

BLYTH TOWN COUNCIL – POLICIES & PROCEDURES

	POLICY	REVIEWED	NEXT REVIEW DATE
1	CCTV	2024	2025
2	Code of Conduct	2024	2025
3	Financial Regulations	2024	2025
4	Risk Management	2024	2025
5	Standing Orders	2024	2025

1. CCTV Procedure

Proposed amendments	Reason
Section 4 add 'if another Agency i.e. Police, Local Authority wish to carry out Directed Surveillance on an individual or group using Blyth Town Council CCTV then an Authorised RIPA application must be copied and shared with the Town Clerk so that consideration can be given, and authority obtained prior to commencement of any activity'.	To give further protection to the Council and Town Clerk.

2. Code of Conduct

Proposed amendments	Reason
None.	

3. Financial Regulations

Proposed amendments	Reason
Item 1.1 Remove 'conduct of'	
Item 1.2 remove 'to provide administrative support for the Council's activities' replace with 'for the proper discharge of the Councils functions.	As per legislation
Item 7.3 Replace 'Clerk' with 'RFO' Remove 'and other necessary information' and replace with 'contained within the Annual Governance and Accountability Return'	As per legislation
Item 7.4 Replace 'Clerk' with 'Council'	As per legislation.
Item 7.6 Remove 'Audit Commission Act 1998' and replace with 'Local Audit and Accountability Act 2014, or any other superseding legislation'	Updates to legislation
Item 12. 2) remove 'relevant regulations, proper practices and guidance' and replace with 'Statutory Guidance and Local Government Investments'	
Item 12.3) Insert 'from Secretary of State'	

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Item 13 Insert paragraph 11	From model version relating to charities.
Item 15.3) &4) replace 50,000 with £30,000	As per standing orders and legislation.
Item 16.2) and 16.3) replace £25,000 with £30,000	
Item 20.1 Insert minor replacement wording	In line with model version for clarity.
Item 23. Insert paragraph relating to charities.	

4. Standing Orders

Proposed amendments	Reason
Add numbering to table of contents	Improves readability
Addition to masculine inferences in roles e.g. he, his	To be more inclusive suggest <i>he/she/they and his/her/their as recommended in NALC Model version</i>
Numbering adjustments and any consequential adjustments	Currently reads No. 4 Ordinary meetings and No. 4 Committees and Sub Committee
Item 3 t) iii remove the need for name and replace with job title and organisation representing.	Due to data protection.
Item 3 u) Insert <i>voting rights</i> into first line. Last line amends to Standing order 5(b).	For clarity And Numbering re: adjust
Item 4 j) viii Amend to standing order 5	As per numbering re: adjust
Item 5 a) should read scheme of delegation	Error
Item 5 a) iii) remove reference of special meeting	Covered in section 6
Item 5 c) i amend <i>informing</i> to <i>approval of</i>	As per scheme of delegation
Item 13 h) should read standing order 13(e)	Error
Item 15 b) i insert 3 <i>clear</i> days. Text in italics should read standing orders 3b and 3c not 9c	Removes ambiguity
Item 17 c) ii after reported add 'including a comparison with the budget for the financial year and highlights any actual or potential overspends.	What happens in practice.
Item 18. a) v change £50,000 to £30,000 18 c) Change of wording and amount to reflect what is in current legislation. 18 f) Remove the detail highlighting thresholds and replace with text from NALC model version -as these may be subject to occasional change.	Updates from legislation
Item 24 should read Councillors <i>representing</i>	Word missing
Item 26 a and b are repeated – delete a.	Duplication.

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5. Risk Management

Proposed amendments	Reason
None.	