

Policy and procedure list

No	Name	Current version	Approval date	Next review date	Review
1	Standing Orders	D	13/05/2025	2026 - May	Annual
2	Financial Regulations	E	11/11/2025	2026 - May	Annual
3	Sickness and Absence Policy	A	11/02/2025	2027	Biennial
4	Training and Development Policy	A	11/02/2025	2027	Biennial
5	Disciplinary and Grievance Policy	A	11/02/2025	2027	Biennial
6	Equal Opportunities Policy	A	11/02/2025	2027	Biennial
7	Health and Safety Policy	A	11/02/2025	2027	Biennial
8	Privacy Notice	B	11/02/2025	2027	Biennial
9	Privacy Notice - staff, councillors, role holders	B	11/02/2025	2027	Biennial
10	Document Storage, Retention and Destruction Policy	C	10/02/2026	2028	Biennial
11	Co-option Policy	B	11/02/2025	2027	Biennial
12	Business Continuity Policy	A	10/02/2026	2028	Biennial
13	Security Incident Response Policy	B	11/02/2025	2027	Biennial
14	Privacy Policy	A	10/02/2026	2028	Biennial
15	Requests for Information Policy	A	11/02/2025	2027	Biennial
16	Burial Charges	A	Sep-20	2022 - November	
17	Memorial Safety Policy	A	Sep-20	2022 - November	
18	Burial Ground Regulations	A	Sep-20	2022 - November	
19	Press and Media Policy	A	11/02/2025	2027	Biennial
20	Complaints Procedure	A	13/05/2025	2026 - May	Annual
21	Compliments & Complaints From	A	13/05/2025	2026 - May	Annual
22	Grants and Donations Policy	B	11/02/2025	2027	Biennial
23	Risk Assessment	Nov-24	11/11/2025	2026 - November	Annual
24	Councillor job description	A	13/10/2021	2022 - October	
25	Freedom of Information Scheme	B	11/02/2025	2027	Biennial
26	Staff Recruitment and Retention Policy	A	10/02/2026	2028	Biennial
27	Expenses Policy	A	10/02/2026	2028	Biennial
28	Gifts and Hospitality Register Guidelines	A	10/02/2026	2028	Biennial
29	Reserves Policy	A	10/02/2026	2028	Biennial
30	Asset Register	Feb-23	10/03/2026	2026 - May	Annual
31	Habitual or Vexatious Complaints Policy	A	13/05/2025	2026 - May	Annual
32	Data Protection Policy	A	10/02/2026	2028	Biennial
33	Protocol for the marking of the death of a s	Sep-22			
34	Village Green WG Risk Assessment	Aug-22	10/08/2022	2023 - August	
35	Dignity at Work Policy	A	10/02/2026	2028	Biennial
36	Code of Conduct	Nov-22	13/05/2025	2026 - May	Annual
37	Christmas Tree on VG Risk Assessment	Nov-24	11/11/2025	2026 - November	Annual
38	Internet Banking Payment Procedure	A	10/02/2026	2028	Biennial
39	Internal Financial Control Policy	A	10/02/2026	2028	Biennial
40	Debit Card Policy	A	10/02/2026	2028	Biennial
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	11/02/2025	2027	Biennial
44	Employer Pension Discretionary Policy	A	10/02/2026	2028	Biennial
45	Sexual and General Harrassment Policy	A	10/02/2026	2028	
46	IT Policy	A	12/08/2025	2027	