**Regulatory Documents Review Results Summary - July 2022**

**Snow Ploughing** – No changes required

**Recording in Meetings**

Addition of 2 points under Reporting via Social Media:

1. Reporting via social media must be an accurate representation of the meeting observed
2. Quotations of Councillors and guests must be used in the context in which they were originally stated

**Financial Regulations** – No changes required (although a new NALC template is available to be applied and will be done when time permits)

**Health and Safety** – No changes required

*Action: Clerk to write to all employees ensuring they are comfortable with the current H&S documents*

**Risk Assessment** – No changes to content

Lease and rent details to be updated

Risk assessment of trees (assets) is still required

*Action: Clerk to update lease and rent details*

**Cadnam Cricket Club –** Risk assessment to be completed by cricket club

**Recruitment –** No changes required

**Standing Orders –** Minor changes as follows:

S/O 15 Renumbering of referred S/O corrected to 15 in two places in sub para b;

S/O 21 Refer to the newer Data Protection Act 2018;

S/O 23 Renumbering of referred S/O corrected to 23 in sub-para b.

**Publications** – Minor Changes – grammar corrections and addition of Instagram as a social media device.

**Equality & Diversity –** A new version of this document (re-written) is being prepared for council review by Cllr Bennett

**Freedom of Information –** Minor updates as follows:

Clarify how to access publications scheme via website dropdown

Clarify response time as 20 working days from date of receipt of request

Clarify who the Information Officer is – Parish Clerk