

Walberswick Parish Council

Policy Review Schedule

Draft proposed for adoption February 2020

Notes:

- 1) This schedule is not intended to be binding upon WPC, but is a checklist of suggested intervals for the review of key policies
- 2) Where suggested dates in this schedule conflict with those in another policy adopted by WPC, then that other policy shall prevail
- 3) It is envisaged that any policy that has not been reviewed for other reasons for more than 3 years would then be reviewed and formally readopted at the next full council meeting
- 4) The suggested review interval should be regarded as a maximum, and earlier review of some policies in order to even out the annual workload of the review process is envisaged

Policy	Recommended review interval	Last reviewed (for reference only)
Final Budget approval and request for Precept	Annually in January	Jan-20
CIL report	Annually in March	Mar-19
Internal financial controls report	Annually in March	Mar-19
Risk Management Assessment	Annually in March	Mar-19
Safety Committee terms of reference	Annually in May	May-19
Asset register review	Annually in May	May-19
Schedule of WPC meetings	Annually in May	May-19
Review subscriptions to outside bodies	Annually in May	May-19
Review of S137 expenditure	Annually in May	May-19
Review of obligations under FOI and GDPR legislation	Annually in May	May-19
review of arrangements with other bodies	Annually in May	May-19

Review of arrangements with advisory groups	Annually in May	May-19
Review eligibility for general power of competence	Annually in May	May-19
Insurance cover review	Annually in May	May-19
Financial Regulations	Annually in May	Jan-20
Employment Policy	Annually in May	May-19
Standing Orders	Annually in May	May-19
Councillors to be appointed for areas	Annually in May	May-19
Councillors to be appointed to work with external bodies	Annually in May	May-19
Employment Committee terms of reference	Annually in May	Jun-19
Policy for dealing with the press and other media	Annually in May	May-19
1/2 year Budget Review	Annually in October	Oct-19
Allotment allocation and rent policy	Annually in November	Jan-19
Outline Budget review	Annually in November	Nov-19
First draft of budget	Annually in December	Dec-19
Allotment tenancy agreement	3 years	Nov-18
Complaints procedure	3 years	May-19
Correspondence policy	3 years	Sep-18
Data Protection and Information security policy	3 years	May-19
Equal Opportunities and diversity policy	3 years	Oct-18

Grievance policy and procedure	3 years	Sep-18
Holiday leave and absence policy	3 years	Dec-18
Internal financial controls check list	3 years	Jan-20
Memorial Donations Policy	3 years	Mar-19
Privacy Policy - Councillors and staff	3 years	Apr-18
Privacy Policy - Residents and general public	3 years	Apr-18
Publication Scheme	3 years	Apr-18
Records retention and management policy	3 years	Oct-18
Reporting of meetings policy	3 years	Nov-18
Risk assessment template	3 years	Jan-19
Subject Access request policy	3 years	May-19
Suffolk Code of Conduct	3 years	Jun-12