

Document Review Tracker

All documents may be subject to review before scheduled due date to allow for changes in legislation, model documents, good practice or the policy direction of

	Document Title	Review Required	Adopted	Last Reviewed	Next Review due
<u>May</u>	Standing Orders	Annual*	31/07/2019	18/05/2023	30/05/2024
	Financial Regulations	Annual*	31/07/2019	18/05/2023	30/05/2024
	Code of Conduct	Annual	30/03/2023	18/05/2023	30/05/2024
	Scheme of delegation to the Parish Clerk	Annual*	18/05/2023		31/08/2023
	Council Structure 2023-24 (contains below terms of reference)	Annual	29/06/2023		30/05/2024
	Governance Committee Terms of Reference	Annual	29/06/2023		30/05/2024
	Staffing Sub-Committee Terms of Reference	Annual	29/06/2023		30/05/2024
	Finance Sub-Committee Terms of Reference	Annual	29/06/2023		30/05/2024
	Maintenance Sub-Committee Terms of Reference	Annual	29/06/2023		30/05/2024
	Complaints Sub-Committee Terms of Reference	Annual	29/06/2023		30/05/2024
<u>July</u>	Publication Scheme	Annual	29/01/2021	26/01/2023	27/07/2023
	Communications Policy	Tri-Annual	11/01/2021	26/01/2023	27/07/2023
	Environment Policy	Tri-Annual	25/03/2021	26/01/2023	27/07/2023
	Health and Safety Policy	Annual	25/03/2021	26/01/2023	27/07/2023
	Training & Development Policy	Tri-Annual	25/02/2021	26/01/2023	27/07/2023
	Risk Management Assessment	Annual*	25/02/2021	26/01/2023	27/07/2023
	Equality, Diversity & Inclusion Policy	Tri-annual	30/09/2020	26/01/2023	27/07/2023
	Grant Awarding Policy	Tri-Annual	28/08/2019	26/01/2023	27/07/2023
<u>Oct</u>	Fees & Charges	Annual	26/01/2023		Oct-23
	Budget	Annual*	26/01/2023		Oct-23
<u>Jan</u>	Complaints Policy	Tri-Annual		26/01/2023	Jan-26
	Disciplinary Procedure	Tri -Annual		26/01/2023	Jan-26
	Review & Evaluation Procedure (Appraisal policy)	Tri-Annual		26/01/2023	Jan-26
	Grievance Policy	Tri -Annual		26/01/2023	Jan-26
	Dignity at work policy	Tri-Annual		26/01/2023	Jan-26
	Vexatious complaints policy	Tri-Annual		26/01/2023	Jan-26
	Induction & probation procedure	Tri-Annual		26/01/2023	Jan-26