



TODMORDEN TOWN COUNCIL

REPORT TO THE EMERGENCY COMMITTEE

REPORT AUTHOR	Colin Hill – Town Clerk and Responsible Financial Officer
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Date	3rd June 2020
SUBJECT	Procedural Policies for Adoption

PURPOSE:

1. To advise Members that as part of ongoing policy development work, several gaps in provision of procedural policies have been identified.
2. To present to Members several Policies for adoption that relate mainly to procedural issues: -
 - Appendix 1 Complaints Policy and Procedure
 - Appendix 2 Freedom of Information
 - Appendix 3 Freedom of Information- Vexatious Requests
 - Appendix 4 Media
 - Appendix 5 Recording of Meetings
 - Appendix 6 Rules for Public meeting (face to face)
 - Appendix 7 Rules for Public meeting (remote/virtual)
 - Appendix 8 Social Media and Web Site
3. To advise Members that apart from the Rules for Public meeting (remote/virtual), and Social Media and Web Site Policies, all others are documents are held by Yorkshire Local Council Association as standard documents, and are available to be adopted by Town Councils
4. To advise Members that the Rules for Public meeting (remote/virtual) is one that has been refined to reflect Covid 19 restrictions and the move to holding virtual meetings, and the Social Media and Web Site Policy refined to include the Web Site and Members involvement in Social Media.

BACKGROUND:

5. Members are aware from previous reports that as part of our continuing improvement in governance, further policy work is required. Whilst mainly in the HR area, there are also several gaps in procedural, type policies and some of these are addressed in this report.

6. As progress continues it is likely that further Policies will be identified and will be brought for adoption as part of an ongoing project.

FINANCIAL IMPLICATIONS:

7. Whilst there are none directly arising from this report, it is good practice to have a suite of such policies in place that help defend any potential legal challenge to Town Council process.

RECOMMENDATION:

8. That Members of the Emergency Committee review the Policies before them.
9. That if in agreement Members of the Emergency Committee resolve to adopt these en bloc:-

Complaints Policy and Procedure
Freedom of Information
Freedom of Information- Vexatious Requests
Media
Recording of Meetings
Rules for Public meeting (face to face)
Rules for Public meeting (remote/virtual)
Social Media and Web Site

REASON FOR RECOMMENDATION:

10. To provide Members with the opportunity to consider these policies
11. Formal approval is required to adopt these Policies.

SUMMARY OF KEY POINTS:

12. Adopting these Policies help improve Town Council Governance

POLICY IMPLICATIONS:

13. New Policies will be adopted arising out of this report.

DETAILS OF CONSULTATION:

14. None

SUPPORTING PAPERS:

- Appendix 1 Complaints Policy and Procedure
- Appendix 2 Freedom of Information
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