

	A	B	C	D	E	F
1	Nash Mills Parish Council Document Register	Version	Adopted	Website	Review period	Review Date
2						
3	GOVERNANCE					
4	Standing Orders	7	May-22	y	2 years	May-23
5	Code of Conduct	3	Apr-22	y	2 years	May-23
6	ICO Publication Scheme	5	Feb-23	y	Annually	Feb-24
7	SCHEME OF DELEGATION (INCORPORATES BELOW)					
8	Scheme of Delegation (inc Working Groups)	5	May-22	y	2 years	May-23
9	Personnel TOR	4	Apr-23	Jan-00	2 years	Apr-25
10	POLICIES & PROCEDURES					
11	Complaints Policy	5	Feb-23	y	Annually	Feb-24
12	Social Media & Electronic Communications Policy	5	Apr-23	y	2 years	Apr-25
13	Grant & Donation Policy & Application	2	Jan-23	y	2 years	Jan-25
14	Planning Code of Practice	1	Apr-19	y	when required	
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	
18	Privacy Stmtnt (for website)	1		y		
19	Virtual Meeting Procedure	1	01-Jun-20	y	as req	
20	Health & Safety Policy	1	Sep-22	Y	annually	Sep-23
21	Vexatious Complaints Policy	3	Feb-23	y	annually	Feb-23
22	Photographing and Recording of Meetings Policy	1	Aug-20	y	3 years	Sep-23
23	Safeguarding Policy	1	Feb-23	n	2 years	Mar-25
24	Remote Meeting Protocol	1	Oct-20	y	2 years	NLR
25	GDPR					
26	Information& Data Protection Policy	1	Oct-22	y	2 years	Oct-24
27	Freedom of Information Policy			y		
28	Subject Access Request Policy			y		
29	GDPR Data Audit	1	Sep-22	n	annually and post elections	Jun-23
30	GDPR Consent and Privacy Notices	1	Sep-22	y	Annually	Sep-23
31	General Privacy Notice	1	Sep-22	y	Annually	Sep-23
32	General Contacts Consent	1	Sep-22	y	Annually	Sep-23
33	Cllr consent	1	Sep-22		annually and post elections	Jun-23
34	STAFFING					
35	Equality & Diversity Policy	1	Aug-20	y	3 years	Aug-23
36	Civility & Respect Policy	1	Sep-22	y	3 years	Sep-25

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37	Disciplinary Procedure	1	Oct-20	n	3 yrs	Oct-23
38	Grievance Policy	1	Aug-20	y	3 years	Sep-23
39	Training & Development policy	1	Oct-22	y	3 years	Oct-25
40	Dignity at Work Policy	1	Oct-22	y	3 years	Oct-25
41	Appraisal Policy	3	Feb-22		5 years	Apr-28
42	Lone working Policy					
43	Recruitment Policy					
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
47	Retention and Disposal Policy Appendix A	1	01-Aug-20	y	3 years	Sep-23
48	RISK					
49	Risk Management (& Financial) Scheme	9	Feb-23	y	6 mnthly Jan & June	Jun-23
50	Warden Risk Assessment	4	Jan-23	N	annually	Jan-24
51	Gritting Risk Assessment	1	Feb-23	n	3 years	Feb-26
52	Event Risk Assessment		Nov-20		as and when	
53	Expo Event RA	1	Feb-23	n	as and when	
54	Warden Covid-19 Risk Assessment	1	Jun-20	N	as and when	
55	Christmas Lights Risk Assessment	2	Oct-21	N	annually	Oct-23
56	Covid Return to F2F Meetings V3	4	Mar-22	Y	when required	
57	Risk Assessment Play Area	4	Jan-23	N	annually	Dec-23
58	Remembrance Day RA	4	Oct-22	N	Annually	Oct-23
59	Defibrillator RA	3	Nov-22	y	When required	Nov-23
60	Jubilee RA	1	May-22	y	n/a	n/a
61	Jubilee Bench Installation RA	1	Jun-22	n	n/a	n/a
62	Bulb Planting Risk assessment	1	Nov-22	n	when required	
63	Magazine delivery RA	1	Jun-22	n	every 2 yrs or when required	Jun-24
64	FINANCIAL					
65	Financial Regulations	4	Jul-21	y	annually	Jun-23
66	Asset Register		Oct-22	y	6 monthly	May-23
67	Review of the Effectiveness of the Internal Auditor & Audit	6	Oct-22	y	6 Monthly Dec/May	May-23
68	Audit Plan	3	Jan-23		Annually	Jan-24
69	Reserves Policy	4	Jul-21	y	Annually	Jun-23
70	Earmarked Reserves (appendix to above policy)	3	Oct-21		October and May	Jun-23
71	Internal Control Review	5	Oct-22	y	6 monthly Dec/May	May-23
72	Investment Strategy	3	Mar-22	Y	Annually	Mar-23

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73	Budget Setting Process					
74	STRATEGY					
75	Business Action Plan	1	Nov-21			
76	Annual Report		Apr-23	Y		Apr-24
77	OTHER					
78	Good Councillors Guide					
79	Arnold Baker		10th edition			
80	Local Councils Explained		NALC 2013			
81	KEY					
82	Items in black have been adopted					
83	items in blue (bold) are still needed or historic docs need reviewing.					
84	items in red have been drafted					
85	Notes					
86						