



# Policies and Procedures Schedule

Great Chart with Singleton Parish Council follows a structured process to develop and review its governance-related policies and procedures. This process involves periodic reviews by the relevant committee or the full council, followed by final approval from the full council.

<b>Policy Title</b>	<b>Year Reviewed</b>	<b>Next Review</b>	<b>Approval by</b>	<b>Comments Action</b>
<b>Appraisal Policy</b>	<b>2021</b>	<b>2025</b>	<b>Full Council</b>	
<b>Biodiversity Policy</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Business Plan</b>	<b>2023</b>	<b>2025</b>	<b>Full Council</b>	
<b>Child and Vulnerable Adult Safeguarding Policy</b>	<b>2019</b>	<b>2025</b>	<b>Full Council</b>	
<b>Code Of Conduct</b>	<b>2024</b>	<b>2025</b>	<b>Full Council</b>	
<b>Community Engagement Strategy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Dignity at Work</b>	<b>2023</b>	<b>2027</b>	<b>Full Council</b>	
<b>Disciplinary Procedures</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Disclosure and Barring Services Policy</b>	<b>2022</b>	<b>2026</b>	<b>Full Council</b>	



<b>Policy Title</b>	<b>Year Reviewed</b>	<b>Next Review</b>	<b>Approval by</b>	<b>Comments/Action</b>
<b>Display Screen Equipment user Self-Assessment Form</b>	<b>2022</b>	<b>2025</b>	<b>Full Council</b>	
<b>Duties of Responsible Finance Officer</b>	<b>2014</b>	<b>2025</b>	<b>Full Council</b>	
<b>Equal Opportunities Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Expense Claim Policy</b>	<b>2020</b>	<b>2025</b>	<b>Full Council</b>	
<b>Financial Regulations</b>	<b>2024</b>	<b>2025</b>	<b>Full Council</b>	
<b>Grant Awarding Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Great Chart Village Design Statement</b>	<b>2012</b>			
<b>Grievance Procedure</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Health and Safety Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	



<b>Policy Title</b>	<b>Year Reviewed</b>	<b>Next Review</b>	<b>Approval by</b>	<b>Comments/Action</b>
<b>Lone Working Policy and Risk Assessment</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Managing the Performance of Staff</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Managing the Performance of the Council</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Pension Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Policies and Procedures for handling Complaints</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Press and Media Policy</b>	<b>2017</b>	<b>2025</b>	<b>Full Council</b>	
<b>Procurement Policy</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Reserves Policy</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Risk Assessment and Management Policy</b>	<b>2024</b>	<b>2025</b>	<b>Full Council</b>	



<b>Policy Title</b>	<b>Year Reviewed</b>	<b>Next Review</b>	<b>Approval by</b>	<b>Comments/Action</b>
<b>Scheme of Delegation</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Sickness Absence Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Social Media and Electronic Communication Policy</b>	<b>2024</b>	<b>2027</b>	<b>Full Council</b>	
<b>Standing Orders</b>	<b>2024</b>	<b>2025</b>	<b>Full Council</b>	
<b>Statement of Internal Control</b>	<b>2024</b>	<b>2025</b>	<b>Full Council</b>	
<b>Training and Learning Development Policy</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Tree Management Policy</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	
<b>Value for Money Statement</b>	<b>2024</b>	<b>2026</b>	<b>Full Council</b>	



### GDPR Policies

Policy Title	Year Reviewed	Next Review	Approval by	Comments/Action
Breach Notification Policy	2018	2025	Full Council	
CCTV Policy	2018	2025	Full Council	
Document Retention Policy	2018	2025	Full Council	
Internal Privacy Notice	2018	2025	Full Council	
Subject Access Request Policy	2018	2025	Full Council	