

Policy, Procedure & Position statement Index

Last updated: 23 February 2021

The following applies to **central Council policies**, all of which are stored in the Administration/Policies drive unless otherwise stated.

Policies applicable to specific Council services may be stored elsewhere and are the responsibility of the relevant department/officer to maintain, update and obtain committee approval.

Policies should be approved by the relevant standing committee and thereafter by Council unless otherwise stated in the specific Terms of Reference for the appropriate body.

Admin/Policies & Procedures/Councillors

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Councillor Co-Option Policy	Sept 2013		
Town Mayor & Deputy Mayor Protocol	January 2017		
Councillor Code of Conduct	April 2019	Next CBC review following Standards Board recommendations	Likely 2021-22 – to be led by CBC/NALC
Dispensation Procedure	January 2013		
Twinning Expenses	January 2008		
Town Mayor's Allowance Policy	January 2016		
Staff & Councillor Training Policy	Sept 2015		
Protocol for Leader	January 2011		
Councillor/Officer protocol	April 2011		
Order of Precedence	September 2010		

Admin/Policies & Procedures/Death of a senior national figure

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Marking the death of a senior national figure	Jan 2018	Issue of new/revised guidance	

Admin/Policies & Procedures/Emergency and Business Continuity

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due

Community Emergency Plan	Jan 2020	Annual	
White House emergency and business continuity plan	April 2020	Annual	April 2021 (Internal – operational)
TACTIC emergency and business continuity plan	Oct 2019	Annual	Overdue (Internal – operational)

Admin/Policies & Procedures/Finance

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Credit card procedure	Jan 2015		June 2021
Financial Regulations	Sept 2020	Annual	
Investment Strategy	2016	Annual	Feb 2021
Risk management and internal control statement	July 2020	Annual	
Reserves Policy	January 2020		

Admin/Policies & Procedures/Grounds

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Tree Management Policy 2018-2021	2018	3 yearly	Dec 2021
Biodiversity statement	Oct 2016		
Unauthorised encampments policy	Sept 2018		
Requests for use of parks procedure	April 2017		

Admin/Policies & Procedures/Risk Register

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Risk Register 2021-22	Jan 2021	Annual	Jan 2022
Risk Register 2021-22 Action Plan	Jan 2021	Annual	Jan 2022

Admin/Policies & Procedures/General Council Administration

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due

Community Engagement Strategy	Sept 2018		
Complaints procedure	Sept 2015		April 2021
Consultation procedure	Sept 2011		
Crime & disorder statement	July 2019		
Delegation Scheme	May 2017	Annually at Annual Council Meeting	May 2021
Environmental Ambitions	June 2019		
Equality statement	Jan 2021		
Event and Market Protocol re Party Political activity	April 2017		
Fraud and Ethics Policy	Sept 2011		
Freedom of Information Policy	2004		April 2021
Health and Safety Policy	Feb 2020	Annual	April 2021
Performance management of the Council statement	Sept 2020	4 years	Sept 2024
Planning statement	Sept 2020	4 years	Sept 2024
Press protocols	May 2012		
Publication scheme	April 2015		
Recording at meetings policy	Sept 2014		
Removable Media Policy	June 2018		
Safeguarding Children and Young People Policy	Sept 2010		
Speaking on planning applications	Sept 2011		
Standing Orders	Jan 2021	Annual	
Tourism strategy	Jan 2009		
Value for money statement	Oct 2016		
Winter salt policy	Jan 2014		

Admin/Policies & Procedures/Volunteers

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Volunteer Policy	Jan 2021	3 yearly	Jan 2024

- The council has also signed up to the Beds and Luton COMPACT

Admin/Policies & Procedures/Staff

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Employee Appraisal Procedure	June 2015		

Compassionate and Special Leave Procedure	Sept 2020		
Sickness Absence procedure	June 2015		
Childcare voucher policy	Sept 2009		
Disability Discrimination Policy statement	Feb 2011		
Disciplinary Procedure	Jan 2017		
Employee Handbook	Jan 2019		
Employee Performance Procedure	2016		
Equal Opportunities Policy	Feb 2011		
Eyecare Policy	Jan 2013		
Flexi Time Procedure	Jan 2017		
Grievance Resolution Procedure	Jan 2017		
Home working protocol	Oct 2017		
Lone working policy 2016-2019	2016		April 2021
Mobile phone or device use agreement			
Organisational change Procedure	June 2015		
Prevention of bullying and harassment procedure	Jan 2016		
Probationary procedure	June 2015		
Recruitment policy	Sept 2020		
Social media procedure	Jan 2017		
Staff and councillor training policy	Sept 2015		
Stand By and Call Out Policy	Jan 2020		
Whistleblowing procedure	June 2015		

Admin/Policies & Procedures/Data Protection

Policy name	Last updated	Review period (If specified) or trigger for review	Next review due
Document retention policy	Sept 2018		
General privacy notice	March 2018		
ICT Security Policy	June 2018		
Information & Data Protection Policy	June 2018		
Information Security Incident Policy	June 2018		
Email and Internet policy	March 2008	Superseded by Employee Handbook	CLLr email policy required
Subject Access Request procedure	June 2018		

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Locations of Other Policies & Procedures:

General and Guaranteed Grants: <S:\Council May 2019 - Onwards\Administration\Community\Grants>

Community Volunteer Awards: <S:\Council May 2019 - Onwards\Administration\Community\Community Volunteer awards>

Young People Awards: <S:\Council May 2019 - Onwards\Administration\Community\Young People Awards>

Market: <S:\Council May 2019 - Onwards\Cultural & Economic Services\MARKETS\Market Policy>

Bookings: <S:\Council May 2019 - Onwards\Bookings>

White House: <S:\Council May 2019 - Onwards\Administration\Documents & Standard Forms\White House\White House Bible>