



## **SHEPTON MALLETT TOWN COUNCIL**

### **POLICY MANAGEMENT POLICY**

**Policy Reference Number: 1901**

**AUTHOR: Town Clerk**

**RESPONSIBILITY: Policy and Resources Committee**

**GRADE: Two – Medium**

**DATE ADOPTED: 19<sup>th</sup> March 2019**

**REVIEW DATE: Every 3 years – March 2022**

**AMENDMENTS:**

## **1.0 Introduction**

1.1 This Policy describes how Shepton Mallet Town Council's policies will be initiated, reviewed and adopted. Policies can also be titled procedures, strategies or guidelines.

1.2 These documents will be managed in accordance with the policy

1.3 This policy applies to all policies of the council.

1.4 The Town Clerk is responsible for Policy Management

## **2.0 Creation of a policy**

2.1 A policy can be initiated as follows:

- By the Town Clerk in response to a legislative change or service development
- By a recommendation from council, a committee, a working group or a group of councillors

## **3.0 Adopting a Policy**

3.1 The approval and adoption will depend of the type of policy. Policies will either be adopted by council, a designated committee or by the Town Clerk.

## **4.0 Policy Types**

4.1 Policies can be categorised as Type 1, 2 or 3, according to their statuses, review process, scope and impact. Details of the Types can be found in the appendix.

4.2 The author and owner of the policy will propose the policy type and this will be agreed by the Town Clerk.

## **5.0 Dissemination of Policies**

5.1 Staff and Councillors will be made aware of policies which are relevant to them in the following ways:

- At the introduction and adoption of the policy
- On election/co-option
- At Committee Meetings
- At Staff meetings

## **6.0 Review Process**

6.1 The review of policies will be overseen by the Town Clerk

- Type 1 policies will be reviewed at least annually or more frequently if required
- Type 2 policies will be reviewed every three years
- Type 3 policies will be reviewed as required

Review means a thorough reading of the policy by the original author or their subsequent successor of the policy to ensure any necessary changes are made, for example as a result in changing legislation, or change in responsibilities.

## **7.0 Archiving of policies**

7.1 The Town Clerk will archive old copies of published policies as soon as the new policy is agreed and published.

## 8.0 Format and Considerations

8.1 Policies will be presented in a standard policy format as determined by the Town Clerk

8.2 The Town Clerk will assign the policy reference number and version number.

8.3 Every policy must have a designated owner to be responsible for maintaining and updating the policy.

## 9.0 Freedom of Information

The Council's Freedom of Information Policy Scheme as shown on the Council's website details the policies that are available to members of the public.

## 10.0 Non-Compliance with Policy

10.1 Staff: noncompliance with the Council's policies is classed as misconduct and can be dealt with under the Disciplinary Procedure

10.2 Councillors: Councillors are required to abide by all council policies, in line with the Code of Conduct and relevant legislation

General Description	Initiation	Review	Dissemination
<b>Type 1 – High Priority</b>			
<ul style="list-style-type: none"> <li>Constitutional Polices:</li> <li>Key Government policies</li> <li>Health and Safety Policies</li> <li>HR Contractual policies</li> </ul>	In response to changes at national level	Annually by full council or committee	Website Email to all councillors Email to all staff Staff to be issued on employment and signed for
<b>Type 2 –Medium Priority</b>			
<ul style="list-style-type: none"> <li>Corporate Policies regulating the management of the council</li> <li>HR policies regulations the effective management of staff</li> </ul>	By the Town Clerk or Committee	Every three years and by the Town Clerk	Website Email to all councillors Email to all staff Staff to be issued on employment and signed for
<b>Type 3 – Low Priority</b>			
<ul style="list-style-type: none"> <li>Useful policies and guidelines to allow the effective conduct of the council's business</li> <li>HR policies and guidelines to support the effective management of the staff team.</li> </ul>	By the Town Clerk or Committee	As required	Councillors by email if required  Email to all staff Staff to be issued on employment and signed for