

Sandford St Martin Parish Council
Policies and Procedures List

No	Name	Current revision	Last approval date	Review date
1	Standing Orders	D	19/05/2022	May-23
2	Financial Regulations	B	19/05/2022	May-23
3	Disciplinary and Grievance Policy	B	06/10/2022	Sep-23
4	Health and Safety Policy	A	06/10/2022	Sep-23
5	Sickness and Absence Policy	B	06/10/2022	Sep-23
6	Press and Media Policy	A	17/03/2022	Mar-24
7	Co-option Policy	A	17/03/2022	Mar-24
8	Complaints Procedure	A	19/05/2022	May-23
9	Equal Opportunities Policy	A	06/10/2022	Sep-23
10	Training and Development Policy	B	06/10/2022	Sep-23
11	Security Incident Response Policy	B	06/10/2022	Sep-23
12	Requests for Information Policy	B	08/12/2022	Dec-23
13	Document Storage, Retention and Destruction Policy	A	08/12/2022	Dec-23
14	Data Protection Policy	A	08/12/2022	Dec-23
15	Privacy Policy	B	08/12/2022	Dec-23
16	Compliments and Complaints Form	A	19/05/2022	May-23
17	General Privacy Notice	B	08/12/2022	Dec-23
18	Privacy Notice for staff, councillors & role holders	B	08/12/2022	Dec-23
19	Risk Assessment	Sep-22	06/10/2022	Sep-23
20	Freedom of Information Scheme	B	16/03/2023	Mar-24
21	Grants and Donations Policy	B	16/03/2023	Mar-24
22	Business Continuity Policy	A	16/03/2023	Mar-24
25	Virtual Meeting Procedure	B	16/03/2023	Mar-24
26	Code of Conduct	Jul-20	19/05/2022	May-23
27	Habitual and Vexatious Complaints Policy	A	19/05/2022	May-23
28	Community Engagement Policy	A	16/03/2023	Mar-24
29	Staff Recruitment and Retention Policy	A	16/03/2023	Mar-24
30	Expenses Policy	A	16/03/2023	Mar-24
31	Reserves Policy	A	16/03/2023	Mar-24
32	Gifts and Hospitality Register Guidance	A	16/03/2023	Mar-24
33	Protocol for the marking of the death of a senior nationa	Sep-22		
34	Dignity at Work Policy	A	08/12/2023	Dec-23
35	Internal Financial Control Policy	Draft		
36	Internet Banking Payment Procedure	Draft		
37	Asset Register		16/03/2023	