

# Parish Council Internal Process



Adoption Date 26 May 2016r  
Last Review 26 May 2016  
Next Review 26 May 2018  
Revision Number 1

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## 1 REVIEW POLICY

This policy shall be reviewed by Parish Council at least every three years.

## 2 PURPOSE

This policy is an overview of Parish Council Internal Process policies.

## 3 CONTENT

Parish Council Internal Process policies exist to describe and direct how the Parish Council itself should function. These policies have been made explicit for the following reasons:

- To guard against Parish Council to becoming distracted by tasks which are not its primary role, or being swamped by detail while forgetting the larger picture.
- To create an organisational memory, so hard won knowledge is not lost as individual Parish Councillors change.
- To assist new Parish Councillors learn their role.

### 3.1 Summary of Policies

Title	Description
4.1 Policy Template	A blank policy document. This can be filled in when creating new policy document so there is consistent content and format
4.2 Policy Maintenance	Defines how policies are created, reviewed, amended and retired.
4.3 Parish Council Calendar	Defines how the Parish Council calendar is to be kept, in order to encourage the Parish Council to move through required tasks.
4.4 Parish Council Meetings	Defines how Parish Council meetings are run.
4.5 Parish Council Dashboard	Defines the Parish Council Dashboard and how it is used to measure Parish Council performance.

## 4 REVISION AND REVIEW HISTORY

Revision Number	Date	Changes/Comments
1	26 May 2016r	Initial adoption