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Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date	Applicable Statute	Clerk Notes	+ $+$ $-$	
Kash Wills Parish Council Document Kegister GOVERNANCE Standing Orders Code of Conduct Conduc								1 ' _	1
Standing Orders	5	Apr-21	У	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 2	2022
Code of Conduct	3	Apr-22	Y	2 years	Apr-23	Localism Act 2011,s27	new DBC doc march 2022		
ICO Publication Scheme	5	Feb-22	y	Annually	Feb-23	Freedom of Information Act 2000			
Scheme of Delegation (inc Working Groups)	4	Apr-21	v	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		1	
Personnel TOR	4	Apr-21	Jan-00	2 years	Apr-23	Local Govt Act 1972 s101,s117			
POLICIES & PROCEDURES		6.1.00		A	5.1.00			- I	
2 Social Media & Electronic Communications Policy	4	Feb-22 Apr-21	y y	Annually 2 years	Feb-23 Apr-23	Freedom of Information Act 2000 Section 14, Health and safety at Work Act 1974, Data Protection Act 1998/2018, GDPR 2018 Data Protection Act 1998, 2018, Local Govt Act 1972, GDPR 2018			
3 Grant & Donation Policy & Application	2	Apr-19	y	2 years	Jan-23	Local Govt Act 1972 & Local Govt Act 1972 s137			
4 Planning Code of Practice	1	Apr-19	v	when required		Local Govt Act 2000/ Localism act 2011			
S Community Engagement Stmnt of Intent	3	Nov-19	y	when required	4== 22				
Accessibility stmpt for website	4	Apr-21 01-Mar-20	v	2 years as req	Apr-23	clerk added to website no need for formal adoption			-
8 Privacy Stmnt (for website)	1		y						
9 Virtual Meeting Procedure	1	01-Jun-20	у	as req		Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)Regs 2020			
Health & Safety Policy Stmnt (we are under threshold)	2	Feb-22		annually	Feb-23	Health And Safety At Work Act 1974 FOI Act 2000/ Data Protection Act 1998			_
2 Photographing and Recording of Meetings Policy	1	Aug-20	y y	3 years	Sep-23	DPA 1998	update legislation in policies	- '	
23 Remote Meeting Protocol	1	Oct-20	ý	2 years	Oct-22		update legislation in policies		
4 (GDPR-Needs review)									_
5 Information& Data Protection Policy						Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000, GDPR 2018	update legislation in policies		_
Subject Access Request Policy			Y						
			y y						
9 GDPR Guidance and Action Plan	-		y		-				
GDPR Consent and Privacy Notices	-		у						
1 General Privacy Notice 2 General Contacts Consent	1	+ +	y y						+
33 STAFFING			,						
STAFFING Staffing and Harrassment Relicy Dulying and Harrassment Relicy Dulying and Harrassment Relicy Dulying and Harrassment Relicy Disciplinary Procedure Grievance Policy Vielence and Aggression at work policy (or similar) Training & Development policy/Appraisal Lone working Policy Recruitment Policy Member/Officer Protocol Coydoo Procedure Coydo Contingency Pian Recruit and Disposal Policy Retention and Disposal Policy Rest Risk Management (& Financial) Scheme Warden Risk Assessment	1	Aug-20	у	3 years	Aug-23	Equality Act 2010			
S Bullying and Harrassment Policy		Oct-20	n	2	Oct-23	NALC model doc amended		┣──	
2 Disciplinary Procedure 27 Grievance Policy	1	Oct-20 Aug-20	ri V	3 yrs 3 years	Oct-23 Sep-23	ALC model doc amended GDPR	update legislation in policies		
8 Violence and Aggression at work policy (or similar)		Long an	1	e poure	**P 2*				
39 Training & Development policy/Appraisal									
Lone working Policy									_
Recruitment Policy									
3 Others (needed)									
4 Co-option Procedure									
S Covid Contingency Plan		Mar-20 Aug-20		as required	Sep-23	Data Protection Act 1998/GDPR 2018 FOI Act 2000	update legislation in policies		
Retention and Disposal Policy	1	01-Aug-20	y v	3 years 3 years	Sep-23	Limitation Act 1980/Employers Liability (compulsory Ins) Regs 1998	update registration in policies		
RISK	-					Emmedorine: 1960 Employers closing (composing ins) incg 1990			
8 Risk Management (& Financial) Scheme	6	Feb-22	у	6 mnthly Jan & June	Jun-22				_
20 Warden Risk Assessment 51 Event Risk Assessment	4	Jan-22 Nov-20	N	annually as and when	Jan-23	Health And Safety At Work Act 1974 review with any new event or Govt guidance/working document			_
Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when		HSE/ Government advice notes			
Warden Covid-19 Risk Assessment Covid-19 Risk Assessment									
4 Christmas Lights Risk Assessment 55 Covid Return to F2F Meetings V3	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 N	when required	Dec-22	Govt Restrictions/ HSE guidance/			
Kenembrance Day RA	3	Dec-21 Nov-21	N	annually Annualy	Sep-22	Govt Restrictions/ HSE guidance/			-
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Financial Regulations Accort Provider	3	Jul-21 Oct-21	y .	annually 6 monthy	Jun-22 Apr-21	Updated Oct 2021	Check procurement thresholds feb 2022		
Review of the Effectiveness of the Internal Auditor & Audit	5	Nov-21	y y	6 Monthly Dec/May	May-22				
33 Audit Plan	3	Jan-21		Annually	Jan-23				
Reserves Policy	3	Jul-21	у	Annually	Jun-22	Local Govt Finance Act 1992		+	_
Earmarked Reserves (appendix to above policy)	3	Oct-21 Nov-21	v	October and May 6 monthly Dec/May	May-21 May-22	Local Govt Finance Act 1992 s32,s43		$\left - \right $	+
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Budget Setting Process	_								
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