

GOVERNING DOCUMENTS

1 Introduction

This document sets out the objectives and use of the Governance documents used by South Stoke Parish Council. It includes a list of all current Governance documents.

2 Objective of governing documents

- 2.1 To meet good governance standards.
- 2.2 To underpin the Parish Council's local leadership and community engagement role.
- 2.3 To support the Parish Council's effective provision of local services.
- 2.4 To reflect the extent of the Parish Council's activity.
- 2.5 To act as a point of reference for Parish Councillors.
- 2.6 To ensure that the Parish Council's activities are efficient, effective and conform to legal requirements.

3 Creating governing documents

- 3.1 The list and contents of documents will follow guidelines from national bodies.
- 3.2 Documents will reflect local needs.
- 3.3 Specific documents will be produced in response to a particular issue.
- 3.4 Documents will be up-dated and altered to reflect changing needs and requirements.
- 3.5 New documents will be issued in draft form, comments from Councillors added, and the final version formally approved at a meeting of the Council.
- 3.6 All documents will be reviewed annually, and the review recorded in the Parish Council's minutes.
- 3.7 All documents will be prefaced by an introduction and explanation that briefly summarises the governance arrangements detailed in the document.
- 3.8 All documents will be on South Stoke Parish Council headed paper with a footer containing the date of preparation, the document name and the page number.
- 3.9 All documents will contain a statement of when the policy was accepted by the Parish Council and when approved, will be signed by the Chairman.

4 Access to the Parish Council's governing documents

- 4.1 A list of documents and a hard copy of each will be kept by the Clerk.
- 4.2 Documents will be available for inspection by members of the parish.
- 4.3 The information will also be available on the village website.
- 4.4 New Councillors will be expected to familiarise themselves with the Council's governing documents.

5 Compliance with governing documents

- 5.1 The Council should be able to demonstrate compliance with its governance documents in relation to any activity and decision.

6 Governance Documents currently in force

- 6.1 Introduction to Governing Documents
- 6.2 Standing Orders for South Stoke Parish Council
- 6.3 Financial Regulations
- 6.4 Good Working Practices for Councillors
- 6.5 Role of the Chairman of the Parish Council
- 6.6 Councillor Code of Conduct
- 6.7 Clerk's Job Description
- 6.8 Clerk's Contract of Employment
- 6.9 Complaints Procedure
- 6.10 Health and Safety Policy
- 6.11 Protocol on Gifts and Hospitality
- 6.12 Risk Assessment
- 6.13 Equality and diversity policy
- 6.14 Data Protection policy
- 6.15 Freedom of Information
- 6.16 Grievance Procedure
- 6.17 Posters and Signs Policy
- 6.18 Grants Policy
- 6.19 Privacy Notice
- 6.20 Retention Policy
- 6.21 Community Building Committee Terms of Reference.
- 6.22 Financial Risk Assessment

7 Review of the policy.

This policy was accepted by the Parish Council at its meeting on 29 October 2018 and will be reviewed annually.

Signed:

B Urbick