



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 - Data Protection Register	24-02
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 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

Data Protection Policy	Review every 2 yrs 23-07
Grievance & Disciplinary Policy In staff handbook?	Annual review 23-07
Sickness Absence policy In staff handbook?	23-07
Lone Worker Policy In staff handbook?	Review every 2 yrs 23-07
Bullying & Harassment Policy (Dignity At Work)	23-07
Whistle-blowing Policy	Review every 2 yrs 23-07
Handling Freedom of Information Requests Policy	Review every 2 yrs 23-07
Job Description	Annually, as part of staff appraisal and Personnel Committee 23-07
Freedom of Information – Model Publication Scheme	Annual review 23-08
Information available under the model publication scheme	Annual review 23-08
Data Breach Policy	Review every 2 yrs 23-08
Record of Annual Inspection and copies of inspection certificate	Annual review 23-08
Bouncy Castle Policy & Agreement	Review every 2 yrs 23-08
Pay Policy	Annual review 23-08
Financial Reserve Policy	TO DO 23-08
Training & 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	Weekly
Insurance documents/Certificate of Employer's Liability	Apr (vehicle insurance) Oct (Council & lift insurance)

2024	
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 Civility and Respect)	Review every 2yrs 24-11