|  |  |
| --- | --- |
| **Meeting Type**: Full Council | **Agenda Item:** 13 |
| **Date of Meeting:** 08 January 2024 |  |
|  | |
| **OAKHAM TOWN COUNCIL** | |
|  | |
| **Report Author:** Chairman of Council | **Subject:** Procedures and Policies |
| **Title:** Review of policies and procedures | |
| **Strategic Aims:** To provide effective, transparent and accountable local government of Oakham Town | |
| **Detail:**  Our policies and procedures require reviewing.  A review has been carried out by the Town clerk, Chairman of the Council and the Chairman of Finance.  During the review it was recommended that the document review period be adjusted with the primary aim of evening out the required effort in reviewing.  It should be noted that documents can be reviewed at any time and the next review date is a suggested refresh date and is advisory only.  Item 13.1 lists those documents that were reviewed and require no modification.  Item 13.2 lists those documents that require modification/updating and will be brought back to the Council at a future date yet to be determined. | |
| **Proposal:**   1. That council extends the review date of those documents that require no modification as listed in item 13.1 | |

For completion by the office

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Budget Header:* |  | | | | |
| *Proposed Expenditure* |  | *Initial Budget* |  | *Unbilled Expenditure* |  |
| *Budget Remaining* |  | *Time Sensitive (Y/N)* |  | *Expiry Date* |  |