  |  |
| **EMPLOYEES:** |  |  |  |
| DISCIPLINARY PROCEDURE | 1st February 2012 | 2/5/18 | 15/5/19 |
| PENSION (SR85) | 6th August 2014 | n/a | n/a |
| GRIEVANCE | 6th December 2017 |  | Bef 6/12/18 |
|  |  |  |  |
| **COUNCILLORS:** |  |  |  |
| CODE OF CONDUCT | 4th July 2018 | n/a | In line with BCKLWN |

(am) indicates amended

UPDATED – 16 July 2018

GROUPS NEEDED UNDER POLICIES

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Members | Quorum | Notes |
| Full Council | 13 max | 5 |  |
| Finance Committee | 13 max | 5 | Equals Full Council |
| Personnel Group | 3 | 3 | Chair plus two - precedent |
| Amenities Group | All cllrs | 3 (or 1/3) |  |
| Governance Group | All cllrs | 3 (or 1/3) |  |
| Planning Group | All cllrs | 3 (or 1/3) |  |
| Project Development | All Cllrs | 3 (or 1/3) |  |
| Grievance Panel | 5 |  | Standing or ad hoc |
| Disciplinary Panel | Not spec |  | Standing or ad hoc |