

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 14 APRIL 2020

REPORT BY : POLICY COMMITTEE

SUBJECT : ANNUAL REVIEW OF CURRENT POLICIES AND PROCEDURES

1. SUMMARY

- 1.1 The Council is required to conduct a review, at least once a year, of its Policies and Procedures
- 1.2 Although it is appropriate for the Policy Committee to carry out the review, a full meeting of the Council should receive and consider the recommendations of the Policy Committee
- 1.3 Details of the review are given for members' consideration

2. RECOMMENDATIONS

- 2.1 It is recommended that;
 - 2.1.1 The confirmations and amendments below are ratified by the Council

3 P1. Standing Orders

- 3.1 No amendments required

4 P2. Financial Regulations

- 4.1 Minor changes at the request of OVW (a) Restriction added to 11.1a. ii and (b) Update to limits under Public Contract Regulations – footnote to regulation 11.1.b and (c) minor change to heading Regulation 12

5 P3. Freedom of Information

- 5.1 Time allocation for Public Representation to be increased from 10 minutes to 15 minutes – to be consistent with Standing Orders 3.F

6 P4. LCC Publications

6.1 No amendments required

7 P5. Risk Management

7.1 No amendments required

7.2 Risk Register – under Assets section, there is reference to testing the insurance market in 2016. This now needs to be updated to 2019

8 P6. Administration and Policy Development

8.1 Sect. 10 needs to be updated to show that Cardiff Council has reviewed its 2006-2026 LDP and is now in the process of producing a replacement for 2020-2035

8.2 Reference to review dates of other LCC Policies needs to be updated

9 P7. Good Governance

9.1 Last line to be removed (duplication of review dates)

10 P8. Ten Year Strategy

10.1 No amendments required

11 P9. Complaints Procedure

11.1 No Amendments required

12 P10. Social Media

12.1 Delete reference to Whistle Blower Policy in sect 7.5

13 P11. Equal Opportunities

13.1 No amendments required

14 P12. Welsh Language

14.1 No amendments required

15 P13. Unacceptable behaviour

15.1 Last line to be removed (duplication of review dates)

16 P14. Retention of documents

16.1 No amendments required

- 17 **P15. Fire Risk**
- 17.1 Last line to be removed (duplication of review dates)
- 18 **P16. Local Government Model Code of Conduct**
- 18.1 No amendments required
- 19 **P17. Internal procedure for VAT**
- 19.1 No amendments required
- 20 **P18. General Privacy Notice (GDPR)**
- 20.1 No amendments required
- 21 **P19. Website Privacy Notice**
- 20.1 No amendments required
- 22 **P20. Pension Discretions**
- 22.1 No amendments required