

Table of adopted policies and procedures

Name of Document	First Adopted	Last Reviewed and Adopted	Last Reviewed By (and typically reviewed by)	Next Review Date
Acquisition and Disposal Policy	February 2019	May 2019	Assets, Inclusion and Development	May 2020
Adverse Weather Policy	November 2019	-	Finance and Governance	May 2020
Anti-Harassment and Bullying Policy	October 2018	November 2019	Personnel	May 2020
Appraisals Guidance	Recommended for adoption by Personnel Committee February 2020	-	Personnel	May 2020
Code of Conduct	June 2018	May 2019	Finance and Governance	May 2020
Complaints Procedure	May 2017	May 2019 (reviewed by F&G Committee in March 2020, who requested further review)	Finance and Governance	May 2020
Conferring of the Title of Honorary Freemen and Freewomen	July 2018	May 2019	Assets, Inclusion and Development	May 2020
Data Protection Policy	May 2017	May 2019 (reviewed by F&G Committee in March 2020 and recommended for adoption, subject to officer review to ensure correct terminology and legislation)	Full Council	May 2020
Data Retention Policy	May 2017	May 2019 (reviewed by the F&G Committee in March 2020 and recommended for adoption)	Full Council	May 2020
Disciplinary Procedure	May 2017	January 2020	Personnel	May 2020
Disciplinary Rules	May 2017	January 2020	Personnel	May 2020

Environmental Policy	May 2017	May 2019	Assets, Inclusion and Development/Climate Emergency	May 2020
Equality and Diversity Policy	May 2017	November 2019	Personnel	May 2020
Financial Regulations	May 2017	May 2019 (reviewed by the F&G Committee March 2020 and recommended for adoption)	Full Council	May 2020
Financial Risk Assessment	May 2017	May 2019 (reviewed by the F&G Committee March 2020 and recommended for adoption)		
Freedom of Information Act 2000 Model Publication Scheme and additional information	May 2017	May 2019 (reviewed by the F&G Committee March 2020 and recommended for adoption)	Full Council	May 2020
Friends Groups Policy	May 2018	May 2019	Assets, Inclusion and Development	May 2020
Grant Awarding Policy	May 2017	May 2019 (reviewed by the F&G Committee March 2020 and recommended for adoption, but will be reviewed again by F&G on 14 May, following amendments related to the COVID-19 pandemic)	Finance and Governance	May 2020
Grievance Procedure	May 2017	January 2020	Personnel	May 2020
Health and Safety Policy	May 2017	November 2019	Personnel	May 2020
Heritage Plaques Policy	February 2019	May 2019	Assets, Inclusion and Development	May 2020
Incident Reporting Procedure	July 2018	May 2019	Full Council	May 2020
Investment Policy	May 2017	May 2019	Finance and Governance	May 2020
IT, Internet, Social Media, Email Policy	November 2019	-	Personnel	May 2020

Legionella Control and Water Hygiene Policy	October 2018	May 2019	Assets, Inclusion and Development	May 2020
Lone Worker Policy	September 2018	January 2020	Personnel	May 2020
Media Policy	May 2017	November 2019	Personnel	May 2020
Member/Officer Protocol	May 2017	November 2019	Personnel	May 2020
Memory Stick Policy	February 2019	May 2019	Finance and Governance	May 2020
Noticeboard Protocol	August 2019	-	Assets, Inclusion and Development	May 2020
Open Space Strategy	February 2019	May 2019	Assets, Inclusion and Development	May 2020
Pandemic Contingency and Recovery Policy	March 2020	-	Finance and Governance	May 2020
Personal Use of the Telephone Policy	November 2019	-	Personnel	May 2020
Petty Cash Policy and Procedure	January 2019	May 2019	Finance and Governance	May 2020
Pond Policy	April 2018	May 2019	Assets, Inclusion and Development	May 2020
Public Participation Protocol	May 2017	May 2019	Finance and Governance	May 2020
Public Participation Protocol (Video Meetings)	April 2020	-	Finance and Governance	May 2020
Redundancy Policy	November 2019	-	Personnel	May 2020
Reporting at Meetings Protocol	May 2017	May 2019	Finance and Governance	May 2020
Reporting Procedure for Assets and Maintenance	March 2018	February 2020	Assets, Inclusion and Development	May 2020
Representation on Outside Bodies Protocol	June 2017	May 2019	Finance and Governance	May 2020
Reporting at Meetings Protocol	May 2017	May 2019	Finance and Governance	May 2020
Reporting at Video Meetings Protocol	April 2020	-	Finance and Governance	May 2020
Reserves Policy	September 2018	May 2019	Finance and Governance	May 2020
Risk Assessment and Management Policy	May 2017	May 2019 (reviewed by the F&G Committee in March 2020 and recommended for adoption)	Full Council	May 2020
Safeguarding Policy	September 2018	May 2019	Personnel	May 2020
Social Media Protocol	May 2017	November 2019	Personnel	May 2020

Sponsorship and Advertising Policy	September 2019	-	Finance and Governance	May 2020
Standing Orders	May 2017	May 2019	Finance and Governance	May 2020
Tablet Policy	July 2019	-	Finance and Governance	May 2020
Toilet Strategy	July 2018	May 2019	Assets, Inclusion and Development	May 2020
Training and Development Policy	May 2017	November 2019	Personnel	May 2020
Tree Policy	April 2018	May 2019	Assets, Inclusion and Development	May 2020
Video Meeting Protocol	April 2020	-	Finance and Governance	May 2020
Whistleblowing Policy	October 2018	-	Full Council	May 2019
Wildflower Meadows Policy	January 2020	-	Assets, Inclusion and Development/Climate Emergency	May 2020