

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 21 APRIL 2022

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 "Staff – Lisvane Community Council employ a part time Clerk" to "Staff – Lisvane Community Council employs a part time Clerk and a part time Admin Officer"

7 P5. Risk Management

7.1 No amendments required to Risk Management Plan

- 7.2
- Risk Register – under Assets section to amend “Night Security lighting is in place” to “Night Security lighting is in place together with CCTV and a Security Alarm System”
 - Risk Register – under Finance section, “Inadequate budgeting process” rating to be amended from Medium to Low Likelihood
 - Risk Register – under Employer Liability section to amend “The Clerk has good links with other Clerks and records are kept up to date, so it would be possible to get a Clerk to cover any long term absence” to “The Clerk has good links with other Clerks and records are kept up to date, so it would be possible to get a Clerk to cover any long term absence in addition to support that the Admin Officer should be able to provide”

8 **P6. Administration and Policy Development**

- 8.1
- Sect. 2 to be amended from “A full set of Policy Documents will be available in the Cabin Library during normal opening hours” to “A full set of Policy Documents is available on the community website”
 - Sect. 12 to be amended from “A policy for the Old School Site was agreed by the Old School Management Committee and will be reviewed by the Old School Community Centre” to “A Health and Safety Manual for LOSCC has been agreed by the Trustees and is available for inspection”
 - Sect.20 to be amended to include details of LOSCC Lease and all Underleases

9 **P7. Good Governance**

9.1 No amendments required

10 **P8. Ten Year Strategy**

- 10.1
- Sect. 2 to be amended from “The Community Council will work with the County Councillor” to “The Community Council will work with the County Councillors”
 - Sect. 10 to be amended from “will endeavour to lobby via County Councillor David Walker” to “will endeavour to lobby via County Councillors”

11 **P9. Complaints Procedure**

11.1 No Amendments required

12 **P10. Social Media**

12.1 No Amendments required

13 **P11. Equal Opportunities**

13.1 No amendments required

14 **P12. Welsh Language**

- 14.1
 - To amend **Telephone Communications** – from “Lisvane Community Council only employs a part-time Clerk who would be unable to deal with complex telephone enquires in the medium of Welsh. Callers will be invited to write to the Council in their chosen language or continue with the call in English” to “Lisvane Community Council employs a part-time Administrative Officer who would be able to deal with general calls in the medium of Welsh. If the caller wishes to discuss complex issues beyond the expertise and experience of the Administrative Officer, the caller will be referred to the part-time Clerk, and the telephone conversation would continue in English. Alternatively, callers will be invited to write to the Council in their chosen language.
 - To amend **Signage** – from “All new information signs or those replacing existing signs which are the sole responsibility of the Community Council will be provided bilingually” to “All new information signs or those replacing existing signs which are the sole responsibility of the Community Council will be provided bilingually, with the Welsh language text positioned so that it is likely to be read first”
 - To amend **Implementing and Monitoring of the Scheme** from “At the date of implementation of this scheme the Council do not have any Members or Staff who are fluent Welsh speakers. To date this has not impeded the Council in conveying information to residents. Where business of the Council is required to be undertaken through the medium of Welsh the Clerk will make the required arrangements” to “Lisvane Community Council employs a part-time Administrative Officer who is a fluent Welsh speaker. Where business of the Council is required to be undertaken through the medium of Welsh and the business involves complex issues beyond the expertise and experience of the Welsh-speaking staff member, the Clerk will make the required arrangements”

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 other than LCC to periodically check that the risk assessments, which are the responsibility of LOSCC, are up to date

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

23 **P21. Biodiversity Plan**

- 23.1
- Top section to amend from “a planned re-development of the site” to “the completed development”
 - Restore & create habitats section to amend from “Encourage LOSCC to promote environmentally friendly improvements to its re-development of Lisvane Old School eg SuDS” to “continue to encourage LOSCC to promote environmentally friendly improvements”
 - Restore & create habitats section to amend from “Encourage LOSCC to consider installing bat/bird boxes and also incorporate shrubs, trees and wildflowers where possible” to “Encourage LOSCC to incorporate shrubs, trees and wildflowers where possible and to build on the success of the swift bird box installations”
 - Raise awareness of biodiversity & its importance section to include “LCC will be sympathetic to requests for grants received relating to ecological assets”