

LISVANE COMMUNITY COUNCIL

NON CONFIDENTIAL

COMMITTEE : POLICY

DATE : 16 APRIL 2026

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
 - To amend sect. 5.8 and sect. 5.9 so that three quotes are needed over £5,000 instead of £3,000

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
 - In the Register under “Assets” (Insurance) to amend from “Market was tested in 2019” to “Annual insurance premium is under regular review”
- 8 **P6. Administration and Policy Development**
- 8.1
 - To amend sect. 2. “Standing Orders and Financial Regulations – Were adopted by Council at its meeting in May 2014 (Standing Orders) and July 2016 (Financial Regulations)” by adding “and are subject to annual review”
 - To amend sect. 20. “Western Power” to be amended to “National Grid”
- 9 **P7. Good Governance**
- 9.1 No amendments required
- 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 No amendments required
- 13 **P11. Equal Opportunities**
- 13.1 No amendments required
- 14 **P12. Welsh Language**
- 14.1 No amendments required
- 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
 - To amend “how we use sensitive personal data” section. The words “in order to comply with legal requirements and obligations to third parties” to be included in the earlier sentence “We may process sensitive personal data including, as appropriate”
 - The subsequent two points below to become bullet points

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
 - Amend the words “The Plan will be published on the LCC website no later than 31 December 2019” to “The Plan was published on the LCC website before 31 December 2019”
 - Reference to S6 duty and Plan to clarify that S6 refers to “Section 6 (Biodiversity and resilience of ecosystems duty) of the Environment (Wales) Act 2016”

24 **P22. Training Plan**

24.1 Updated version to be approved at May 2026 Council meeting

25 **P23. Whistleblowing**

25.1 No amendments required