

CYNGOR GWLEDIG LLANELLI
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD
Ffôn: 01554 774103

PWYLLGOR POLISI AC ADNODDAU
I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar,
ddydd Mercher, 16 Medi, 2026, am 4.45 y.p.

Matthew Thomas

CLERC y CYNGOR

10 Medi, 2026.

AGENDA

1. Derby'n ymddiheuriadau am absenoldeb.
2. Derby'n Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. Canllaw Cwmpas a Mabwysiadu Polisiâu - nodi'r polisiâu y bydd y cyngor yn eu hadolygu yn y flwyddyn ariannol hon.
4. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 – ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
5. Adroddiad Dynol – Materion Staffio – i dderbyn adroddiad y Dirprwy Clerc.

Aelodau'r Pwyllgor:

Cyng. A. J. Rogers (Cadeirydd y Pwyllgor), N. Evans (Is-Gadeirydd y Pwyllgor),
T. M. Donoghue (Cadeirydd y Cyngor) S. R. Bowen, D. M. Cundy, R. E. Evans, S. M. T.
Ford, J. P. Hart, J. Lovell, W. E. Skinner, A. G. Stephens a O. Williams.

LLANELLI RURAL COUNCIL
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD
Tel: 01554 774103

POLICY AND RESOURCES COMMITTEE
To be hosted at the Council Chamber and via remote attendance on
Wednesday, 16 September, 2026, at 4.45 p.m.



CLERK to the COUNCIL

10 September, 2026.

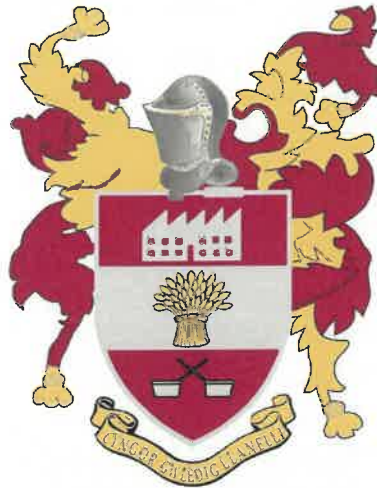
AGENDA

1. To receive apologies for absence.
2. To receive Members Declarations of Interest in respect of the business to be transacted.
3. Policies Coverage and Adoption Guide - to note the policies that the council will review in this financial year.
4. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matter owing to the confidential nature of the business to be transacted.
5. Human Resources – Staffing Matters – to receive the report of the Deputy Clerk.

Members of the Committee:

Cllrs. A. J. Rogers (Chairman of Committee), N. Evans (Vice Chairman of Committee),
T. M. Donoghue (Chairman of Council), S. R. Bowen, D. M. Cundy, R. E. Evans, S. M.
T. Ford, J. P. Hart, J. Lovell, W. E. Skinner, A. G. Stephens and O. Williams.

LLANELLI RURAL COUNCIL



76 POLICIES COVERAGE AND ADOPTION GUIDE

Draft for Council review

Register PACK-01 | Document PACK-01 | V0.2 | September 2026

This draft has no effect until formally adopted by the Council.

1. The complete Council policy revamp

This guide covers the Council's complete replacement suite of 76 policies and supporting documents, numbered 01 to 76. All 76 form one coordinated policy revamp for review, local completion and adoption. The suite includes policies, procedures, plans, schedules and operational toolkits.

All 76 documents are presented as drafts within the same replacement programme. Each requires the appropriate review, local information and approval before taking effect. Record which superseded document each adopted policy replaces and its effective date; preserve binding contractual rights and continuing statutory obligations during the transition.

2. How references work

Each of the 76 documents has a file number and a policy reference, such as GOV-01 or HR-12-B. The numbers 01 to 76 identify the complete document set. The register groups the documents into 64 policy areas; some areas contain more than one document, distinguished by a letter suffix. This grouping does not reduce the total of 76 documents.

Use the reference printed on each policy's cover and control table when updating the register, recording decisions and communicating changes. Maintain one controlled version of each document and update the guide and register together when a reference or version changes.

3. Review and adoption sequence

1. Start with authority and controls: Constitution and delegations, financial regulations, statutory codes, employment terms and pension discretions. Establish the required framework for the full revamp and reconcile binding terms and statutory instruments before adoption.
2. Ask each operational owner to complete the schedules for their services, premises, programmes and systems. Enter evidenced dates, contacts, thresholds and requirements; do not use blanks as default permissions.
3. Resolve the decisions in section 11 of each draft. Consult staff or representatives where contractual or other consultation duties apply and obtain specialist advice on matters requiring it.
4. Submit each document to the body with lawful approval authority. Record conditions, minute, version, effective date and review date. Publish or circulate the appropriate version and brief users.
5. Update the register with the approved version, location, adoption evidence and effective date for each document. Keep unapproved items marked as drafts. Archive superseded policies when their replacements take effect, and brief the people who must use the replacement suite.

4. Decisions and evidence still required

Area	Completion needed
Governance	Confirm the Constitution, standing orders, statutory member and employee codes, committee remits and lawful delegations. Supporting frameworks and procedures must be completed with the required statutory text and authorised decisions.
Finance and employment	Confirm the RFO appointment, financial limits, banking checks, verified employment terms and fund-validated pension discretions. Use Employee Handbook Draft 4.1 and the September 2026 councillor decision guide to complete the employment decisions.
Plans and reports	Approved priorities, budgets, service baselines, training dates, biodiversity evidence and annual report narrative. Blank templates do not fulfil publication or reporting duties.

Area	Completion needed
Safety and continuity	Site and equipment inventories, dutyholders, competent assessments, inspection intervals, restricted contacts and tested recovery arrangements.
Information and Welsh language	DPO assessment, evidenced retention periods, publication locations and the binding Welsh language scheme or notice. Confirm current complaint and request handling requirements.
Training and community services	Actual funder and awarding-body requirements, learner routes, local referral contacts, hire terms and the cemetery or joint burial authority's powers and rules.

5. Complete list of 76 policies

The following is the full policy suite. All entries belong to the same Council revamp; none is classified as an existing or additional policy.

01. Business Continuity and Emergency Planning Policy | BCP-01-A
02. Severe Weather and Emergency Closure Policy | BCP-01-B
03. Fire Safety Policy | HS-02
04. Flexible and Hybrid Working Policy | HR-09
05. Mental Health and Wellbeing Policy | HR-11
06. Redundancy and Consultation Policy | HR-14
07. Salary Sacrifice Policy | HR-15-A
08. Dignity at Work, Anti-Bullying and Harassment Policy | HR-05
09. Menopause, Fertility Treatment and Pregnancy Loss Support Policy | HR-18-A
10. Travel and Subsistence Policy | HR-16
11. Waste Management and Recycling Policy | ENV-01-A
12. Whistleblowing Policy | HR-06
13. Welsh Language Policy | WEL-01-A
14. Special and Other Leave Policy | HR-08-A
15. Foster Carer Leave and Fostering Friendly Employment Policy | HR-08-B
16. Family Leave and Pay Policy | HR-07
17. Probation and Capability Policy | HR-13
18. Disciplinary Policy and Procedure | HR-12-A | V0.2
19. Individual and Collective Grievance Policy and Procedure | HR-12-B | V0.2
20. Sickness Absence and Attendance Policy | HR-10
21. Data Protection, Privacy, Records Retention and Monitoring Policy | INF-01-A
22. Acceptable Use, Cyber Security and Artificial Intelligence Policy | INF-03
23. Social Media and Public Communications Policy | INF-04
24. Equality, Diversity, Inclusion and Reasonable Adjustments Policy | HR-04
25. Safeguarding Policy | TRN-04

26. Driving at Work and Grey Fleet Policy | HS-04
27. Lone Working, Violence and Aggression Policy | HS-05
28. Alcohol, Drugs and Medication Policy | HS-06
29. Anti-Fraud, Bribery, Gifts, Hospitality and Conflicts Policy | FIN-03
30. Freedom of Information, Environmental Information and Records Management Policy | INF-02-A
31. Domestic Abuse Support Policy | HR-18-B
32. Learning and Professional Development Policy | HR-17
33. Time Off in Lieu, Overtime and Working Outside Normal Hours Policy | HR-15-B
34. Leaving Employment and Handover Policy | HR-19
35. Health and Safety Policy and Operational Arrangements | HS-01
36. Member Dispensation Policy and Procedure | GOV-03
37. Environment and Sustainability Policy | ENV-01-B
38. Procurement and Contract Management Policy | FIN-02
39. Investment and Treasury Management Policy | FIN-04
40. Constitution Standing Orders and Scheme of Delegation Framework | GOV-01
41. Member Code of Conduct and Interests Administration Procedure | GOV-02
42. Corporate Risk Management Policy and Risk Register | GOV-04
43. Council Complaints Policy and Procedure | GOV-05
44. Strategic Plan and Performance Management Framework | GOV-06
45. Council Member and Officer Training Plan | GOV-07 | V0.2
46. Document Control and Policy Review Procedure | GOV-08
47. Annual Report and Publication Schedule | GOV-09
48. Member and Officer Working Protocol | GOV-10
49. Civic Roles and Chair Selection Procedure | GOV-11
50. Financial Regulations and Internal Control Framework | FIN-01
51. Community Grants and Financial Assistance Policy | FIN-05
52. Employee Code of Conduct and Standards Procedure | HR-01
53. Employment Terms and Handbook Control Schedule | HR-02
54. Recruitment Selection and Safer Recruitment Policy | HR-03
55. Annual Leave and Holiday Administration Procedure | HR-08-C
56. Manager HR Forms and Correspondence Toolkit | HR-20
57. LGPS Employer Discretions Policy and Decision Schedule | HR-21
58. Display Screen Equipment and Personal Protective Equipment Procedure | HS-03
59. Accident Incident and Near Miss Reporting Procedure | HS-07
60. Work Equipment Electrical Safety and Workplace Inspection Procedure | HS-08
61. Contractor Safety and Permit to Work Procedure | HS-09
62. Premises Compliance and Planned Maintenance Procedure | HS-10

- 63. Data Protection Governance Information Rights and Records Schedules | INF-01-B | V0.2
- 64. Biodiversity Action Plan and Duty Reporting Framework | ENV-01-C
- 65. Training and Employment Quality Management Manual | TRN-01
- 66. Training Delivery Assessment and Internal Quality Assurance Procedure | TRN-02
- 67. Training Contracts Partnerships and Subcontractor Management Procedure | TRN-03
- 68. Learner Complaints and Assessment Appeals Procedure | TRN-05
- 69. Learner Additional Needs and Inclusive Support Procedure | TRN-06
- 70. Prevent and Online Safety Procedure | TRN-07
- 71. Community Facility Hire and Asset Use Policy | COM-01
- 72. Burial and Cemetery Administration Procedure | COM-02
- 73. Volunteers and Community Events Policy and Procedure | COM-03
- 74. Business Continuity Response Plan and Exercise Schedules | BCP-01-C
- 75. Welsh Language Delivery and Obligations Schedule | WEL-01-B
- 76. Publication Scheme Guide and Information Request Schedules | INF-02-B | V0.2

Use the latest V0.2 revisions for documents 18, 19, 45, 63 and 76. Employee Handbook Draft 4.1 and the September 2026 councillor decision guide support this suite and are separate from the 76 numbered documents.

6. Adoption tracker template

Field	Entry
Document reference and version	[Complete for each document]
Owner and specialist reviewer	[Complete for each document]
Contractual and statutory reconciliation and consultation	[Complete for each document]
Local decisions and schedules completed	[Complete for each document]
Approval body date minute and conditions	[Complete for each document]
Effective date briefing and publication	[Complete for each document]
Register updated and next review	[Complete for each document]
Outstanding action owner and due date	[Complete for each document]

7. Document control

Control	Detail
Reference	PACK-01
Version	V0.2 September 2026
Purpose	Compliance review and adoption coordination
Status	Draft working guide
Owner	Clerk to the Council / designated compliance lead