

Compliance Advisory Group report

October 2020

Meetings

There have been no meetings of the CAG but the following work has been undertaken.

2nd September Cllrs Howell-Jones, Ashwell and Underwood met (virtually) with the Clerk to revise the Risk Management Plan.

23rd September Cllr Underwood met with Clerk to look at actions required from:

- Policy Schedule
- Risk management plan
- Annual Plan

The following actions were agreed all to be completed by end of October unless otherwise stated :

From Policy Schedule

- RM to review minute numbers and revise
- CU revise Complaints Policy to ensure compliant following inaccuracy raised in a complaint to the Council
- RM check name of Media Policy document and amend if necessary
- CU/RM review actions re GDPR to share with Digital and Communications before January 2021
- CU Check Equal Opportunities Policy and Disability policy. Draft Disability policy if required
- RM to put together draft FOI policy send to CU. See also Risk Management Plan

From Risk Management

- Council to comply with the Freedom of Information Act 2000 (See above)
- CU to draft Emergency contingency policy / Business continuity plan. Following all national and local guidance
- RM Find a suitable appraisal form for the Handymen.
- RM Find examples of Handy man contract. (Perhaps via Red Shoes) All employees to have written contracts of employment
- RM Rewrite the Holiday part of the contract as a priority and share with Handymen. AHJ/RM
- CU to follow up on Copies of PINS and Passwords to be held in hard copy in Parish Office