

## Policies and Procedures

This is a full list of the Policies adopted by Skipton Town Council. All Policies were adopted on the 18<sup>th</sup> May 2023 (unless otherwise stated).

Standing Orders
Financial Regulations
Committee Terms of Reference
Code of Conduct
Councillor/Officer Protocol
The Complaints Policy
Social Media/Media Policy- <b>Reviewed by Audit &amp; Scrutiny 2<sup>nd</sup> March 2023</b>
Risk Management Document
Scheme of Delegation
<b>Data Protection and Privacy Policies</b>
The Data Protection Policy and Privacy Notice
Publication Scheme-updated Nov 2023
Freedom of Information Policy
Information Systems Policy
Records Management Policy
Security Incident Policy
<b>Staffing Policies</b>
Lone Working Policy
Recruitment Policy
Induction Policy
Performance Management Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
Disciplinary Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
The Grievance Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
Remote Working Policy
Flexible Working Policy

Work Experience Policy- <b>Reviewed by Audit &amp; Scrutiny 8<sup>th</sup> Dec 2022</b>
Volunteer Policy- <b>Reviewed by Audit &amp; Scrutiny 8<sup>th</sup> Dec 2022</b>
Training and Development Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
Emergency Dependents Leave Policy
Maternity Policy
Severe Weather Policy- <b>Reviewed by Audit &amp; Scrutiny 2<sup>nd</sup> Nov 2023</b>
Bullying and Harassment Policy
Annual Leave Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
Sickness/Absence Policy- <b>Approved by Management &amp; Staffing 23<sup>rd</sup> Feb 2023</b>
Whistle Blowing Policy
Lone Working Policy
<b>Estates Policies</b>
PPE Policy - <b>Approved Finance &amp; Policy 15<sup>th</sup> March 2023</b>
COSHH Policy <b>Approved Finance &amp; Policy 15<sup>th</sup> March 2023</b>
Play Area Inspections <b>Approved Finance &amp; Policy 15<sup>th</sup> March 2023</b>
Working at a Height <b>Approved Finance &amp; Policy 15<sup>th</sup> March 2023</b>
Tree Policy <b>Approved Finance &amp; Policy 15<sup>th</sup> March 2023</b>
<b>Other Policies &amp; Procedures</b>
Safe Guarding/ Child & Vulnerable Adults Policy- <b>Reviewed by Audit &amp; Scrutiny 2<sup>nd</sup> Nov 2023</b>
Expenses Policy
Violent and Challenging Behaviour Policy
Mobile Phone Policy
Market Policy, including Severe Weather Procedure
Photography Policy- <b>Reviewed by Audit &amp; Scrutiny 2<sup>nd</sup> March 2023</b>
London Bridge Policy
Anti-Terrorism Policy
Health and Safety Policy- <b>Reviewed by A&amp;S 7<sup>th</sup> July 2022</b>
The Equality Policy

Business Continuity Policy

Annual Accounts & Governance Public Inspection Policy

Adopted at Full Council- **Adopted 18<sup>th</sup> June 2023**