

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 26 APRIL 2021

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 No amendments required

5 P3. Freedom of Information

- 5.1 No amendments required

6 P4. LCC Publications

- 6.1
 - To amend "Please note that the fee payable for hard copies will be in accordance with the photocopying charges as displayed in the Old School Community Library" to "Please note that the fee payable for hard copies will be in accordance with the photocopying charges as

displayed in the Old School Community Library but the lowest cost option available will be used”

- LCA membership fee to be changed from £8 to £10

7 P5. Risk Management

7.1 No amendments required to Risk Management Plan

- 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
 - Risk Register – under Theft of equipment etc section, to delete “Alarm on Cabin has been replaced by LOSCC trustees”

The Policy Committee recommends that the Risk Register will need to be further reviewed ahead of the reopening of Lisvane Old School Community Centre in February 2022

8 P6. Administration and Policy Development

8.1 To delete “in the entrance hall of the Cabin” in point 7

9 P7. Good Governance

9.1 No amendments required

10 P8. Ten Year Strategy

10.1 To amend

- heading from “Strategy 2011-21” to “Strategy 2021-31”
- replace last paragraph of section 10 to “The new Lisvane Old School Community Centre will open in February 2022 and a further review of this facility may be required to address the expansion of the services it will offer”

11 P9. Complaints Procedure

11.1 No Amendments required

12 P10. Social Media

12.1 Replace 6.12 with “Personal contact details are published on the community website only where permission has been given”

13 P11. Equal Opportunities

13.1 No amendments required

14 P12. Welsh Language

- 14.1 New paragraph to be included after “signage” to read “**Website** – translation from English to Welsh of the community website is available but this facility does not include the translation of documents/attachments (for which the **Printed Material for the Public** section above applies). LCC is not responsible for the accuracy of the website translation”

15 **P13. Unacceptable behaviour**

- 15.1 No amendments required

16 **P14. Retention of documents**

- 16.1 No amendments required

17 **P15. Fire Risk**

- 17.1 No amendments required (although a further review will be needed when the Lisvane Old School Community Centre is re-opened in February 2022)

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 Heading to be amended from “PRIVACY NOTICE” to “COMMUNITY WEBSITE PRIVACY NOTICE”

22 **P20. Pension Discretions**

- 22.1 No amendments required

23 **P21. Biodiversity Plan**

- 23.1 To remove watermark and amend “3 LCC Trustees” to “3 LCC appointed LOSCC Trustees”

Website Note

Minutes of the April 2021 LCC meeting confirm that the community website is

unlikely to be vulnerable to any cyber attack due to the nature of the information stored on it and the Policy Committee recommends observance of the Eyelid Cyber Security Toolkit as best practice.