



Andover Town Council

To **approve** a schedule to review policies, procedures and practices:

Item
No.
29

Produced for: Full Council

By: Town Clerk.

Date of Report: 10 May 2023

The Town Council have many policies that have been written over the years but are now out of date.

After the Annual Meeting the Town Clerk will begin the review of [all policies and procedures](#) and ensure they reference each other where appropriate.

It is known that there are duplicate policies, cross overs between policies, and policies which should be revoked. This will be addressed in due course.

It is intended that draft revised policies will be presented at either of the below:

1. Full Council meetings (dates as below) after review by the Policies Working Group.
Or
2. Policies and Resources Committees for delegated approval where the policies are not financially related.
(this will take longer than with the WG only, so the dates below may not be met.)
Or
3. Policies and Resources committees and then the following full Council meeting if Councillors are not minded to delegate to P&R committee. (This method will take the longest and it may take 18 months to get through the full list.)

COUNCILLORS TO REVIEW THE SCHEDULE AND ADVISE IF IT SHOULD BE CHANGED.

May 2023

Beekeeping **

[Code of Conduct](#)

[Standing Orders](#)

** = not yet uploaded to the website.

June 2023

Appraisals **

[Employee / Councillor protocol](#)

[Financial Reserves](#)

[Grants Policy](#)

July 2023

[Anti Fraud and Corruption](#)

Communications & Involvement Strategy **

[Complaints Procedure & Policy](#)

[Dignity at Work](#)

[Disciplinary](#)

[Equality](#)

[Expenses](#)

[Freedom of Information](#)
Grants Procedure **
[Health and Safety](#)
Lawful basis (x6) GDPR **
[Media](#)
[Allotment out of Hours](#)
[Planning](#)
Dealing with the Press **
[Publication](#)
Social Media **

Sept 2023

[Capability](#)
[Chicken Keeping](#)
Councillor Privacy **
[Data Protection](#)
[Grievance](#)
Information **
[Protocol](#)
[Recording meetings](#)
[Safeguarding](#)
[Sickness and Absence](#)
Staff Privacy (and procedures) **
Town Council Privacy **
TVBC Protocol **
[Website Accessibilitiy](#)
[Whistleblowing](#)

Oct 2023

Allotments Privacy **
[Business Plan](#)
[Defibrillator](#)
GDPR Compliance Checklist **
[Office and Customer](#)
[Pension](#)
[Privacy & Cookie Policy](#)

Nov 2023

[Civic Protocol](#)

Dec 2023

Equality & Diversity **
[Flexible Working](#)
[Maternity Leave and Pay](#)
[Office Policy](#)
[Parental Leave](#)
[Pay](#)

Jan 2024

[Allotments Rules and Regulations](#)

Feb 2024

[Financial Risk Assessment](#)
Financial Regulations **
Risk Management Scheme **

Mar 2024

[Privacy Statement](#)