

Appendix 1.

Introduction: The clerk has provided all accessible policies. It is believed that these compose the entirety of that are presently current.

These policies make reference to a number of others. These do not appear to exist.

Existing policies:

The existing policies do not all list an acceptance date. All but 3 do not contain a review date. The 3 review dates are all 24/2/22.

Two policies contain contact information which details the previous clerk.

Policy	Accepted	Review	Required immediate changes
Communications Policy	??	None	
FOI	29/04/2021	None	Contact Details
Grant Policy	28/08/2019	None	Change of Address
Health and Safety	25/03/2021	None	
Terms of Reference HR	25/02/2021	24/02/2022	
Management Risk Assessment	25/02/2021	24/02/2022	
Model Standing Orders	??	None	
Training and Development Policy	25/02/2021	24/02/2022	
Code of Conduct	28/10/2020	None	
Environment Policy	25/03/2021	None	
Equality, Diversity and Inclusion policy	30/09/2020	None	

Recommendations for existing policies:

1. Recommend to full council meeting on 26.1.23 that:
 - a. Contact details are updated as appropriate
 - b. That all policies are accepted with a date of 26.1.23
 - c. That all policies have a “review before date” added of 27.7.23

Absent Policies:

Given the recommendations which will see the policies above reviewed it is detailed that these will introduce any policies listed therein at the time of further review.

The following list however contains policies which are fundamental to the successful running of the council going forward.

Policy	Template
Grievance Policy	https://www.walc.org.uk/component/edocman/1015-ltn22-template-2
Complaints Policy	https://www.walc.org.uk/component/edocman/1687-complaints-procedure-template
Review and Evaluation	https://www.walc.org.uk/component/edocman/1876-appraisal-policy
Disciplinary	https://www.walc.org.uk/component/edocman/1014-ltn22-template

Dignity at Work Policy	https://www.walc.org.uk/component/edocman/1812-dignity-at-work-policy
Vexatious Complaints Policy	https://www.walc.org.uk/component/edocman/1335-vexatious-complaints-policy-example-bilbrookpc
Induction and Probation	https://www.walc.org.uk/component/edocman/307-unit13

These policies are not however completely suited to the operation of WOPC and will need to be reviewed and amended at the first available opportunity.

The attached sheet (Appendix 1 Cont'd) contains a list of queries that will allow the policies to be forwarded to the Full Council on 26.01.23

Recommendations:

1. All the above policies are recommended for adoption at full council on 26.01.23
2. That all policies should include a "review before date" of 27.04.23
3. That all policies in this list are reviewed at earliest possible date.

Future policy adoption:

Policies which do not require immediate consideration are to be considered on agenda item S23/07

Cllr Steve Stuart
16.01.23