

POLICY AND PROCEDURES COMMITTEE (Standing but advisory only)

Functions:

1. To keep under review the following Council policies and procedures:
 - Standing Orders
 - Publication Scheme
 - Freedom of Information Policy
 - General Privacy Notice
 - Privacy Notice for Staff, Councillors and Role Holders
 - Social Media Policy
 - Appraisal and Training Policy
 - Programme for New Councillors
 - Councillor Induction Package
 - Code of Conduct
 - Complaints Procedure
 - Grievance Procedure
 - Disciplinary Procedure
 - Equality and Diversity Policy
 - Health and Safety Policy
 - Lone Working Policy and Risk Assessment
 - Retention and Disposal of Documents Policy
2. To consider and recommend the adoption of any new relevant policies and procedures to Council.
3. To maintain a list of all Council policies and procedures and to assign responsibility and review dates for all documents.