	A	B	C	D	E	F	G	H
1	**Nash Mills Parish Council Document Register**	**Version**	**Adopted**	**Website**	**Review period**	**Review Date**	**Applicable Statute**	**Clerk Notes**
2								
3	**GOVERNANCE**							
4	Standing Orders	5	Apr-21	y	2 years	Apr-23	Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015	amend UE limits SO 18??
5	Code of Conduct	2	Apr-21	y	2 years	Apr-23	Localism Act 2011,s27	
6	ICO Publication Scheme	4	Mar-21	y	Annually	Feb-22	Freedom of Information Act 2000	
7	**SCHEME OF DELEGATION (INCORPORATES BELOW)**							
8	Scheme of Delegation (inc Working Groups)	4	Apr-21	y	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	
9	Personnel TOR	4	Apr-21	Jan-00	2 years	Apr-23	Local Govt Act 1972 s101,s117	
10	**POLICIES & PROCEDURES**							
11	Complaints Policy	4	Feb-21	y	Annually	Feb-22	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	4	Apr-21	y	2 years	Apr-23	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 Stmnt of Intent	3	Nov-19	y	when required			
16	Press and Media Policy	4	Apr-21	y	2 years	Apr-23		
17	Accessibility stmnt for website	1	01-Mar-20	y	as req		clerk added to website no need for formal adoption	
18	Privacy Stmnt (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 Stmnt (we are under threshold)**						Health And Safety At Work Act 1974	
21	Vexatious Complaints Policy	2	Feb-21	y	annually	Feb-22	FOI Act 2000/ Data Protection Act 1998	
22	Photographing and Recording of Meetings Policy	**1**	Aug-20	y	3 years	Sep-23	DPA 1998	update legislation in policies
23	**Remote Meeting Protocol**	**1**	Oct-20	y	2 years	Oct-22		update legislation in policies
24	**(GDPR-Needs review)**							
25	**Information& Data Protection Policy**						Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018	update legislation in policies
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	update legislation in policies
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	update legislation in policies
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	5	Jul-21	y	6 mnthly Jan & June	Jan-22		
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	N	as and when		HSE/ Government advice notes	
53	**Covid-19 Risk Asssessment**							
54	Christmas Lights Risk Assessment	1	Oct-20	N	annually	Oct-21	Health And Safety At Work Act 1974	
55	Covid Return to F2F Meetings V3	3	Aug-21	Y	when required		Govt Restrictions/ HSE guidance/	
56	H&S Risk Assessment Play Area	**2**	Nov-20	N	annually	Nov-21		
57	**FINANCIAL**							
58	Financial Regulations	3	Jul-21	y	annually	Jun-22		
59	Asset Register	4	Apr-21	y	6 monthy	Oct/Nov 21	Updated March 2021	
60	Review of the Effectiveness of the Internal Auditor & Audit	4	Jul-21	y	6 Monthly Dec/May	Dec-21		
61	Audit Plan	2	Jan-21		Annually	Jan-22		
62	Reserves Policy	3	Jul-21	y	Annually	Jun-22	Local Govt Finance Act 1992	
63	Earmarked Reserves (appendix to above policy)	2	Jul-21		October and May	Oct-21	Local Govt Finance Act 1992 s32,s43	
64	Internal Control Review	4	Jul-21	y	6 monthly Dec/May	Dec-21		
65	Investment Strategy	2	Mar-21	Y	Annually	Mar-22	Local Govt Act 2003	
66	Budget Setting Process							
67	**STRATEGY**							
68	Business Plan							
69	Annual Report			Y				
70	**OTHER**							
71	Good Councillors Guide							
72	Arnold Baker		10th edition					
73	Local Councils Explained		NALC 2013					
74	**KEY**							
75	**Items in black have been adopted**							
76	items in blue (bold) 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	
77	items in red have been drafted						please note that council adopted all existing policies and procedures in May 2021 ref 21/019/FPC	
78	**Notes**							
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