

	A	B	C	D	E	F	G
1	Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date	Applicable Statute
2							
3	GOVERNANCE						
4	Standing Orders	4	Jun-20	y	2 years	Apr-21	Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015
5	Code of Conduct	1	Jun-20	y	2 years	Apr-21	Localism Act 2011,s27
6	ICO Publication Scheme	2	Jun-20	y	Annually	Feb-21	Freedom of Information Act 2000
7	SCHEME OF DELEGATION (INCORPORATES BELOW)						
8	Scheme of Delegation (inc Working Groups)	3	Jun-20	y	2 years	Apr-21	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		Apr-19		2 years	Apr-21	Local Govt Act 1972 s101,s117
10	POLICIES & PROCEDURES						
11	Complaints Policy	2	Jun-20	y	Annually	Feb-21	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	1	Nov-19	y	2 years	Apr-21	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 Stmtnt of Intent	3	Nov-19	y	when required		
16	Press and Media Policy	3	Nov-19	y	2 years	Apr-21	
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 Stmtnt (we are under threshold)						Health And Safety At Work Act 1974
21	Vexatious Complaints Policy	1	Aug-20	y	annually	Feb-21	FOI Act 2000/ Data Protection Act 1998
22	Photographing and Recording of Meetings Policy	1	Aug-20	y	3 years	Sep-23	DPA 1998
23	Remote Meeting Protocol	1	Oct-20		2 years	Oct-22	
24	(GDPR-Needs review)						
25	Information & Data Protection Policy						Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018
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
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
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	4	Jan-21	y	6 mnthly Jan & June	Jun-21	
50	Warden Risk Assessment	2	Jan-21	N	annually	Jan-22	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		as and when		HSE/ Government advice notes
53	Covid-19 Risk Assessment						
54	Christmas Lights Risk Assessment	1	Oct-20		annually	Oct-21	Health And Safety At Work Act 1974
55	H&S Risk Assessment Play Area	2	Nov-20		annually	Nov-21	
56	FINANCIAL						
57	Financial Regulations v2	2	Dec-20	y	annually	Jun-21	Nalc Model Doc
58	Asset Register	3	Nov-20	y	6 monthly	Apr-21	updated March 2019
59	Review of the Effectiveness of the Internal Auditor & Audit	3	Nov-20	y	6 Monthly Dec/May	May/June 21	
60	Audit Plan	2	Jan-21		Annually	Jan-22	
61	Reserves Policy	2	Jun-20	y	Annually	Jun-21	Local Govt Finance Act 1992
62	Earmarked Reserves (appendix to above policy)	2	Oct-20		October and May	May-21	Local Govt Finance Act 1992 s32,s43
63	Internal Control Review	3	Nov-20	y	6 monthly Dec/May	May/June 21	
64	Investment Strategy	1	Jun-20		Annually	Mar-21	Local Govt Act 2003
65	Budget Setting Process						
66	STRATEGY						
67	Business Plan						
68	Annual Report						
69	OTHER						
70	Good Councillors Guide						
71	Arnold Baker		10th edition				
72	Local Councils Explained		NALC 2013				
73	KEY						
74	Items in black have been adopted						
75	Items in blue 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
76	Items in red have been drafted						
77	Notes						