

	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	<b>GOVERNANCE</b>										
4	Standing Orders	8	May-23	y	annually	May-24	Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015 NALC LTn 87 and ref to DBC CDC re interests	amend UE limits SO 18?? Check procurement thresholds feb 2022			
5	Code of Conduct	3	May & Oct 23	y	2 years	May-25	Localism Act 2011,s27	new DBC doc march 2022			
6	ICO Publication Scheme	5	Feb-24	y	Annually	Feb-25	Freedom of Information Act 2000				
7	<b>SCHEME OF DELEGATION (INCORPORATES BELOW)</b>										
8	Scheme of Delegation (inc Working Groups)	6	May-23	y	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				
9	Personnel TOR	5	Apr-23	n	2 years	Apr-25	Local Govt Act 1972 s101,s117				
10	<b>POLICIES &amp; PROCEDURES</b>										
11	Complaints Policy	5	Feb-24	y	Annually	Feb-25	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	5	Apr-23	y	4 years	Apr-27	Data Protection Act 1998,2018, Local Govt Act 1972, GDPR 2018				
13	Grant & Donation Policy & Application	3	Feb-24	y	2 years	Feb-26	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 Stmtnt of Intent	3	Nov-19	y	when required						
16	Press and Media Policy	4	Apr-23	y	2 years	Apr-25					
17	Accessibility stmtnt for website	1	01-Mar-20	y	as req		clerk added to website no need for formal adoption				
18	Privacy Stmtnt (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	1	Jul-23	y	annually	Sep-24	Health And Safety At Work Act 1974				
21	Vexatious Complaints Policy	3	Feb-24	y	bi-annually	Feb-26	FOI Act 2000/ Data Protection Act 1998				
22	Photographing and Recording of Meetings Policy	1	Jul-23	y	3 years	Sep-26	DPA 1998	update legislation in policies			
23	Safeguarding Policy	1	Feb-23	n	2 years	Mar-25					
24	Protocol On Pre-Application Engagement for Planning Developments		Apr-23	y	4 years	Apr-27	NLR				
25	Guidance For Councillors and Developers	1	Oct-20	y	2 years		NLR	update legislation in policies			
26	Biodiversity Policy	1	Nov-23	y	4 years	Nov-27					
27	<b>GDPR</b>										
28	Information& Data Protection Policy	1	Oct-22	y	2 years	Oct-24	Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018	update legislation in policies			
29	Freedom of Information Policy			y							
30	Subject Access Request Policy			y							
31	GDPR Data Audit	1	Sep-23	n	annually and post elections	Sep-24	care-feed into next review of retention policy				
32	GDPR Consent and Privacy Notices	1	Sep-22	y	Annually	Sep-23					
33	General Privacy Notice	1	Sep-22	y	Annually	Sep-23					
34	General Contacts Consent	1	Sep-22	y	Annually	Sep-23					
35	Clr consent	1	Sep-23		annually and post elections	Sep-24					
36	<b>STAFFING</b>										
37	Equality & Diversity Policy	1	Jul-23	y	3 years	Aug-26	Equality Act 2010				
38	Civility & Respect Policy	1	Sep-22	y	3 years	Sep-25	Equality Act 2010				
39	Disciplinary Procedure	1	Oct-23	n	3 yrs	Oct-26	NALC model doc amended				
40	Grievance Policy	1	Jul-23	y	3 years	Jul-26	GDPR	update legislation in policies			
41	Training & Development policy	1	Oct-22	y	3 years	Oct-25					
42	Dignity at Work Policy	1	Oct-22	y	3 years	Oct-25					
43	Appraisal Policy	3	Feb-22		5 years	Apr-28					
44	Lone working Policy										
45	Recruitment Policy										
46	Co-option Procedure										
47	Covid Contingency Plan		Mar-20		as required						
48	Retention and Disposal Policy	1	Sep-23	y	3 years	Sep-26	Data Protection Act 1998/GDPR 2018 FOI Act 2000 check GDPR retention of items	update legislation in policies			
49	Retention and Disposal Policy Appendix A	1	Sep-23	y	3 years	Sep-26	Limitation Act 1980/Employers Liability (compulsory Ins) Regs 1998 check GDPR retention of items				
50	<b>RISK</b>										
51	Risk Management (& Financial) Scheme	10	Jan-24	y	6 mnthly Jan & June	Jun-24					
52	Warden Risk Assessment	7	Jan-24	N	annually	Feb-25	Health And Safety At Work Act 1974				
53	Gritting Risk Assessment	1	Feb-23	n	3 years	Feb-26	Health And Safety At Work Act 1974				
54	Event Risk Assessment		Nov-20		as and when		review with any new event or Govt guidance/working document				
55	Expo Event RA	1	Feb-23	n	as and when						
56	Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when		HSE/ Government advice notes				
57	Christmas Lights Risk Assessment	3	Oct-23	N	annually	Oct-24	Health And Safety At Work Act 1974				
58	Covid Return to F2F Meetings V3	4	Mar-22	y	when required		Govt Restrictions/ HSE guidance/				
59	Risk Assessment Play Area	5	Nov-24	N	annually	Nov-25					
60	Remembrance Day RA	5	Oct-23	N	Annually	Oct-24	Govt Restrictions/ HSE guidance/				
61	Defibrillator RA	4	Nov-23	y	When required	Nov-25					
62	Jubilee RA	1	May-22	y	n/a	n/a	H&S				
63	Jubilee Bench Installation RA	1	Jun-22	n	n/a	n/a					
64	Bulb Planting Risk assessment	1	Nov-22	n	when required						
65	Magazine delivery RA	1	Nov-23	n	every 2 yrs or when required	Nov-24	review new delivery system nov 24 and therefore check RA at same time.				
66	Canal Walk RA	1	Jan-24	y	when required		used tempalte doc from professional body.				
67	<b>FINANCIAL</b>										
68	Financial Regulations	4	Jun-23	y	annually	Jun-24	procure threshold now 30k	Check procurement thresholds feb 2022			
69	Asset Register		Nov-23	y	6 monthly	May-24					look online
70	Review of the Effectiveness of the Internal Auditor & Audit	9	Nov-23	y	6 Monthly Dec/May	May-24					
71	Audit Plan	3	Jan-24		Annually	Jan-25					
72	Reserves Policy	5	Jun-23	y	Annually	Jun-24	Local Govt Finance Act 1992				
73	Earmarked Reserves (appendix to above policy)	3	Oct-23		October and May	May-24	Local Govt Finance Act 1992 s32,s43				
74	Internal Control Review	9	Nov-23	y	6 monthly Dec/May	may/june 24					
75	Investment Strategy	3	Mar-22	Y	Annually	Mar-23	Local Govt Act 2003				
76	Budget Setting Process										
77	<b>STRATEGY</b>										
78	Business Action Plan	1	Nov-21								
79	Annual Report		Apr-23	Y		Apr-24	Clrs to write their own reports for inclusion.	stored under working groups			
80	<b>OTHER</b>										
81	Good Councillors Guide										
82	Arnold Baker		10th edition								
83	Local Councils Explained		NALC 2013								
84	<b>KEY</b>										
85	Items in black have been adopted										
86	Items in blue (bold) are still needed or historic docs need reviewing.										
87	Items in red have been drafted										
88	Notes										

