



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.

Policy Title	Year Reviewed	Next Review	Approval by	Comments Action
Annual Investment Strategy	2025	2027	Full Council	
Appraisal Policy	2025	2027	Full Council	
Biodiversity Policy	2024	2026	Full Council	
Business Plan	2025	2027	Full Council	
Child and Vulnerable Adult Safeguarding Policy	2025	2028	Full Council	
Code Of Conduct	2025	2026	Full Council	
Community Engagement Strategy	2024	2027	Full Council	
Credit Card Use Policy	2025	2027	Full Council	
Dignity at Work	2023	2027	Full Council	
Disciplinary Procedures	2024	2027	Full Council	
Disclosure and Barring Services Policy	2022	2026	Full Council	



Policy Title	Year Reviewed	Next Review	Approval by	Comments/Action
Display Screen Equipment user Self-Assessment Form	2025	2027	Full Council	
Duties of Responsible Finance Officer	2014	2025	Full Council	
Equal Opportunities Policy	2024	2027	Full Council	
Expense Claim Policy	2020	2025	Full Council	
Financial Regulations	2025	2026	Full Council	
Grant Awarding Policy	2024	2027	Full Council	
Great Chart Village Design Statement	2012			
Grievance Procedure	2024	2027	Full Council	
Health and Safety Policy	2024	2027	Full Council	



Policy Title	Year Reviewed	Next Review	Approval by	Comments/Action
Internal Financial Checklist	2025	2027	Full Council	
Lone Working Policy and Risk Assessment	2024	2026	Full Council	
Managing the Performance of Staff	2024	2026	Full Council	
Managing the Performance of the Council	2024	2026	Full Council	
Pension Policy	2024	2027	Full Council	
Press and Media Policy	2017	2025	Full Council	
Procurement Policy	2024	2026	Full Council	
Reserves Policy	2024	2026	Full Council	
Risk Assessment and Management Policy	2025	2026	Full Council	



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



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	