

Buxted Parish Council has a number of established policies and procedures, however from time to time it is good practice to review and update all documents.

To this end and in accordance with NALC advise, existing polices have been updated and new polices are proposed.

NALC guidance recommends that all councils, no matter how small should have adopted policies and procedures covering the following at the very least:

- Grievance
- Disciplinary
- Complaints
- Email, social media
- Data Protection and Freedom of Information
- Retention of documents

In addition, depending upon a council's responsibilities:

- Health & Safety
- Risk Assessment

For Buxted Parish Council, all of the above policies and procedures are proposed, together with the following:

- Bullying and Harassment
- Communication
- Co-option
- Dignity at Work
- Employees Code of Conduct
- IT
- Media Press and Policy
- Procedures i.e. gifts and hospitality
- Procedures re: response to consultation request
- Recording of Meetings
- Site Visit Protocol

Members are asked to consider each of these policies/procedures and approve in order that they become adopted by Buxted Parish Council.

Beccy Macklen

Clerk to Buxted Parish Council

11th October 2016