

PROCEDURE: Parish Council Policy Review Schedule

PURPOSE: To ensure all Parish Council policies and other relevant documentation are reviewed and updated in a timely manner.

SCOPE: All documents related to Melbourn Parish Council that require regular review and/or updates.

SCHEDULE: This document should be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

Key to Colour Coding



Immediate review and update required. Policy is critical and/or out of date.



Review required but not critical.



No action required. Review due date not reached and/or document unlikely to change.

Doc #	Name	Review Due Date	Who
1.00	Member's Code of Conduct	05.22	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	02.23	Council
1.02	Complaints to Parish Council - Staff	02.23	Council
2.00	Standing Orders	06.22	Council
3.01	Declaration of Acceptance of Office	04.18	Clerk
3.02	Register of members interests	04.18	Clerk
3.03	Guidance on Completing Register of Interests	04.18	Clerk
3.04	Skills Audit	01.18	Clerk
3.05	Co-option Procedure	01.18	Clerk
3.06	Dispensation for Councillors	02.18	Clerk

3.07	Signatory List (CONFIDENTIAL – not for publication)	01.21	F&GG
4.01	Creation and Revision of Documents	06.24	F&GG
4.02	Safeguarding Children & Adults at Risk	03.23	F&GG
4.03	Community Grant Policy	02.23	Council
4.04	Councillors Expenses Policy	07.21	F&GG
4.05	Community Facilities and Services Equal Opportunities for Access	05.23	Maint
4.06	Gifts and Hospitality Policy	07.21	F&GG
4.07	Model Publication Scheme	09.19	Clerk
4.08	Policy & Procedure for the publication of Information	06.23	F&GG
4.09	Modern Slavery Statement	09.22	F&GG
4.10	Press and Media Policy	01.17	Council
4.11	Records Management and Disposal Policy	06.23	F&GG
4.12	Allotment Agreement	03.23	F&GG
4.13	Employee Personal Information	10.18	HR
4.14	Reserves Policy	02.23	Council
4.15	Community Engagement Policy	10.18	AC
4.16	Facebook Policy	01.18	AC
4.17	Financial Regulations	03.22	F&GG
4.18	Persistent Complaints	06.22	HR
4.19	Risk Management Policy	02.18	Council
4.20	Financial Risk Register	09.22	Council
4.22	Appointment of Contractors	02.19	Maint
4.23	Parish Estates – Safety Inspections	06.21	Maint
4.24	Strategic Vision	10.19	Council
4.25	Bee keeping : Allotments	02.23	Maint
4.26	Petty Cash	11.20	F&GG
4.27	Prepaid Debit Cards	11.20	F&GG
4.28	Environmental Protection	01.21	Council
4.29	Verification of Bank Reconciliations	09.21	F&GG
4.30	Effectiveness of Internal Audit	10.21	F&GG
4.31	Effectiveness of Internal Controls	01.21	F&GG
4.32	Investment Strategy 22-23	03.23	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	03.23	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	03.23	F&GG
5.01	Employment – General Policy	01.21	HR
5.02	Equality & Diversity	05.20	HR
5.03	Harassment Policy	04.20	HR
5.04	Grievance Policy	03.20	HR
5.05	Disciplinary Policy	01.18	HR

5.06	Capability Policy	04.22	HR
5.07	Lone Working Policy	03.20	HR
5.08	Whistle Blowing Policy	02.17	HR
5.09	Training & Development Policy	04.20	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	09.21	HR
5.11	Appraisal Procedure	08.18	HR
5.12	Salary Review Policy and Procedure	03.23	HR
5.13	Recruitment Policy	02.20	HR
5.14	Verification of Bank Recs	07.21	Council
6.01	Finance & Good Governance – TOR	06.22	Council
6.02	Planning Committee – TOR	02.23	Council
6.03	HR Panel – TOR	03.23	Council
6.04	Melbourn Futures Working Party – TOR	12.20	Council
6.05	Melbourn Timebank Steering Group – TOR	06.20	Council
6.06	Maintenance Committee – TOR	02.23	Council
6.07	MCCR	12.20	Council
6.08	MAYD Joint Committee	04.21	MAYD
6.09	Melbourn Play Parks Working Party – TOR	05.21	Maint
6.10	Internal Audit – TOR	12.21	F&GG
6.11	Melbourn Futures WP -TOR	01.21	F&GG
6.12	Website Working Party – TOR	08.21	Council
6.13	Skate Park Working Party – TOR	05.22	Maint
8.02	Playparks – RA	02.23	Maint
8.03	Cemeteries – RA	02.23	Maint
8.04	Installation of use of MVAS – RA	04.23	Maint
8.05	Employment of Staff – RA	05.17	HR
8.06	Employment of Contractors – RA	05.17	Maint
8.07	Freedom of Information - RA	05.17	Clerk
8.08	Allotments – RA	02.23	Maint
8.09	Litter Picking: Staff and Service Providers- RA	09.22	HR
8.10	Litter Picking: Volunteers - RA	01.18	HR
8.11	Pavilion & Sports Pitches – RA	02.23	AC
8.12	Herbicide Spraying – RA	03.18	Maint
8.13	Pavilion Covid-19 – RA	On Gov guidance	Maint
8.14	Volunteer hedge planting – RA	02.23	Maint