

	A	B	C	D	E
1	Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period
2					
3	GOVERNANCE				
4	Standing Orders	5	Apr-21	y	2 years
5	Code of Conduct	2	Apr-21	y	2 years
6	ICO Publication Scheme	4	Mar-21	y	Annually
7	SCHEME OF DELEGATION (INCORPORATES BELOW)				
8	Scheme of Delegation (inc Working Groups)	4	Apr-21	y	2 years
9	Personnel TOR	4	Apr-21	Jan-00	2 years
10	POLICIES & PROCEDURES				
11	Complaints Policy	4	Feb-21	y	Annually
12	Social Media & Electronic Communications Policy	4	Apr-21	y	2 years
13	Grant & Donation Policy & Application	2	Apr-19	y	2 years
14	Planning Code of Practice	1	Apr-19	y	when required
15	Community Engagement Stmnt of Intent	3	Nov-19	y	when required
16	Press and Media Policy	4	Apr-21	y	2 years
17	Accessibility stmnt for website	1	01-Mar-20	y	as req
18	Privacy Stmnt (for website)	1		y	
19	Virtual Meeting Procedure	1	01-Jun-20	y	as req
20	Health & Safety Policy Stmnt (we are under threshold)				
21	Vexatious Complaints Policy	2	Feb-21	y	annually
22	Photographing and Recording of Meetings Policy	1	Aug-20	y	3 years
23	Remote Meeting Protocol	1	Oct-20		2 years
24	(GDPR-Needs review)				
25	Information& Data Protection Policy				
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
35	Bullying and Harrassment Policy				
36	Disciplinary Procedure	1	Oct-20	n	3 yrs
37	Grievance Policy	1	Aug-20	y	3 years
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
47	Retention and Disposal Policy Appendix A	1	01-Aug-20	y	3 years
48	RISK				
49	Risk Management (& Financial) Scheme	4	Jan-21	y	6 mnthly Jan & June
50	Warden Risk Assessment	2	Jan-21	N	annually
51	Event Risk Assessment		Nov-20		as and when
52	Warden Covid-19 Risk Assessment	1	Jun-20		as and when
53	Covid-19 Risk Assessment				
54	Christmas Lights Risk Assessment	1	Oct-20		annually
55	H&S Risk Assessment Play Area	2	Nov-20		annually
56	FINANCIAL				
57	Financial Regulations v2	2	Dec-20	y	annually
58	Asset Register	4	Oct/Nov 21	y	6 monthly
59	Review of the Effectiveness of the Internal Auditor & Audit	3	Nov-20	y	6 Monthly Dec/May
60	Audit Plan	2	Jan-21		Annually
61	Reserves Policy	2	Jun-20	y	Annually
62	Earmarked Reserves (appendix to above policy)	2	Oct-20		October and May
63	Internal Control Review	3	Nov-20	y	6 monthly Dec/May
64	Investment Strategy	2	Mar-21		Annually
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.				
76	items in red have been drafted				
77	Notes				