Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date	Applicable Statute	Clerk Notes	+	-+
GOVERNANCE	_	+							
Standing Orders	8	May-23	v	annually	May-24	Local Govt Act 1972, Public Contracts Regs 2015, Smaller Authorities Transparency Regs 2015 NALC LTn 87 and ref to DBC COC re interests	amend UE limits SO 18?? Check procurement t	thresholds f	eb 2022
Code of Conduct	3	May & Oct 2	ý	2 years	May-25	Localism Act 2011,s27	new DBC doc march 2022		
ICO Publication Scheme	5	Feb-24	У	Annually	Feb-25	Freedom of Information Act 2000			
SCHEME OF DELEGATION (INCORPORATES BELOW)									
Scheme of Delegation (inc Working Groups)	6	May-23	У	2 years	May-24	Local Govt Act 1972 s101,117 Lga 1972 s.12a (part1), LGA 1972 s.102 DPA 1998, Public Bodies(admission to meetings Act) 1960s2			
Personnel TOR	5	Apr-23	n	2 years	Apr-25	Local Govt Act 1972 s101,s117			
POLICIES & PROCEDURES								1 1	
Complaints Policy	5	Feb-24	У	Annually	Feb-25	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			
Social Media & Electronic Communications Policy	5	Apr-23	У	4 years	Apr-27				
Grant & Donation Policy & Application	3	Feb-24	у	2 years	Feb-26	Local Govt Act 1972 & Local Govt Act 1972 s137			
Planning Code of Practice	1	Apr-19	у	when required		Local Govt Act 2000/ Localism act 2011			
Community Engagement Stmnt of Intent	3	Nov-19	У	when required					
Press and Media Policy	4	Apr-23	У	2 years	Apr-25				
Accessibility stmnt for website	1	01-Mar-20	У	as req		clerk added to website no need for formal adoption			
Privacy Stmnt (for website)	1		У						
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	1	Jul-23	Y	annually	Sep-24	Health And Safety At Work Act 1974			
Vexatious Complaints Policy	3	Feb-24	У	bi-annually	Feb-26	FOI Act 2000/ Data Protection Act 1998			
Photographing and Recording of Meetings Policy	1	Jul-23	У	3 years	Sep-26	DPA 1998	update legislation in policies		
Safeguarding Policy	1	Feb-23	n	2 years	Mar-25				
Protocol On Pre-Application Engagement for Planning Developments		Apr-23	Y	4 years	Apr-27				
Guidance For Councillors and Developers	1	Oct-20	У	2 years	NLR	NLR	update legislation in policies		
Biodiversity Policy	1	Nov-23	у	4 years	Nov-27				
GDPR									
Information& Data Protection Policy	1	Oct-22	У	2 years	Oct-24	Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018	update legislation in policies		
Freedom of Information Policy		1 1	y						
Subject Access Request Policy		1	y						
GDPR Data Audit	1	Sep-23	n	annually and post elections	Sep-24	care-feed into next review of retention policy			
GDPR Consent and Privacy Notices	1	Sep-22	v	Annually	Sep-23				-
General Privacy Notice	1	Sep-22	v	Annually	Sep-23				
General Contacts Consent	1	Sep-22	v	Annually	Sep-23				
Clir consent	1	Sep-23	1	annually and post elections	Sep-24				
STAFFING	-			, , , , , , , , , , , , , , , , , , , ,					
Equality & Diversity Policy	1	Jul-23	v	3 years	Aug-26	Equality Act 2010			
Civility & Respect Policy	1	Sep-22	v	3 years	Sep-25	Equality Act 2010			
Disciplinary Procedure	1	Oct-23	n	3 yrs	Oct-26	NALC model doc amended			
Grievance Policy	1	Jul-23	v	3 years	Jul-26	GDPR	update legislation in policies		
Training & Development policy	1	Oct-22	v	3 years	Oct-25		aparte registation in policies		
Dignity at Work Policy	1	Oct-22	y V	3 years	Oct-25				
Appraisal Policy	3	Feb-22	,	5 years	Apr-28			<u> </u>	
Lone working Policy		160-22		5 years	Api-20			+	-+
Recruitment Policy		+						+	-+
Co-option Procedure		+						+	-+
Covid Contingency Plan		Mar-20		as required					-+
Retention and Disposal Policy	1	Sep-23	v	3 years	Sep-26	Data Protection Act 1998/GDPR 2018 FOI Act 2000 check GDPR retention of items	update legislation in policies		-+
Retention and Disposal Policy Appendix A	1	Sep-23	v	3 years	Sep-26	Limitation Act 1980/Employers Liability (compulsory Ins) Regs 1998 check GDPR retention of items	spenne ugennen migenene		
RISK			,	- /					
Risk Management (& Financial) Scheme	10	Jan-24	v	6 mnthly Jan & June	Jun-24			1	- T
Warden Risk Assessment	7	Jan-24	Ň	annually	Feb-25	Health And Safety At Work Act 1974			
Gritting Risk Assessment	1	Feb-23	n	3 years	Feb-26	Health And Safety At Work Act 1974			
Event Risk Assessment	-	Nov-20		as and when		review with any new event or Govt guidance/working document			
Expo Event RA	1	Feb-23	n	as and when					
Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when		HSE/ Government advice notes			-+
Christmas Lights Risk Assessment		Oct-23	N	annually	Oct-24	Health And Safety At Work Act 1974			-+
	4	Mar-22	Y	when required	000-24				-+
		Nov-24	N	annually	Nov-25	Govt Restrictions/ HSE guidance/			-+
Covid Return to F2F Meetings V3 Risk Assessment Play Area				Annually	Oct-24			+	-+
Risk Assessment Play Area	5		M	Annuddily	ULL=24		1		-+
Risk Assessment Play Area Remembrance Day RA	5	Oct-23	N	When required		Govt Restrictions/ HSE guidance/		+	
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