

Background

Local Councils are statutory bodies which are set and controlled by law. This means that there are certain rules and procedures which a Council must follow. To support the work of the Town Council there are several policies and legal documents which have been adopted by Rugeley Town Council.

These policies and procedures ensure that the Council operates within the law and all Councillors, staff and members of the public are aware of the procedures under which the Council operates.

Each year there are three policies which are agreed at a Full Council Meeting:

Standing Orders

Financial Regulations

Risk Assessment

In addition, there is the Code of Conduct. This is grounded in the Nolan Principles and applies to anyone working as public office holder. Holders of public office must avoid placing themselves under any obligation to people or organisations that may try inappropriately to influence them in their work. This Code of Conduct acts to guide Councillors in their behaviour when acting as a Councillor.

Rugeley Town Council have also adopted the additional policies to help guide in decision making. All of these policies are available via the website or on request and are updated on a regular basis. Councillors should make themselves full aware of these policies:

Abusive, Vexatious or Persistent Complaints Policy

Anti Slavery and Human Trafficking Statement

Banking and Investment Policy

Business Plan

Child, Young Persons and Vulnerable Adult Policy

Civility and Respect Pledge

Community Engagement Policy

Complaints Procedure

Councillor Co-option Policy

Dignity at Work Policy

Disciplinary and Grievance Policy

GDPR Documentation

Health and Safety Policy

Information Protection Policy

Information Security Policy

Lone Worker Policy and Risk Assessment

Maternity, Adoption and Paternity Policy

Scheme of Delegation

Social Media and IT Policy

Standing Committee Terms of Reference

Statement of Internal Control

Strategy and Action Plan

Training Policy

Time off for Dependents

Whistleblowing Policy