

**Sleaford Town Council
CONSTITUTION**

Contents

CHAPTER 1	INTRODUCTION TO THE CONSTITUTION OF SLEAFORD TOWN COUNCIL
CHAPTER 2	HOW THE COUNCIL IS ORGANISED
CHAPTER 3	STANDING ORDERS
CHAPTER 4	FINANCIAL REGULATIONS
CHAPTER 5	STAFF HAND BOOK
CHAPTER 6	TRAINING STATEMENT OF INTENT
CHAPTER 7	CIVIC PROTOCOL
CHAPTER 8	MEMBER & EMPLOYEE PROTOCOL (PRINCIPLES OF GOOD PRACTICE)
CHAPTER 9	RFO PROTOCOL
CHAPTER 10	MEMBER CODE OF CONDUCT
CHAPTER 11	HEALTH & SAFETY POLICY
CHAPTER 12	CORPORATIVE GOVERNEMENT POLICY
CHAPTER 13	RISK MANAGEMENT STRATEGY
CHAPTER 14	ACCESSIBILITY POLICY
CHAPTER 15	INFORMATION POLICY, FREEDOM OF INFORMATION & DATA PROTECTION
CHAPTER 16	PUBLICATION SCHEME
CHAPTER 17	COMMUNITY ENGAGEMENT STRATEGY
CHAPTER 18	COMMUNICATIONS, PRESS & SOCIAL MEDIA POLICY
CHAPTER 19	VOLUNTEERS' POLICY
CHAPTER 20	GRANT AID POLICY
CHAPTER 21	BULLYING & HARASSMENT
CHAPTER 22	BULLYING & HARASSMENT BY THE PUBLIC
CHAPTER 23	FILLING OF A CASUAL VACANCY
CHAPTER 24	COMPLAINTS PROCEDURE POLICY
CHAPTER 25	CHILD & VULNERABLE ADULT PROTECTION POLICY
CHAPTER 26	ANTI FRAUD AND CORRUPTION POLICY
CHAPTER 27	CONFIDENTIAL REPORTING POLICY
CHAPTER 28	WHISTLE-BLOWING POLICY

Adopted Full Council 4th May 2016
 Minute Number: FC.8 021
 Amended: 11th January 2017 FC.10 024