

Sandford St Martin Parish Council
Policies and Procedures List

| No | Name | Current revision | Last approval date | Review date |
|----|-----------------------------------------------------------|------------------|--------------------|-------------|
| 1 | Standing Orders | E | 25/05/2023 | May-24 |
| 2 | Financial Regulations | C | 25/05/2023 | May-24 |
| 3 | Disciplinary and Grievance Policy | B | 05/10/2023 | Sep-24 |
| 4 | Health and Safety Policy | A | 05/10/2023 | Sep-24 |
| 5 | Sickness and Absence Policy | B | 05/10/2023 | Sep-25 |
| 6 | Press and Media Policy | A | 07/03/2024 | Mar-25 |
| 7 | Co-option Policy | A | 07/03/2024 | Mar-25 |
| 8 | Complaints Procedure | A | 25/05/2023 | May-24 |
| 9 | Equal Opportunities Policy | A | 05/10/2023 | Sep-25 |
| 10 | Training and Development Policy | B | 05/10/2023 | Sep-24 |
| 11 | Security Incident Response Policy | B | 05/10/2023 | Sep-25 |
| 12 | Requests for Information Policy | B | 07/12/2023 | Dec-24 |
| 13 | Document Storage, Retention and Destruction Policy | A | 07/12/2023 | Dec-24 |
| 14 | Data Protection Policy | A | 07/12/2023 | Dec-24 |
| 15 | Privacy Policy | B | 07/12/2023 | Dec-25 |
| 16 | Compliments and Complaints Form | A | 25/05/2023 | May-24 |
| 17 | General Privacy Notice | B | 07/12/2023 | Dec-25 |
| 18 | Privacy Notice for staff, councillors & role holders | B | 07/12/2023 | Dec-25 |
| 19 | Risk Assessment | Sep-23 | 05/10/2023 | Sep-24 |
| 20 | Freedom of Information Scheme | B | 07/03/2024 | Mar-25 |
| 21 | Grants and Donations Policy | B | 07/03/2024 | Mar-25 |
| 22 | Business Continuity Policy | A | 07/03/2024 | Mar-25 |
| 25 | Virtual Meeting Procedure | B | 07/03/2024 | Mar-26 |
| 26 | Code of Conduct | Jul-20 | 25/05/2023 | May-24 |
| 27 | Habitual and Vexatious Complaints Policy | A | 25/05/2023 | May-24 |
| 28 | Community Engagement Policy | A | 07/03/2024 | Mar-26 |
| 29 | Staff Recruitment and Retention Policy | A | 07/03/2024 | Mar-26 |
| 30 | Expenses Policy | A | 07/03/2024 | Dec-24 |
| 31 | Reserves Policy | A | 07/03/2024 | Dec-25 |
| 32 | Gifts and Hospitality Register Guidance | A | 16/03/2023 | Mar-26 |
| 33 | Protocol for the marking of the death of a senior nationa | Sep-22 | | |
| 34 | Dignity at Work Policy | A | 08/12/2023 | Dec-24 |
| 35 | Internal Financial Control Policy | A | 25/05/2023 | Sep-24 |
| 36 | Internet Banking Payment Procedure | A | 25/05/2023 | Sep-24 |
| 37 | Asset Register | | 25/05/2023 | |
| 38 | Biodiversity duties | A | 07/12/2023 | |
| 39 | Employer Pension Discretionary Policy | A | 25/03/2024 | Sep-24 |