

**Policy and procedure list**

<b>No</b>	<b>Name</b>	<b>Current version</b>	<b>Approval date</b>
1	Standing Orders	B	05/05/2021
2	Financial Regulations	A	05/05/2021
3	Sickness and Absence Policy	A	21/07/2021
4	Training and Development Policy	A	21/07/2021
5	Disciplinary and Grievance Policy	A	11/08/2021
6	Equal Opportunities Policy	A	11/08/2021
7	Health and Safety Policy	A	08/09/2021
8	Privacy Notice	B	12/01/2022
9	Privacy Notice - staff, councillors, role holders	B	12/01/2022
10	Document Storage, Retention and Destruction Policy	C	08/09/2021
11	Co-option Policy	B	13/10/2021
12	Business Continuity Policy	A	13/10/2021
13	Security Incident Response Policy	A	10/11/2021
14	Privacy Policy	A	10/11/2021
15	Requests for Information Policy	A	08/12/2021
16	Burial Charges	A	Sep-20
17	Memorial Safety Policy	A	Sep-20
18	Burial Ground Regulations	A	Sep-20
19	Press and Media Policy	A	08/12/2021
20	Complaints Procedure	A	05/05/2021
21	Compliments & Complaints From	A	05/05/2021
22	Grants and Donations Policy	A	02/03/2022
23	Risk Assessment		10/11/2021
24	Councillor job description	A	13/10/2021
25	Freedom of Information Scheme	A	10/11/2021
26	Staff Recruitment and Retention Policy	A	02/03/2022
27	Expenses Policy	A	02/03/2022
28	Gifts and Hospitality Register Guidelines	A	02/03/2022
29	Reserves Policy	A	02/03/2022
30	Asset Register	-	02/03/2022
31	Habitual or Vexatious Complaints Policy	Draft	

<b>Next review date</b>
2022 - May
2022 -May
2022 -July
2022 - July
2022 - August
2022 - August
2022 - September
2023 - January
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