



Noak Bridge Parish Council

Policy Review Procedure

Version	Date Adopted	Minute Reference	Review Date
1	26/11/2025	122/2025/01	As required

1. **Rolling Review Schedule:**

- Adopted from the May 2025 resolution (minute reference 64/2025/3): three to four policies reviewed per month until all policies are up to date.
- A published schedule, visible to all councillors, ensures transparency.

2. **Policy Circulation:**

- Draft or revised policies to be emailed to all councillors at least **four weeks before the relevant council meeting**.
- Emails to clearly request feedback or suggested amendments within a defined timeframe and at least two weeks before the next council meeting.

3. **Lead Councillor Role:**

- The lead councillor provides proposed changes or guidance, but all councillors are entitled to comment.
- The lead councillor should respond within the agreed review period; if no response is received, the Clerk may proceed to include the policy on the agenda with existing drafts.

4. **Clerk Responsibilities:**

- The Clerk, will draft, circulate, and manage the review of policies in line with statutory requirements and council priorities.
- The Clerk will maintain a central spreadsheet of all policies and core documents showing review dates and adoption dates to track progress and ensure compliance.

5. **Agenda and Adoption:**

- Policies are formally considered and adopted (or deferred) at council meetings, with all comments recorded in the minutes.
- Deferred policies return on the agenda for future meetings as per the rolling schedule.

6. **Communication:**

- Councillors are encouraged to limit ad hoc email discussions about policies to essential clarifications. Detailed discussions and decisions should take place at council meetings.

This procedure ensures a **structured, transparent, and consistent approach** to policy review, reduces email back-and-forth, and ensures policies are updated efficiently while giving councillors sufficient time to consider drafts.