

TABLE OF HELSBY PARISH COUNCIL POLICIES AND RESPONSIBLE COMMITTEES (March 2025) – Website Version

POLICY AND PROCEDURES COMMITTEE	Review Period	Policy definition
GOVERNANCE		
Standing Orders	1yr	Written rules of the council, outlining both internal procedures and meeting procedures
General Risk Assessment	1yr	A document which identifies, evaluates, addresses and reviews all council risks
Health and Safety Policy	4yrs	A statement of general policy in relation to the council's health and safety responsibilities
Complaints Procedure	4yrs	Outlines how to complain to the council and how we shall try to resolve complaints
HR/PEOPLE		
Appraisal Policy for Council Staff	2yrs	Sets out the appraisal procedure for council staff to discuss performance/personal development
Disciplinary Procedure	4yrs	Sets out the procedures when staff conduct does not meet acceptable standards
Grievance Policy	4yrs	Sets out the procedure when staff are dissatisfied with an element of their employment
Lone Working Policy/Risk Assessment	4yrs	Outlines council and staff responsibilities for those working without close or direct supervision
Co-option of Councillors Policy	2yrs	Sets out a fair and equitable procedure for the co-option of parish councillors
Sickness Absence Policy	4yrs	Policy to ensure that staff comply with the correct procedures in relation to sickness absence
Programme for New Councillors	2yrs	Sets out the procedures for supporting new members when they first join the parish council
Councillor Induction Pack	2yrs	A welcome pack forming the basis of a new councillor's induction to Helsby Parish Council
Dignity at Work Policy	4yrs	Outlines the council's commitment to civility and respect and polite, courteous behaviour
Equality and Diversity Policy	4yrs	Ensures that council services are equally appropriate to all without discrimination
Officer and Member Protocol	4yrs	Sets out ways to build and maintain good working relationships between councillors and staff
Code of Conduct	4yrs	Sets out the standards of conduct for councillors and how they may disclose personal interests
GDPR		
Bring Your Own Device Policy	2yrs	Security procedures when councillors use their own electronic devices for council business
Freedom of Information Policy	2yrs	Sets out the procedure for applicants when requesting information from the council
CCTV and Surveillance Policy	4yrs	Policy controlling the management, operation, use and confidentiality of council CCTV systems
Data Breach Policy	4yrs	Defines a data breach incident and sets out any relevant procedures that need to be followed
Subject Access Request	4yrs	Sets out the council's procedures for responding to subject access requests under GDPR UK law
Privacy Notice	4yrs	Explains what we do with personal information and how to contact us in the case of a complaint
Publication Scheme	1yr	Specifies the information held by the council and how it may be obtained
Retention and Disposal Policy	4yrs	Outlines what documents are retained and for how long and how documents are disposed of

COMMUNICATIONS		
Social Media & Electronic Comms Policy	2yrs	Sets out the responsible use of social media and electronic communication by the council
Vexatious Complaints Policy	4yrs	Defines habitual or vexatious complaints and how the council should respond to them
Press and Media Policy	4yrs	Outlines ways the council can work with the media and how to manage day-to-day relationships
FINANCE COMMITTEE	Review Period	Policy definition
Asset Register	1yr	A record of the property, plant and equipment used by the council to deliver its services
Investments Policy	1yr	A policy to ensure that the council prudently invests any reserves it holds
Community Grant Policy	2yrs	Outlines the general principles/procedures in respect of allocating grants to community groups
Anti-Fraud & Corruption Policy	4yrs	Identifies measures to prevent fraud/corruption and the steps to be taken if such action occurs
Credit Management Policy	2yrs	Outlines good practice guidelines for the sale of council goods and services and debt recovery
Reserves Policy	1yr	Sets out how the council determines and reviews the level of its financial reserves
Fixed Asset Policy	2yrs	Sets out the procedure for managing the council's assets responsibly
Financial Regulations	1yr	The main document which governs the financial management of the council
Internal Control Policy	2yrs	Sets out the specific procedures for managing the council's finances to reduce financial risk
PCA COMMITTEE	Review Period	Policy definition
Allotments Policy	1yr	The council's rules and procedures for managing its 2 allotment sites
Cemetery Regulations	1yr	The council's rules and procedures for managing Helsby Public Cemetery
Cemetery Risk Assessment	1yr	Identifies, evaluates, addresses and reviews all risks associated with running the cemetery
ENVIRONMENT COMMITTEE	Review Period	Policy definition
Biodiversity Policy	1yr	A policy which commits the council to conserving and enhancing local ecosystems