

Fradley Parish Council - Document Review Tracker					
Document Type	Policies and Procedures	Necessity	Last Review Date	Review Cycle	Next Review Date
Policies & Procedures	Code of Conduct	Legal Requirement ( The Local Authorities Order 2007)	May-23	Annually	May-24
Policies & Procedures	Financial Regulations	Legal Requirements ( Accounts and Audit Regulations 2021)	May-23	Annually	May-24
Policies & Procedures	Scheme of Delegation to the Clerk	Good Governance	May-23	Annually	May-24
Policies & Procedures	Standing Orders	Legal Requirement (Local Gov Act 1972 part 6 106)	May-23	Annually	May-24
Policies & Procedures	Meeting Attendance Policy	Good Governance	May-23	Annually	May-24
Policies & Procedures	Risk Management and Risk Assessment	Good Governance	May-23	Annually	May-24
Policies & Procedures	Freedom of Information Scheme and Policy	Good Governance	May-23	Annually	May-24
Finance	Reserves Policy	Good Governance	May-23	Annually	Sep-24
Policies & Procedures	Health and Safety Policy	Health and Safety at Work Act etc.1974	May-23	Bi-Annually	Sep-25
Policies & Procedures	Filming and Recording Meetings	Good Governance	May-23	Bi-Annually	May-26
Policies & Procedures	Complaints Procedure	LCAS - Foundation Level	May-23	Tri-Annually	May-26
Policies & Procedures	GDPR - Privacy (Data Protection and Security) Policy	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	May-26

Policies & Procedures		Good Governance	May-23	Tri-Annually	Jun-26
Policies & Procedures	Dealing with Abusive Persistent or Vexatious Complaints and Complainants Policy	Good Governance	May-23	Tri-Annually	Jun-26
HR	Discipline Policy	LCAS - Foundation Level	May-23	Tri-Annually	Jul-26
HR	Grievance Policy	LCAS - Foundation Level	May-23	Bi-Annually	Jul-26
Policies & Procedures	Illegal and Unauthorised Encampments	Best Practice	May-23	Tri-Annually	Jul-26
Policies & Procedures	Drone Policy	Good Governance	May-23	Tri-Annually	Jul-26
Policies & Procedures	Grant Awarding Policy	Best Practice	May-23	Tri-Annually	Jul-26
Policies & Procedures	Communications and Engagement Policy	Good Governance	May-23	Tri-Annually	Jul-26
Policies & Procedures	GDPR - Privacy Notice	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	Jul-26
Policies & Procedures	GDPR - Retention and Destruction Policy	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	Jul-26
Policies & Procedures	Staff and Councillor Training Policy	LCAS - Foundation Level	May-23	Tri-Annually	Jul-26
Policies & Procedures	Equality and Diversity Policy	Equality Act 2010	May-23	Bi-Annually	Jul-26
Policies & Procedures	Disposal and Aquisition of Land Policy and Procedure	Good Governance	May-23	Tri-Annually	Aug-26
Policies & Procedures	Protocol and Guidance on Meeting Developers	Good Governance	May-23	Tri-Annually	Aug-26
Policies & Procedures	Tree and Hedge Maintenance Policy	Good Governance	May-23	Tri-Annually	Sep-26

Policies & Procedures	Cookie Policy	Good Governance	May-23	Tri-Annually	Sep-26
HR	Lone Working Policy	Good Governance	May-23	tri-Annually	Sep-26
HR	Recruitment Selection Policy	Good Governance	May-23	Tri-Annually	Sep-26
Policies & Procedures	Protocol for Councillor and Officer relationship	Good Governance	May-23	Tri-Annually	Sep-26
Policies & Procedures	Whistle Blowing Policy	Good Governance	May-23	Tri-Annually	Sep-26
Policies & Procedures	Accessibility Statement (Vision ICT Link on website)	Good Governance	May-23	Tri-Annually	Sep-26
Policies & Procedures	Dignity at Work Policy (Civility and Respect)	Good Governance	May-23	Tri-Annually	Oct-26
Policies & Procedures	Co-option Policy	Good Governance	May-23	Tri-Annually	Oct-26

Document Type	Policies and Procedures	Necessity	Last Review Date	Review Cycle	Next Review Date
Risk Assessment	Parks and Recreation	Health and Safety at Work Act etc.1974	May-23	Annually	Jul-24
Risk Assessment	Skate Park / MUGA	Health and Safety at Work Act etc.1974	May-23	Annually	Jul-24
Risk Assessment	Stress of Staff	Health and Safety at Work Act etc.1974	May-23	Bi-Annually	May-25
Risk Assessment	Age of Workers	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jan-26
Risk Assessment	Lone Working	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26

Risk Assessment	Manual Handling	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26
Risk Assessment	Use of Contractors	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26
Risk Assessment	Office Activities - Clerk home office	Health and Safety at Work Act etc.1975	May-23	Bi-Annually	Jun-26
Risk Assessment	Use of Volunteers - General	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26