



## **TODMORDEN TOWN COUNCIL**

### **REPORT TO THE EMERGENCY COMMITTEE**

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<b>Date</b>	<b>6<sup>th</sup> May 2020</b>
<b>SUBJECT</b>	<b>Policy Development</b>

#### **PURPOSE:**

1. To inform Members that in continuing to ensure Todmorden Town Council adopts good governance arrangements, a desktop review has identified a number of gaps in Policy provision that need to be addressed – see Appendix 1.
2. Members will be aware that focus has recently been on ensuring Financial and Corporate Risk Management Polices have been in place in time for the year end Internal Audit. The next Internal Audit visit is scheduled for October 2020, at which stage it is anticipated that non – financial policies will be considered by the Internal Auditor as part of ongoing Governance review.
3. To inform Members that the extent of Policy work required is extensive, but felt to be deliverable by the Town Clerk over the next six month period.

#### **BACKGROUND:**

4. Current non-financial policy provision is not up to the required standard expected of Todmorden Town Council, and where found to be in place, has not been updated for some considerable time.
5. Lack of Policies in some key areas of staffing related issues places the Town Council at risk in terms of managing employees. The recent appointment of external Human Resource providers will enable these areas to be addressed relatively quickly, with up to date staffing policies available shortly to tailor to Todmorden Town Council requirements
6. Other areas of Policy development will be required in respect of Health and Safety, Governance and operational delivery.
7. Presenting policies for approval will be channelled through Staffing Committee for HR related matters and Resources Committee for all others, before then being considered by Council for adoption.

8. Future Development of the Web Site will enable these to be published with greater ease.

**FINANCIAL IMPLICATIONS:**

9. None arising from this report.

**RECOMMENDATION:**

10. That Members of the Emergency Committee note the position with regard to Policy provision.
11. That Members of the Emergency Committee accept the proposed timetable for completion of outstanding Policy work as outlined in Appendix 1.

**REASON FOR RECOMMENDATION:**

12. To bring to the attention of Members the current position now with regard to Policy provision.

**SUMMARY OF KEY POINTS:**

13. Policy work in the last six months has been focussed on Financial and Corporate Risk Management in anticipation of our move into “Intermediate” status of a small authority, bringing with it, greater expectation of financial control and risk management.
14. Further work to improve overall Governance now relates to the underlying Policy Framework through which we practically operate.
15. The extent of work required needs planning forward to not only undertake the work itself, but programme in to the Committee structure and timetable, in order to achieve completion by October 2020.

**POLICY IMPLICATIONS:**

16. The extent of Policy provision will be extensive

**DETAILS OF CONSULTATION:**

17. None

**SUPPORTING PAPERS:**

- Appendix 1 – Proposed Policies and delivery structure and timetable

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill