



Saxilby with Ingleby Parish Council

Policies, Procedures and Governance Documentation

Parish and Town Councils operate using rules and regulations defined in the Local Government Act 1972 and other Government Acts and legislation applicable to Councils as Corporate Bodies. The following document lists the policies, procedures and documents adopted by Saxilby with Ingleby Parish Council.

Document	Reference	Description	Status	Ver.	Meeting Current Version Approved	Next FC Review Date
Basic Governance						
Standing Orders	PRO/STA	Held on network. Published on the website.	AR/BP	7.9	23-06	Annual review 24-06
Financial Regulations	PRO/FIN	Held on network. Published on the website.	SR ¹	5.9	23-06	Annual review 24-05
Minute Book		Formal record of minutes held in loose leaf 'minute book'. Held in the Parish Office (current year). Previous years held in storeroom and Lincolnshire Archives. Minutes also scanned and held on network.	SR ²	N/A	As per meeting cycle	Monthly review
Code of Conduct for Councillors		Council's adopted Code as required by the Localism Act 2011. Revised Code of Conduct, as per WLDC (based on LGA version), Held on network. Published on the website. Issued to all Councillors.	SR ³	1.0	23-06	Annual review 24-06
Parish Emergency Plan			BP	2.0	Went live 220407.	Annual review 23-04
Terms of Reference	PRO/TOR	Terms of Reference for all the Council's delegated committees. Held on the network.		4.7	24-03FC	Annual review 25-03
Detail all land holdings		Recorded as part of the Master	BP		23-06	Annual review

¹ Local Government Finance Act 1990, s.50

² Local Government Act 1972, Sch 12, Para 41

³ Localism Act 2011

		Asset Register on Omega. Updated annually as part of audit. Held on the network and redacted list on the website				24-06
Health & Safety Policy		Held on the network.	BP		24-01	Annual review 25-01
Health & Safety Policy Statement of Intent		Held on the network. Displayed in Community Centre noticeboard & Mill Lane Workshop.	BP		24-01	Annual review 25-01
Members' Register of Interest		Held on the network. Details published on the website. Copy held by WLDC Monitoring Officer.	SR ⁴		As and when councillors' circumstances change new councillors elected/co-opted	Continual review
Safeguarding Policy	POL/SAF	Held on the network.	BP	1.1	23-11	Annual review 24-11
Volunteer Policy		Held on the network.	BP	1.1	Approved at FC24-02	Review every 3 yrs Due 27-02.
Whistle-blowing Policy	POL/WHI	Held on the network.	BP	1.1	21-03	Review every 2 yrs Due 23-03 Add to 23-07
Media & Social Media Policy	POL/MED	Held on the network and shared with cllrs.	BP	2.1	22-12	Review every 2 yrs 24-12
Committee Membership		Held on network. Details published on website. When Committee membership changes and after Annual Meeting.	BP		23-05	Annual review and Continual 24-05
Councillor-officer protocol	PROT/CLLOFF	Held on network. Based on civility and respect template doc.	BP	2.0	22-12	Review every 2 yrs 24-12
Openness & Accountability						
Freedom of Information – Model Publication Scheme	SCH/PUB	Held on network. Details published on website.	SR ⁵	1.4	Approved at FC24-02	Review every 3 yrs 27-02

⁴ Localism Act 2011

⁵ Freedom of Information Act 2000, s.20

Handling Freedom of Information Requests Policy	POL/FOI	Held on network. Published on website.		2.3	Approved at FC24-02	Review every 2 yrs 26-02
Information available under the model publication scheme	SCH/PUB	Held on network. Details published on website.		2.5	Approved at FC24-02	Review every 3 yrs 27-02
Records management policy	POL/RECO	Held on network.		1.0	24-04	Review every 2 yrs 26-02
Complaints Procedure		Held on the network. Published on website.	BP	5.4	24-04	Review every 2 yrs February 2026
Data Protection Policy	POL/DP	Held on the network. Published on website.	AR	2.1	23-10	Review every 2 yrs 25-10
ICO Cert. - registration as a data controller - Data Protection Register		Held on the network. Under suppliers - ICO.		N/A	24-02	25-02
Privacy Policy	POL/GDP	Held on the network. Published on website.		1.3		Review every 2 yrs 24-06
Privacy Notice – General Public		Held on the network. Published on website.		2.2		Review every 2 yrs 24-06
Privacy Notice – Staff, Cllrs & Role Holders		Held on the network		2.2		Review every 2 yrs 24-06
Data Breach Policy	POL/BREACH	Held on the network.		1.1	Approved FC24-02	Review every 3 yrs Due 27-02
Risk Management Policy	POL/RISK	Held on the network. May 2023 and quarterly review by finance committee	AR	4.7	22-05	23-05
Play Areas						
Record of Play Equipment inspections		On network and in folder in caretakers office	BP			Weekly
Record of Annual Inspection and copies of inspection certificate		Annual Inspection record held on the network.	AR		23-12	Annual review 24-12
Record of contractors'		Held on the network. Ongoing	SR/BP		Ongoing	

insurance, including copies of contractor's liability insurance documents						
Bouncy Castle Policy & Agreement		Held on the network.			19-11 CC closed 2021, re-visit when activities resume.	Review every 2 yrs 23-08
Burial Authority						
Register and Record of Burials		Held in Parish office/store (Physical Register covering 1958 – February 2013). Electronic register held on the network on master spreadsheet (Saxilby cemetery – record of burials).	SR ⁶			As required
Register of graves		Held in Parish office/store (Physical Register covering 1958 – Feb 2013). Electronic register held on the network on master spreadsheet (Saxilby cemetery – record of burials).	SR ⁷			As required
Map of cemetery		Electronic map held on the network.	SR ⁸			As required
Record of Exclusive Rights of Burial		Paper copies held in Parish office (1989 – present). Scanned copies held on the network since 2014. Details also recorded on master spreadsheet (Saxilby cemetery – record of burials).	SR ⁹			As required
Record of Exhumations		Electronic Record of Exhumations	SR ¹⁰			As required

⁶ Local Authorities' Cemeteries Order 1977, s.8

⁷ Local Authorities' Cemeteries Order 1977, s.8

⁸ Local Authorities' Cemeteries Order 1977, s.8

⁹ Local Authorities' Cemeteries Order 1977, Sch 2 pt. II

		held on network.				
List of burial fees and charges		Held on the network. Published on the website. Issued to local Funeral Directors when updated.	SR ¹¹		Part of the annual fees and charges document published each April.	Annual review in March
Burial Ground Regulations	PRO/BUR	Held on the network. Published on Parish Council website. Summary published on noticeboard at Burial Ground.	BP	6.1	Approved FC 23-12	Review every 2 yrs Due 25-12
Memorial Testing Policy	POL/MEMTEST	Held on the network.	BP	1.1	Approved FC 23-12	Review every 2 yrs Due 25-12
Exhumation Policy		Put in place July 2021.	BP	1.1	Approved FC 23-12	Review every 2 yrs Due 25-12
Employment & Personnel						
Job Description		Held on then network. Issued to individual members of staff.	SR		Annually	Annually, as part of staff appraisal & Personnel Committee
Written Statement of Particulars of Employment (Contracts of Employment)		Held on the network. Issued to individual members of staff.	SR ¹²			As required
Holiday Records		Held on the network.	AR			Monthly
Payroll Records		Held on the network.	BP/AR			Monthly
Employee Handbook		Held on the network. Hard copy issued to individual members of staff. This covers: Wages and salaries; Holiday entitlement; Sickness; Safeguards, Standards; Health, safety, welfare, hygiene; Terms of employment; Whistle-	BP	1	24-02	Annual review 25-02

¹⁰ Local Authorities' Cemeteries Order 1977, S.11(5)

¹¹ Local Authorities' Cemeteries Order 1977, part 15(3)

¹² Employment Rights Act 1996, pt. 1, s.1

		blowers; Capability procedure; Disciplinary procedure; Grievance procedure; Harassment policy; Equal opportunities policy; Termination of employment.				
Bullying & Harassment Policy (Dignity At Work)	POL/BUL	Held on the network. Harassment is covered as part of the Employee Handbook. This policy was specifically created following a recommendation from an independent Grievance Panel.	BP	1	23-07	25-07
Bullying and harassment statement (NALC Civility and Respect)		Replaces Respect code. Held on the network. Displayed in St Andrews Centre. Add to mill lane	BP		22-11	Review every 2yrs 24-11
Grievance & Disciplinary Policy		Policy is covered as part of the Employee Handbook. Now part of SK policies and in handbook.	BP			Annual review 25-02
Equal Opportunities Policy	POL/EQU	Held on the network. Previously Equal Opportunities & Diversity Policy & Procedure	BP	1.1	21-03	Review every 2 yrs 23-03. Review 23-09
Sickness Absence policy		Policy is covered as part of the Employee Handbook.	BP			25-02
Sickness Absence records		Held on the network.	AR		As required	
Lone Worker Policy	POL/LON	Held on the network.	BP	2.0	V1.0 approved FC 07 th September 2016. V1.1 approved FC 4 th October 2017. V2.0 based on SK model approved Feb 2020.	Review every 2 yrs 22-02
Training & Development Policy	POL/TRNG	Held on the network.	BP	3.1	5 th Dec 2018 FC. V2.2 Dec 2019. V3.0 Dec 2020 – not approved by FC. V3.1 Feb 2021.	Review every 2 yrs 23-02 23-08
Training record (staff & Councillors)		Separate records for staff and for Councillor training are held on the network.	BP			Continual review. Updated as and when training is

						attended.
Wellbeing Policy		Stallard Kane document.		1.0	22-09	Review every 2 yrs 24-09
Environment						
Green space audit		Details held within the made Saxilby with Ingleby Neighbourhood Plan.			Published on the website.	
Certificate of waste disposal					Received	
Tree Policy		Not held	BP			
CCTV	POL/CCTV				FC24-04	26-04 Bi-Annual
Financial						
Accounts		Omega accounts from 01 Apr 2017. SAGE 50 to 31 Mar 2017.	SR ¹³		As required	As required
Prior year Annual Return		Held on the network. Published on the website.				Annual review
Bank statements		Held in Parish office and storeroom	AR			
Cheque books		Held in Parish office	AR			
Paying in books		Held in Parish office and storeroom when full.	AR			
Invoices and receipts		Held in Parish office and storeroom	AR			
Insurance documents/Certificate of Employer's Liability		Held on the network. Certificate of Employer's Liability displayed at St Andrews Centre and Mill Lane workshop.	AR		Annually, upon renewal.	April (vehicle insurance) & October (Council & lift insurance)
Notice of tax code for each employee		Held by external accountancy firm (who process payroll) and held on the network.	AR			

¹³ Accounts and Audit (England) Regulations 2011, No. 817

VAT reclaim record		On Omega software	AR		Quarterly	
Asset Register		On Omega software.	AR		23-06	Annual review 24-06
Grant Awarding Policy	POL/GRANT	Held on the network. Policy and application form also published on the website.		3.4	23-06	Annual review 24-03
Record of grants made		Held on the network. Details for previous year published on the website.	AR/BP			
Record of borrowings		Details of PWLB loans held on network and details on website.	AR			
Cash Handling Procedure	PROC/CASH	Held on the network.	BP	4.1	23-03	Review every 2 yrs 25-03
Payroll Procedure	PROC/PAYROLL	Held on the network.	BP	4.1	23-03	Review every 2 yrs 25-03
Pay Policy	POL/PAY	Held on the network.	BP	3.1	23-05	Annual review 24-03
Financial Reserve Policy		Held on the network.	BP	1	24-01	Bi-annual review due 26-01

Recommendation: For full council to agree the above document review schedule.