	A	B	C	D	E	F	G	H	I	J	K
1	**Nash Mills Parish Council Document Register**	**Version**	**Adopted**	**Website**	**Review period**	**Review Date**	**Applicable Statute**	**Clerk Notes**			
2											
3	**GOVERNANCE**										
4	Standing Orders	5	Apr-21	y	2 years	May-23	Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015	amend UE limits SO 18?? Check procurement thresholds feb 2022			
5	Code of Conduct	3	Apr-22	y	2 years	Apr-23	Localism Act 2011,s27	new DBC doc march 2022			
6	ICO Publication Scheme	5	Feb-22	y	Annually	Feb-23	Freedom of Information Act 2000				
7	**SCHEME OF DELEGATION (INCORPORATES BELOW)**										
8	Scheme of Delegation (inc Working Groups)	4	Apr-21	y	2 years	Apr-23	Local Govt Act 1972 s101,117 Lga 1972 s.12a (part1), LGA 1972 s.102 DPA 1998, Public Bodies(admission to meetings Act) 1960s2				
9	Personnel TOR	4	Apr-21	Jan-00	2 years	Apr-23	Local Govt Act 1972 s101,s117				
10	**POLICIES & PROCEDURES**										
11	Complaints Policy	5	Feb-22	y	Annually	Feb-23	Freedom of Information Act 2000 Section 14, Health and safety at Work Act 1974,Data Protection Act 1998/2018,GDPR 2018				
12	Social Media & Electronic Communications Policy	4	Apr-21	y	2 years	Apr-23	Data Protection Act 1998,2018, Local Govt Act 1972, GDPR 2018				
13	Grant & Donation Policy & Application	2	Apr-19	y	2 years	Jan-23	Local Govt Act 1972 & Local Govt Act 1972 s137				
14	Planning Code of Practice	1	Apr-19	y	when required		Local Govt Act 2000/ Localism act 2011				
15	Community Engagement Stmnt of Intent	3	Nov-19	y	when required						
16	Press and Media Policy	4	Apr-21	y	2 years	Apr-23					
17	Accessibility stmnt for website	1	01-Mar-20	y	as req		clerk added to website no need for formal adoption				
18	Privacy Stmnt (for website)	1		y							
19	Virtual Meeting Procedure	1	01-Jun-20	y	as req		Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)Regs 2020				
20	**Health & Safety Policy Stmnt (we are under threshold)**						Health And Safety At Work Act 1974				
21	Vexatious Complaints Policy	3	Feb-22	y	annually	Feb-23	FOI Act 2000/ Data Protection Act 1998				
22	Photographing and Recording of Meetings Policy	**1**	Aug-20	y	3 years	Sep-23	DPA 1998	update legislation in policies			
23	**Remote Meeting Protocol**	**1**	Oct-20	y	2 years	Oct-22		update legislation in policies			
24	**(GDPR-Needs review)**										
25	**Information& Data Protection Policy**						Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018	update legislation in policies			
26	**Freedom of Information Policy**			y							
27	**Subject Access Request Policy**			y							
28	**GDPR Data Audit**			y							
29	**GDPR Guidance and Action Plan**			y							
30	**GDPR Consent and Privacy Notices**			y							
31	**General Privacy Notice**			y							
32	**General Contacts Consent**			y							
33	**STAFFING**										
34	Equality & Diversity Policy	1	Aug-20	y	3 years	Aug-23	Equality Act 2010				
35	**Bullying and Harrassment Policy**										
36	Disciplinary Procedure	1	Oct-20	n	3 yrs	Oct-23	NALC model doc amended				
37	Grievance Policy	1	Aug-20	y	3 years	Sep-23	GDPR	update legislation in policies			
38	**Violence and Aggression at work policy (or similar)**										
39	**Training & Development policy/Appraisal**										
40	**Lone working Policy**										
41	**Recruitment Policy**										
42	**Member/Officer Protocol**										
43	**Others (needed)**										
44	**Co-option Procedure**										
45	Covid Contingency Plan		Mar-20		as required						
46	Retention and Disposal Policy	1	Aug-20	y	3 years	Sep-23	Data Protection Act 1998/GDPR 2018 FOI Act 2000	update legislation in policies			
47	Retention and Disposal Policy Appendix A	**1**	01-Aug-20	y	3 years	Sep-23	Limitation Act 1980/Employers Liability (compulsory Ins) Regs 1998				
48	**RISK**										
49	Risk Management (& Financial) Scheme	6	Feb-22	y	6 mnthly Jan & June	Jun-22					
50	Warden Risk Assessment	4	Jan-22	N	annually	Jan-23	Health And Safety At Work Act 1974				
51	Event Risk Assessment		Nov-20		as and when		review with any new event or Govt guidance/working document				
52	Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when		HSE/ Government advice notes				
53	**Covid-19 Risk Assessment**										
54	Christmas Lights Risk Assessment	2	Oct-21	N	annually	Oct-23	Health And Safety At Work Act 1974				
55	Covid Return to F2F Meetings V3	4	Mar-22	Y	when required		Govt Restrictions/ HSE guidance/				
56	H&S Risk Assessment Play Area	**3**	Dec-21	N	annually	Dec-22					
57	Remembrance Day RA	**3**	Nov-21	N	Annualy	Sep-22	Govt Restrictions/ HSE guidance/				
58	Defibrillator RA	**2**	Nov-21	y	When required	Nov-23					
59	**FINANCIAL**										
60	Financial Regulations	3	Jul-21	y	annually	Jun-22		Check procurement thresholds feb 2022			
61	Asset Register	5	Oct-21	y	6 monthy	Apr-21	Updated Oct 2021				
62	Review of the Effectiveness of the Internal Auditor & Audit	5	Nov-21	y	6 Monthly Dec/May	May-22					
63	Audit Plan	3	Jan-21		Annually	Jan-23					
64	Reserves Policy	3	Jul-21	y	Annually	Jun-22	Local Govt Finance Act 1992				
65	Earmarked Reserves (appendix to above policy)	3	Oct-21		October and May	May-21	Local Govt Finance Act 1992 s32,s43				
66	Internal Control Review	5	Nov-21	y	6 monthly Dec/May	May-22					
67	Investment Strategy	3	Mar-22	Y	Annually	Mar-23	Local Govt Act 2003				
68	Budget Setting Process										
69	**STRATEGY**										
70	Business Action Plan	1	Nov-21					stored under working groups			
71	Annual Report			Y		Apr-22	Cllrs to write their own reports for inclusiion.				
72	**OTHER**										
73	Good Councillors Guide										
74	Arnold Baker		10th edition								
75	Local Councils Explained		NALC 2013								
76	**KEY**										
77	**Items in black have been adopted**										
78	Items in blue (bold) are still needed or historic docs need reviewing.						Please note that council adopted all existing policies and procedures in June 2020 ref 20/086/FPC				
79	Items in red have been drafted						please note that council adopted all existing policies and procedures in May 2021 ref 21/019/FPC				
80	**Notes**										
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