

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 1 MAY 2025

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 No amendments required

7 P5. Risk Management

- 7.1 No amendments required to the Risk Management Plan

7.2 No amendments required to the Risk Management Register

8 **P6. Administration and Policy Development**

- 8.1
- To amend section 8 Village Plan from “currently being reviewed” to “constantly being reviewed by the Village Plan Team”

9 **P7. Good Governance**

9.1 No amendments required

10 **P8. Ten Year Strategy**

- 10.1
- To amend section 6 Recreational Facilities to add “to monitor the new housing developments and help ensure that the promised facilities are actually provided”
 - To amend section 8 Increase the awareness of Lisvane from “Individual events, such as the Lisvane Festival will be supported” to “Individual events, such as the Lisvane Festival and the Bookfest will be supported”

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 delete “Lisvane Community Council employs a part-time Admin 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

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 – Three year Report to be published by 31 Dec 2025

24 **P22. Training Plan**

24.1 To be approved at May 2025 Council meeting

25 **P23. Whistleblowing**

25.1 New Policy to be approved at May 2025 Council meeting