

**Desborough Town Council**  
**COUNCIL POLICIES, TERMS OF REFERENCE, RISK ASSESSMENTS**

The Council has a number of policies and procedures etc. and it is important not only that they exist but that they are kept up to date. The list of documents is comprehensive but will be added to throughout the year.

No.	Policy (link to current policy)	Adopted	Brief summary of changes proposed (link to <b>draft</b> version)
	<b><u>Constitutional Documents</u></b>		
01	<a href="#">Standing Orders</a>	18/10/18	<a href="#">Insertion of the word "relevant" to comply with the Localism Act 2011. General Power of Competence. SO 2.3.3.</a>
02	<a href="#">Financial Regulations</a>	21/03/19	<a href="#">Procurement (4.12.)</a>
03	<a href="#">Members' Code of Conduct</a>	16/02/17	None
04	<a href="#">Scheme of Delegation</a>	18/10/18	<a href="#">Incorporation of in-year changes</a>
	<b><u>Financial Policies and Procedures</u></b>		
05	<a href="#">Treasury Management Strategy and Reserves Policy</a>		<a href="#">Update</a>
06	<a href="#">Internal Controls Procedures</a>	21/02/19	None
07	<a href="#">Governance Risk Assessment</a>	21/02/19	None
08	<a href="#">Other Risks Risk Assessment</a>	21/03/19	None
09	<a href="#">Expenses and Travel Policy</a>	15/11/18	<a href="#">Updating amounts</a>
	<b><u>Other Policies and Procedures</u></b>		
10	<a href="#">Community Grant Awarding Policy</a>	18/10/18	<a href="#">Powers and Acknowledgement of grants</a>
11	<a href="#">Honoured Citizen Award Policy</a>	20/09/18	None
12	<a href="#">Your right to speak at Council meetings form</a>	18/10/18	None
13	<a href="#">Freedom of Information Publication Scheme</a>	15/11/18	None
14	<a href="#">Subject Access Request Procedure</a>	06/03/18	None
15	<a href="#">Complaints Policy and Procedure</a>	06/03/18	<a href="#">Minor amendments for consistency</a>
	<b><u>Operational Procedures</u></b>		
16	<a href="#">Safeguarding Is Everyone's Responsibility Policy</a>	15/11/18	None
17	<a href="#">Planning and Licensing Policy</a>	18/10/18	None
18	<a href="#">Records Retention Policy</a>	20/02/18	<a href="#">Amended retention times and records.</a>
19	<a href="#">Equal Opportunities Statement</a>	16/02/17	None, to be updated during 2019
20	<a href="#">Casual Vacancies and Co-Options Policy and Procedure</a>	20/12/18	<a href="#">Minor changes in the light of experience</a>
21	<a href="#">Social Media Policy</a>	18/04/19	None
22	<a href="#">Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures</a>	18/04/19	None

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23	<a href="#">Meetings with Developers Policy and Procedure</a>	18/04/19	None
24	Whistleblowing Policy		New policy, future meeting
	<b>Staffing Policies</b>		
25	<a href="#">Grievance Procedures</a>	16/02/17	None, to be updated during 2019
26	<a href="#">Disciplinary Procedure</a>	16/02/17	None, to be updated during 2019
27	<a href="#">Employer Pensions Discretions Policy</a>	15/11/18	<a href="#">Technical changes recommended by LGPS</a>
	<b>Website and Data Protection Policies</b>		
28	<a href="#">Website Policy</a>	16/02/17	<a href="#">Updated for new site and combined with Disclaimer. Full review in 2019</a>
29	<a href="#">Website Disclaimer</a>	05/03/18	To be deleted
30	<a href="#">Data Protection Policy</a>	06/03/18	None
31	<a href="#">Data Breach Policy</a>	06/03/18	<a href="#">Updated on advice of DPO: reportable &amp; recordable breaches.</a>
32	<a href="#">Draft GDPR Security Compliance Checklist</a>		<a href="#">New</a>
33	<a href="#">DRAFT GDPR Councillor Resignation Checklist</a>		<a href="#">New</a>
	<b>Terms of Reference</b>		
34	<a href="#">Draft Personnel Committee</a>		<a href="#">New</a>
35	<a href="#">Draft Awards Advisory Panel</a>		<a href="#">New</a>
36	<a href="#">Draft Community Grant Advisory Panel</a>		<a href="#">New</a>