

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 20 APRIL 2023

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 (updated version is expected to be issued by OVW)

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 class 3 section from "Re-development of old school" to "Consolidate use of Lisvane Old School Community Centre"

7 P5. Risk Management

- 7.1 No amendments required to Risk Management Plan
- 7.2
 - In Risk Management Register (Assets) section delete “When complete, the new building is less likely to require as much maintenance”

8 **P6. Administration and Policy Development**

- 8.1 No amendments required

9 **P7. Good Governance**

- 9.1 No amendments required

10 **P8. Ten Year Strategy**

- 10.1 To add at the end of the paragraph for Encourage Partnership/Sponsorship Approach and Funding “To improve community cohesion, the Community Council will continue to have representation on the Village Plan team and LOSCC”.

To add the following sentence at the end of the first paragraph in the employment section “We also support local businesses via their inclusion on the community website and in the Information Booklet”.

To amend Public Service section from “The Community Council will continue to develop plans for an open access Community Centre which will accommodate a one stop facility for residents from which they can access a range of services and advice.” to “The Community Council will continue to encourage the LOSCC Trustees to support a wide range of activities at the community centre with particular focus on:

- Wellbeing and loneliness
- Activities for young and old
- Cultural groups
- Broadening the services provided by the Library”

To add the following after the first sentence in the recreational facilities section “The Community Council will try to ensure that existing facilities are well maintained by reference to their providers”.

To amend Major Developments section from “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.” to “The new Lisvane Old School Community Centre opened in February 2022 and an ongoing 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 No amendments required

13 **P11. Equal Opportunities**

13.1 No amendments required

14 **P12. Welsh Language**

- 14.1 • To amend Telephone Communications section from “Lisvane Community Council only employs a part-time Admin 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 Admin 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 “Lisvane Community Council employs a part-time Clerk and part time Admin Officer who would be unable to deal with 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.”

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 To amend “Periodic Risk Assessments are undertaken on the Old School site and an Assessment undertaken at least once a year.” To “Periodic Risk Assessments are undertaken on the Old School site and an Assessment undertaken at least once a year by LOSCC Trustees who are responsible for the Fire Management System”

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 No Amendments required