

Policy and procedure list

No	Name	Current version	Approval date	Next review date
1	Standing Orders	C	10/05/2023	2024 - May
2	Financial Regulations	B	11/05/2023	2024 - May
3	Sickness and Absence Policy	A	13/02/2024	2025 - July
4	Training and Development Policy	A	13/02/2024	2026 - July
5	Disciplinary and Grievance Policy	A	13/02/2024	2025 - August
6	Equal Opportunities Policy	A	13/02/2024	2026 - August
7	Health and Safety Policy	A	13/02/2024	2025 - August
8	Privacy Notice	B	13/02/2024	2025 - January
9	Privacy Notice - staff, councillors, role holders	B	13/02/2024	2026 - January
10	Document Storage, Retention and Destruction Policy	C	13/02/2024	2026 - September
11	Co-option Policy	B	13/02/2024	2025 - October
12	Business Continuity Policy	A	13/02/2024	2026 - October
13	Security Incident Response Policy	B	13/02/2024	2025 - November
14	Privacy Policy	A	13/02/2024	2026 - November
15	Requests for Information Policy	A	13/02/2024	2025 - December
16	Burial Charges	A	Sep-20	2024 - May
17	Memorial Safety Policy	A	Sep-20	2024 - May
18	Burial Ground Regulations	A	Sep-20	2024 - May
19	Press and Media Policy	A	08/03/2023	2024 - December
20	Complaints Procedure	A	10/05/2023	2024 - May
21	Compliments & Complaints From	A	10/05/2023	2024 - May
22	Grants and Donations Policy	B	13/02/2024	2025 - March
23	Risk Assessment		08/11/2023	2024 - November
24	Councillor job description	A	13/10/2021	2024 - December
25	Freedom of Information Scheme	B	13/02/2024	2025 - November
26	Staff Recruitment and Retention Policy	A	13/02/2024	2025 - April
27	Expenses Policy	A	13/02/2024	2025 - February
28	Gifts and Hospitality Register Guidelines	A	13/02/2024	2025 - March
29	Reserves Policy	A	13/02/2024	2026 - March
30	Asset Register	Feb-23	01/05/2023	2024 - May
31	Habitual or Vexatious Complaints Policy	A	10/05/2023	2024 - May
32	Data Protection Policy	A	13/02/2024	2025 - August
33	Protocol for the marking of the death of a	Sep-22		
34	Village Green WG Risk Assessment	Aug-22	10/08/2022	2023 - August
35	Dignity at Work Policy	A	13/02/2024	2025 - November
36	Code of Conduct	Nov-22	10/05/2023	2024 - May
37	Christmas Tree on VG Risk Assessment	Oct-23	18/10/2023	2024 - October
38	Internet Banking Payment Procedure	A	13/02/2024	2025 - December
39	Internal Financial Control Policy	A	13/02/2024	2026 - December
40	Debit Card Policy	A	13/02/2024	2026 - December
41	Litter picking event risk assessment	May-23	03/05/2023	2024 - May
42	Big Help Out risk assessment	May-23	03/05/2023	
43	Biodiversity duties	A	08/11/2023	2024 - November
44	Pension Discretionary Policy	A	09/04/2024	2026 - June