



The purpose of this Report is to provide Members with information regarding the policies currently due for review.

No. DETAILS

1) BACKGROUND

Ventnor Town Council has a significant number of policies. Some are scheduled for review now, and have therefore been reviewed by the staff team. Where there are changes suggested, these are included in this document.

2) REDUNDANCY POLICY

- a) Although there are references to adjustments for attending meetings, it may make sense to insert a section reaffirming the Town Council's commitments regarding equality such as:
 - i. 5.2 Ventnor Town Council is committed to ensuring that redundancy procedures are conducted fairly and consistently. The Council will take reasonable steps to ensure that redundancy selection processes do not place employees with protected characteristics, as defined in the Equality Act 2010, at a particular disadvantage.
 - b) The statutory minimum notice periods referred to in section 8.1 are not correct. This could be updated to either include the statutory entitlement of "1 week after one month's service, 1 week per complete year of service from 2-12 years, and 12 weeks for more than 12 years' service", or "Employees will receive their contractual notice entitlement or statutory minimum entitlement, whichever is greater"
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3) LONE WORKING POLICY

- a) To correct the typo in the text under the heading "Lone Workers" to read "Not to work alone where there is inadequate information to undertake a risk assessment"
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4) DISCIPLINARY POLICY

- a) The current Disciplinary Policy does not follow the NALC template which is available for use.
 - b) There is no problem with having a bespoke policy, and the current one provides useful guidance, though it's worth highlighting that the majority of the Council's policies are based on sector-relevant templates (e.g. from NALC or the SLCC)
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5) NO RECOMMENDED CHANGES

Having assessed the policies, the following are not considered to require adjustment at this time and are therefore recommended for approval with no changes:

- Social Media Policy
 - Social Media Policy for Councillors
 - Data Protection Policy
 - Document Retention and Disposal Policy
 - Volunteer Policy
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6) RECOMMENDATION

Members are recommended to:

- Review the policies, and re-adopt them subject to any agreed changes
 - Agree to review these policies again in another two years
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