



## Policy Framework

**July 2018**

### VERSION CONTROL:

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
0.1	Initial policy creation	Adam Prince	Full Council	16/07/18	TBA	TBA
0.2	Amendments	Sheridan Jacklin-Edward	Full Council	16/07/18	TBA	TBA
0.3	Amendments	Adam Prince	Full Council	16/07/18	TBA	TBA
0.3.1	Formatting and typos	Sheridan Jacklin-Edward	Full Council	19/07/18	TBA	TBA
1.0	Adoption	Adam Prince	Full Council	30/07/18	30/07/18	May 2019

## **Introduction**

This Framework aims to ensure Burnham Parish Council's policies are well-defined, accessible and consistent with the Parish Council's mission, objectives and values, and that they are disseminated, understood, owned and used by all stakeholders including parishioners, councillors and staff. It provides an operational structure for the development, authorisation, publication, communication and review of the Parish Council's policies, procedures and guidelines.

### **What is covered by the Policy Framework?**

The Policy Framework applies to all of Burnham Parish Council's policy documentation including: regulations, policies, codes of practice, policy frameworks (i.e. this document), procedures and guidelines. These are public documents appropriate for wide circulation and publication on Burnham Parish Council's internet site and contain information necessary for an external audience. All such documents must have a 'Policy Sponsor' who is the committee or full council, as appropriate, with overall responsibility for the policy.

### **Who is covered by the Policy Framework?**

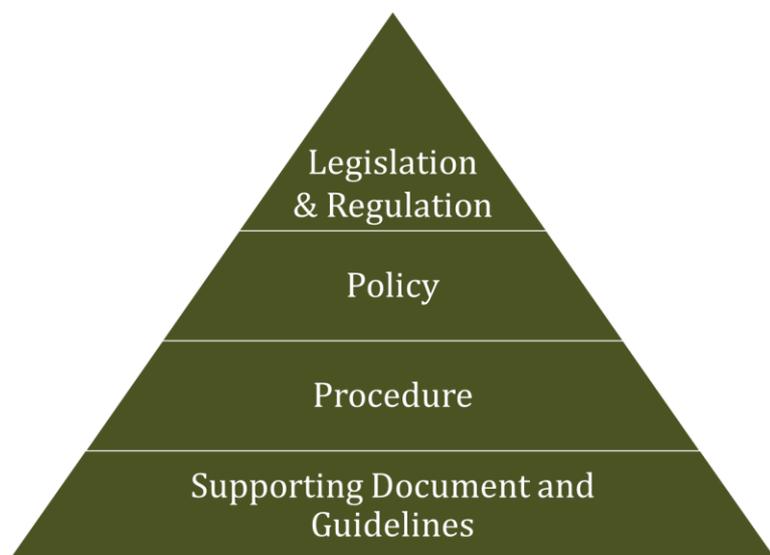
The Policy Framework applies to all committees, councillors, staff, and other stakeholders involved in the development of Burnham Parish Council policy documentation.

### **Who is responsible for the Policy Framework?**

The Full Council is the Executive Sponsor and the Parish Clerk is the officer responsible for this Policy Framework.

# POLICY FRAMEWORK

## Policy document development and approval process



### Key actors and responsibilities

If a policy exists to meet a legal requirement, it must identify the legislation or regulation it supports.

Procedures must identify what legislation, regulation, or policy it supports.

Supporting documents and guidelines must identify what legislation, regulation, policy or procedures it supports.

All policies must have an identified Policy Owner who may be either the Full Council, a Committee, or the Parish Clerk.

The Policy Owner is responsible for the policy and any related procedures, supporting documents and guidelines. Responsibilities include:

- Ensuring that the Policy is reviewed at a minimum in line with the stated review cycle and before the documented next review date
- Monitoring for changes in regulations or legislation that may require an earlier review
- That the document control section of the Policy is updated to reflect the most recent review and next review date

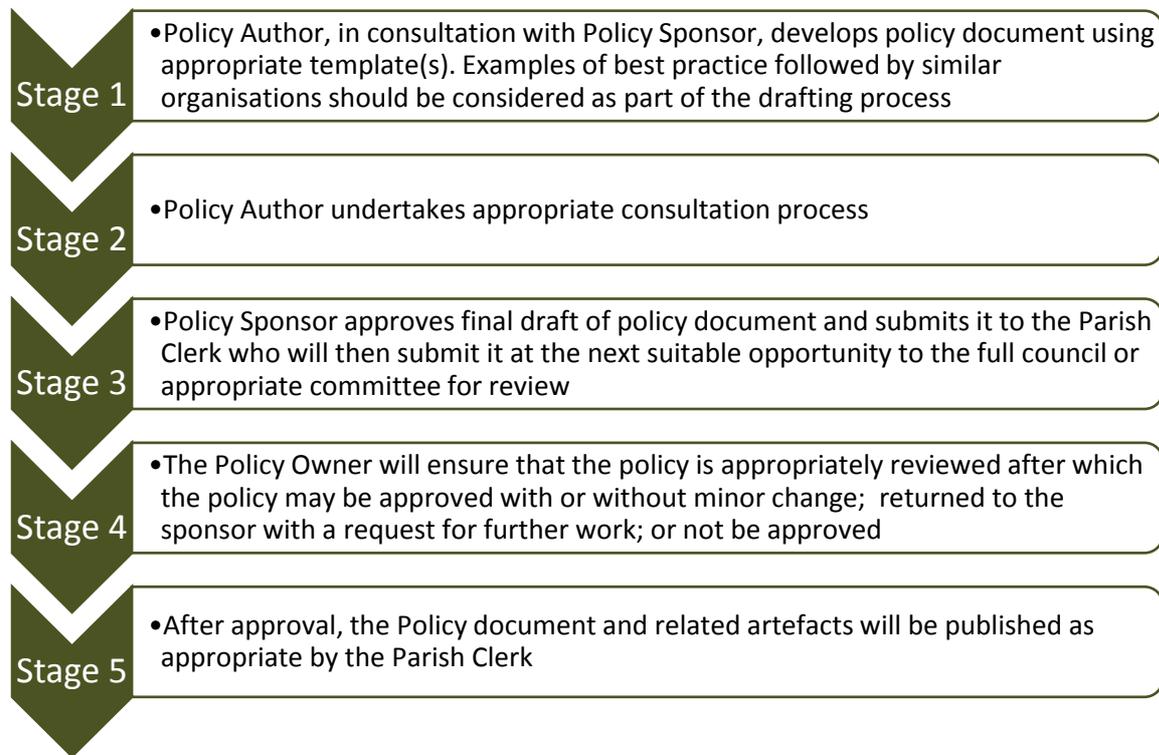
'Policy Sponsor' refers to the councillor or member of staff who proposes a new policy, procedure, supporting document, or guideline, or major amendment to an existing artefact.

'Policy Author' refers to the councillor or member of staff who drafts a new or amended version of a policy, procedure, supporting document, or guideline.

If unsure about the appropriate consultation and approval process, the Policy Author should seek advice from the Parish Clerk.

## Policy creation process

The main steps for the development of a new or existing policy are shown in Figure 1 below.



## Policy review lifecycle

All policies and supporting artefacts must include a document control section that identifies:

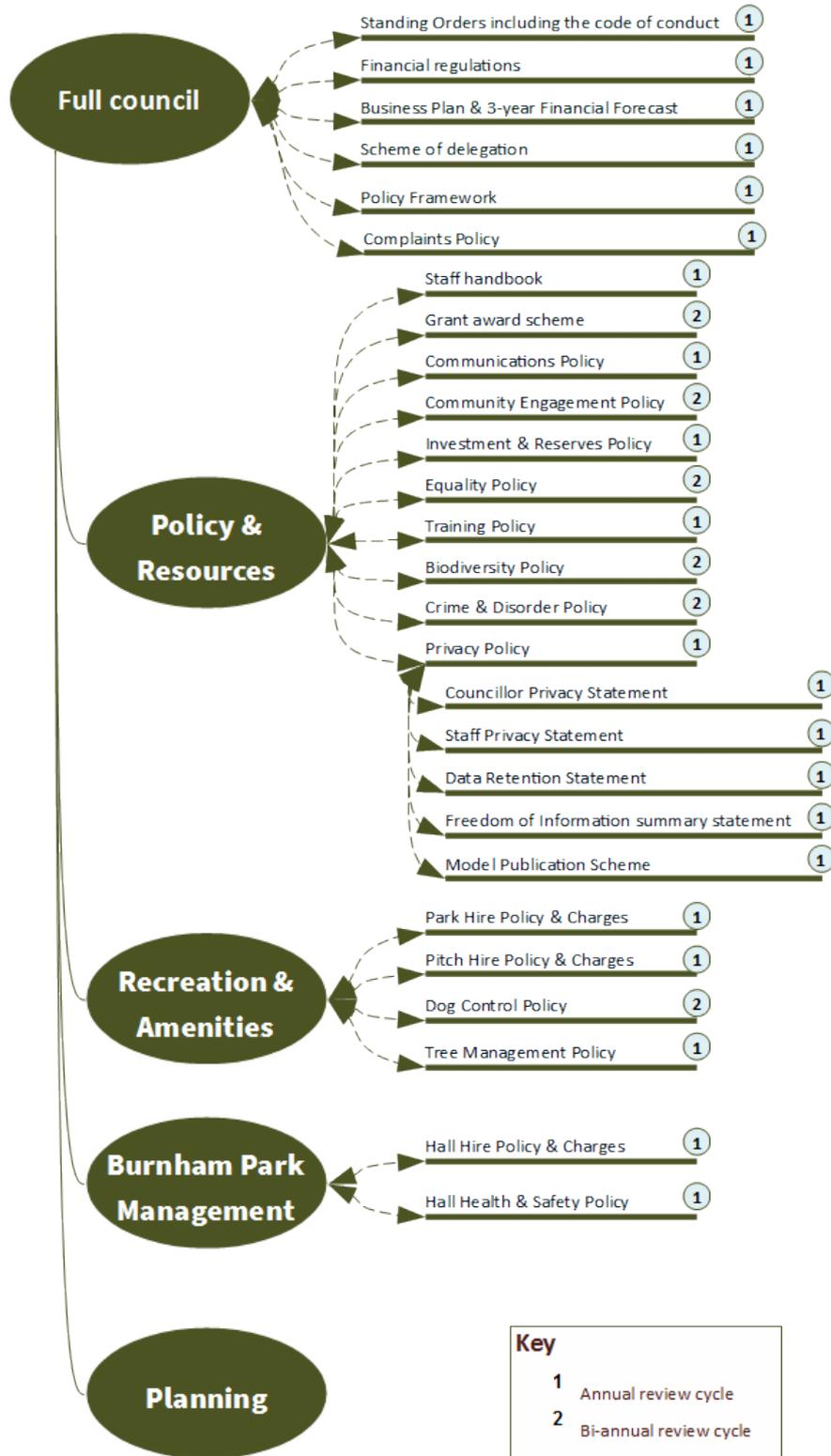
- The Policy Owner or superior document
- The date the document was created
- The date the document was last reviewed
- The date the document should next be reviewed by
- A version number (major changes should result in a full version change e.g. move from version 1.4 to version 2.0, minor changes should result in point version changes e.g. move from v2.1 to 2.2, error corrections and typological or format changes should result in sub-point version changes e.g. from v2.2 to 2.2.1)

Policies that are required by legislation or regulation must be reviewed at least annually. For other documents the Policy Owner may select an annual or bi-annual review cycle as appropriate.

# Appendix 1 – Policy Ownership Structure

The below is a graphical representation of the Parish Council policies, indicating who owns each policy, and the current review cycle for each policy.

Policies added after the last review date of this framework may be missing from this representation.



## Appendix 2 – Policy Template

### Version control

Include this policy document management table at the start of the policy document to facilitate future tracking of changes and policy review.

VERSION CONTROL:

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
1.0	Initial policy creation	Sponsor's name	Owners name	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

### Title

Ensure the title is as concise and descriptive of policy content as possible

### Introduction

This section is optional and may not be required. It should only be included where necessary to provide context for the policy which would not be appropriate in the main body of the policy.

### Scope of the policy

#### Purpose of the policy

This section should include the context and rationale for the policy and any impact for Burnham Parish Council if the policy were not to be followed. The aim should be to provide the user with enough information to determine whether or not this is the policy for which they are looking.

#### What is covered by the policy

This should indicate the areas of activity covered by the policy.

#### Who is covered by the policy

Indicate who must be aware of and comply with the policy. Indicate if there are any specific consequences of not following the policy.

### The Policy Statement

- Provide a concise statement of Burnham Parish Council's policy, including guiding principles, values, and expectations for the given policy area. The policy statement should communicate clearly how the policy is broadly intended to be applied and may refer to a set of procedures for implementing the policy detailed in a separate document.
- Where aspects of the policy are mandatory indicate by whom and how records of compliance will be maintained, and how compliance will be monitored and enforced.
- Some committees are responsible for a number of interrelated policies, such as the Privacy Policy and Privacy Statements and may wish to organize these into topic-based sections within a single policy document.
- Include the procedure and timescales for the monitoring and periodic review of the policy, including any key performance indicators for use in evaluating the effectiveness of the policy.
- Hyperlinks should be included to key definitions, roles and legislation which are included in full in the appendices.