

# LANDFORD PARISH COUNCIL STANDARD OPERATING PROCEDURE

<b>TITLE</b>	Writing and Approving Standard Operating Procedures
<b>NUMBER</b>	ADMIN 1
<b>DATE EFFECTIVE</b>	March 2019
<b>DATE LAST REVISED</b>	June 2024
<b>DATE OF MEETING</b>	10 <sup>th</sup> July 2024

## 1. INTRODUCTION

A Standard Operating Procedure (SOP) is a written set of step-by-step instructions compiled by an organisation to help the organisation and its employees carry out complex routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with regulations or legislation.

Landford Parish Council (“the Council”) has implemented a suite of SOPs to complement its Financial Regulations and Standing Orders. It is incumbent on Councillors and the Clerk/Responsible Financial Officer (RFO) to ensure that they are familiar with the approved procedures.

The purpose of this SOP is to describe the process and standards the Council has adopted in the generation of its SOPs.

## 2. WRITING THE SOP

### 2.1 Author

The individual with the most appropriate experience of the subject matter will usually write the SOP; this may be a Councillor or the Clerk/RFO.

### 2.2 Format

- Administration SOPs will be prefixed: ADMIN.
- Human Resources SOPs will be prefixed: HR.
- Finance SOPs will be prefixed: FIN.

### **3. REVIEW AND APPROVAL**

#### **3.1 Review**

- If the Council has a relevant Group or Committee, in the first instance the draft SOP should be circulated to it for review and comment e.g. the HR Group should review HR SOPs and the Finance Group should review FIN SOPs. The ADMIN SOP should be circulated to the whole Council.
- Once SOPs have been agreed by the relevant Group, and the author is satisfied the SOPs accurately reflect how processes should operate, they should be circulated to the whole Council for review prior to the next Council meeting.

#### **3.2 Approval**

- Draft SOPs should be approved by resolution at a Full Council meeting and will become effective on the date of that meeting.

### **4. REVISION OF SOPS**

#### **4.1 Routine revisions**

- The date on which a SOP was last revised will be recorded on the front page of the SOP;
- All SOPs will be reviewed every 2 years.

#### **4.2 “For cause” revisions**

- If it becomes apparent that a SOP is either not fit for purpose or fails to adequately describe the Council’s actual process then it will be amended as a matter of urgency.

### **5. DISTRIBUTION**

The Clerk/RFO will ensure that all Councillors are issued with an electronic copy of the SOPs, which will be posted on the Council’s website so that they are available to the public.