

Full Council – 20th September 2023 - Item 10 Appendix 2

Brief for appointment of professional advice for Todmorden Support (Formerly Todmorden Emergency Support)

Todmorden Town Council are seeking Professional Services for advice on Todmorden Emergency Support/Tod Support including Todmorden War Memorial Fund and Abraham Ormerod Charity.

This includes and is not limited to:-

- A review of the governing documents (Deed of Trust x 2 and a last will and testament) and simple interpretation of important points.
- Review of the policies and procedures including ;- Data Protection and Privacy policy
Governance document
Data retention
Complaints Policy
Health & Safety Policy
Safe Guarding Policy
Code of Conduct
- Consideration what other policies/procedures/documents the organisation should have for best practice.