

**Date:** 06 July 2023

**Title:** Report Item 9 – Reviewing Council Policies

**By:** S Adeniji (Parish Clerk)

**Purpose:** To consider report 10 outlining a programme for reviewing council policies

**Recommendations:**

- 1. To consider and adopt the policy spreadsheet to keep track of policies and the various review dates**
- 2. To consider and agree on a review frequency for each policy.**
- 3. To consider and agree on the next review date for each policy.**

---

1. The parish council has a full suite of policies governing its operations and ensuring complete transparency and openness about these processes.
2. A policy spreadsheet has been created to keep track of the policies and the various review dates. The policy spreadsheet will be reviewed annually at a meeting of the Full Council. The policy spreadsheet can be found in ANNEX A.
3. A future review frequency is assigned to each policy. Members are being asked to consider and agree on a review frequency for each policy. There may be times when this frequency is deviated from (such as legislation change causing an earlier review of a policy) but the frequency will provide a useful guide.
4. Each policy has been assigned a review date. Members are being asked to consider and agree on a review date for each policy.
5. There are some policies where a specific review date has not been identified, these are policies that are either in the process of being re-written, updated or yet to be written and finalized.