

Agree dates for review of policies, procedures, and governance documentation

Below is a list of proposed review dates. Please share comments for the documents being reviewed in June by 22 May, so they can be included for consideration by councillors.

Document	Next Full Council Review Date
ICO Cert registration as a data controller	24-02
- Data Protection Register	
Committee Membership	Annual review and Continual
·	23-05
Standing Orders	Annual review
	23-06
Financial Regulations	Annual review
	23-06
Code of Conduct for Councillors	Annual review
	23-06
Terms of Reference	Annual review
	23-06
Members' Register of Interest	Continual review
	23-06
Safeguarding Policy	Annual review
3, 3, 3, 3, 3, 3,	23-06
Asset Register	Annual review
	23-06
Grant Awarding Policy	Annual review
,	23-06
Risk Management Policy	Annual review
,	23-06
Complaints Procedure	Annual review
·	23-07
Parish Emergency Plan	Annual review
	23-07
Detail all land holdings	Annual review
_	23-07
Health & Safety Policy	Annual review
	23-07
Health & Safety Policy Statement of Intent	Annual review
	23-07
Volunteer Policy	Review every 2 yrs
·	23-07

Grievance & Disciplinary Policy In staff handbook? Sickness Absence policy In staff handbook? Lone Worker Policy In staff handbook? Bullying & Harassment Policy (Dignity At Work) Whistle-blowing Policy In Staff handbook? Bullying & Harassment Policy (Dignity At Work) Whistle-blowing Policy In Staff handbook? Bullying & Harassment Policy (Dignity At Work) Whistle-blowing Policy In Staff handbook? Bullying & Harassment Policy (Dignity At Work) Whistle-blowing Policy In Staff handbook? Bullying & Harassment Policy In Staff handbook? Bullying & Harassment Policy In Staff handbook? Beview every 2 yrs In Staff handbook? Beview every 2 yrs In Staff handbook? Beview every 2 yrs In Staff handbook?	Data Protection Policy	Review every 2 yrs
In staff handbook? Sickness Absence policy In staff handbook? Lone Worker Policy In staff handbook? Bullying & Harassment Policy (Dignity At Work) Whistle-blowing Policy Handling Freedom of Information Review every 2 yrs 23-07 Handling Freedom of Information Review every 2 yrs 23-07 Handling Freedom of Information Review every 2 yrs 23-07 Handling Freedom of Information Review every 2 yrs 23-07 Freedom of Information – Model Publication Scheme Information available under the model publication scheme Data Breach Policy Review every 2 yrs 23-08 Record of Annual Inspection and copies of inspection certificate Bouncy Castle Policy & Agreement Review every 2 yrs 23-08 Pay Policy Annual review 23-08 Financial Reserve Policy Annual review 23-08 Fraining & Development Policy Review every 2 yrs 23-08 Exhumation Policy Review every 2 yrs 23-09 Burial Ground Regulations Annual review 23-10 Memorial Testing Policy Review every 2 yrs 23-10 Councillor-officer protocol Review every 2 yrs 24-12 Record of Play Equipment inspections Mereview levery 2 yrs 24-12 Weekly Insurance documents/Certificate of Apr (vehicle insurance)	,	
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Employee Handbook	Annual review
	24-02
List of burial fees and charges	Annual review in March
	24-03
Cash Handling Procedure	Review every 2 yrs
	25-03
Payroll Procedure	Review every 2 yrs
	25-03
Privacy Policy	Review every 2 yrs
	24-05
Privacy Notice – General Public	Review every 2 yrs
	24-05
Privacy Notice – Staff, Cllrs & Role Holders	Review every 2 yrs
	24-05
Wellbeing Policy	Review every 2 yrs
	24-09
Media & Social Media Policy	Review every 2 yrs
	24-12
Bullying and harassment statement (NALC	Review every 2yrs
Civility and Respect)	24-11