



Saxilby with Ingleby Parish Council
Policies, Procedures and Governance Documentation
Schedule of Review List

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.

Key	Colour
SR – Statutory requirement	Red
AR – Audit requirement	Amber
BP – Best practice	Green
Must retain	Purple

Key to document references	
Policy	POL
Procedure	PROC
Record	REC
Work Instruction	WI

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	1.1	25-09	Annual review 26-05
Financial Regulations	PRO/FIN	Held on network. Published on the website.	SR ¹	1.2	25-10	Annual review 25-06
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 06 April 2022. Reviewed annually. 05 June 2024.	Annual review 25-06
Parish Emergency Plan			BP	2.0	25-05.	Annual review 26-06
Terms of Reference	PRO/TOR	Terms of Reference for all the Council's delegated committees. Held on the network.		4.7	26-02FC	Annual review 26-05
Detail all land holdings		Recorded as part of the Master Asset Register. Updated annually as part of year end audit. Held	BP		25-06	Annual review 26-06

¹ Local Government Finance Act 1990, s.50

² Local Government Act 1972, Sch 12, Para 41

³ Localism Act 2011

		on the network and redacted list on the website				
Health & Safety Policy, including Statement of Intent		Held on the network. Statement of Intent - Displayed on Community Centre noticeboard & Mill Lane Workshop.	BP		26-04 VI.0	Annual review 27-04
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 by members
Safeguarding Policy	POL/SAF	Held on the network.	BP	1.2	26-02	Annual review 26-06
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. In staff Handbook	BP			See staff handbook.
Media & Social Media Policy	POL/MED	Held on the network and shared with cllrs.	BP	2.1	26-04	Review every 2 yrs 28-04
Media & Social Media Facebook Supplement		Held on the network and shared with cllrs.	BP		26-04	Review every 2 yrs 28-04
Media & Social Media WhatsApp Supplement		Held on the network and shared with cllrs.	BP		26-04	Review every 2 yrs 28-04
Media & Social Media Civility and Respect Social Supplement		Held on the network and shared with cllrs.	BP		26-04	Review every 2 yrs 28-04
Communications strategy		Held on the network and shared with cllrs.	BP		26-04	Review every 2 yrs 28-04
Committee Membership		Held on network. Details published on website. Updated when Committee membership changes and at Annual Meeting.	BP		25-05	Annual review 26-05
Councillor-officer protocol	PROT/CLLOF	Held on network. Based on civility and respect template doc.	BP	2.2	24-12	Review every 2 yrs 26-12

⁴ Localism Act 2011

Openness & Accountability						
Freedom of Information – Model Publication Scheme	SCH/PUB	Held on network. Details published on website.	SR⁵	1.5	Approved at FC24-02	Review every 3 yrs 27-02
Handling Freedom of Information Requests Policy	POL/FOI	Held on network. Published on website.		2.4	Approved FC25-09	Review every 3 yrs 28-09
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	26-02	Review every 3 yrs 29-02
Complaints Procedure		Held on the network. Published on website.	BP	5.4	24-04	Review every 2 yrs 26-02
Data Protection Policy	POL/DP	Held on the network. Published on website.	AR	2.2	25-10	Review every 3 yrs 28-10
ICO Cert. - registration as a data controller - Data Protection Register		Held on the network. Under Admin Drive\Permanent\Data Protection Log\ICO		N/A	26-02	27-02
Privacy Policy		REPLACED BY PRIVACY NOTICES BELOW				
Privacy Notice – General Public		Held on the network. Published on website.		2.2	24-06	Review every 2 yrs 26-06
Privacy Notice – Staff, Cllrs & Role Holders		Held on the network		2.2	24-06	Review every 2 yrs 26-06
SAR – Subject Access Request Procedure	PRO/SAR	Held on the network.	BP	1.0	24-07	Review every 2 yrs 26-07
Data Breach Policy	POL/BREACH	Held on the network.		1.1	FC24-02	Review every 3 yrs 27-02
Risk Management Register	POL/RISK	Held on the network. Quarterly review by finance committee	AR	4.7	26-04	26-07
Play Areas						

⁵ Freedom of Information Act 2000, s.20

Record of Play Equipment inspections		On network and in folder in caretaker's office	BP			Weekly
Record of Annual Inspection and copies of inspection certificate		Annual Inspection record held on the network.	AR		26-01	Annual review 27-01
Record of contractors' insurance, including copies of contractor's liability insurance documents		Held on the network. Ongoing	SR/BP		Ongoing	
Bouncy Castle Policy & Agreement		Not held.				
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	SR ⁹			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 the network since 2014. Details also recorded on master spreadsheet (Saxilby cemetery – record of burials).				
Record of Exhumations		Electronic Record of Exhumations held on network.	SR ¹⁰			As required
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	6.2	Approved FC 25-12	Review every 2 yrs 27-12
Memorial Testing Policy	POL/MEMTEST	Held on the network.	BP	1.1	Approved FC 25-12	Review every 2 yrs 27-12
Exhumation Policy			BP	1.2	Approved FC 25-12	Review every 2 yrs 27-12
Employment & Personnel						
Job Description		Held on then network. Issued to individual members of staff.	SR		Annually. Review by committee due – 25-06	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			On appointment.
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;	BP	1	25-05 – content TBA	Annual review 26-05

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

		Terms of employment; Whistle-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	26-07
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		24-11 VI re-approved	Review every 2yrs 26-11
Grievance & Disciplinary Policy		See staff handbook	BP			See staff handbook
Equal Opportunities Policy	POL/EQU	See staff handbook	BP			See staff handbook
Sickness Absence policy		See staff handbook	BP			See staff handbook
Sickness Absence records		Held on the network.	AR		As required	
Lone Worker Policy	POL/LON	Held on the network.	BP	2.0	24-06	Review every 2 yrs 26-06
Training & Development Policy	POL/TRNG	Held on the network.	BP	3.3	V3.3 approved FC 24/07	Review every 2 yrs 26-07
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			BP	1.0	24-09 – with monitoring to go to personnel committee	Review every 3 yrs 27-09

Vexatious Policy	PRO/VEX		BP	1.0	24-07	Review every 2 yrs 26-07
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			BP			
CCTV	POL/CCTV				FC26-02 (VI)	Review every 2 yrs 28-02
Financial						
Accounts		Xero from 01 April 2024. Omega 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 stores	AR			
Cheque books		Held in Parish office	AR			
Paying in books		Held in Parish office and stores	AR			
Invoices and receipts		Held in Parish office and stores and electronically	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			
VAT reclaim record		On Xero software	AR		Quarterly	
Asset Register		On network.	AR		23-06	Annual review 24-06

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

Grant Awarding Policy & Application Form	POL/GRANT	Held on the network and website.		3.5	26-04	Annual review 27-03
Record of grants made		Held on the network and published on the website.	AR/BP			
Record of borrowings		Details of PWLB loans held on network.	AR			
Cash Handling Procedure	PROC/CASH	Held on the network.	BP	4.2	25-04	Review every 2 yrs 27-04
Payroll Procedure	PROC/PAYROLL	Held on the network.	BP	4.2	25-03	Review every 2 yrs 27-03
Pay Policy	POL/PAY	Held on the network.	BP	3.1	24-06	Annual review 25-06 – personnel first
Financial Reserve Policy		Held on the network.	BP	1.0	24-01	Bi-annual review due 26-01
Sexual Harassment Policy	POL/SEX	Held on the network.		1	25-04	Bi-annual review due 27-04
Sale of alcohol policy	POL/ALC	Held on the network.	BP	1.0	25-07	27-07
Environmental policy	POL/Env	Held on the network		1.0	25-03	27-03
Bio-diversity policy	POL/BIO	Held on the network		1.0	25-06	27-04
Parental bereavement leave policy.	POL/PAR	Held on the network		1.0	25-06	27-06
Sexual Harassment Risk Assessment.	RA/SH	Held on the network		1.0	25-06	27-06
Bereavement leave policy.	POL/BER	Held on the network		1.0	25-10	27-10
Website Accessibility Statement	-	Held under policy folder sharepoint. Annual Review		2.0	26-02 (VI 21 January 2022)	27-02