

Charlton Kings Parish Council - List of Policies – SCHEDULE FOR REVIEW as at 13th May 2019

NUMBER	POLICY AND PROCEDURES	DATE OF LAST REVIEW	DATE ADOPTED	DATE FOR NEXT REVISION	RESPONSIBILITY FOR REVIEW	NOTES
1	Schedule of Publications	January 2018	N/A	Ad hoc	Clerk	
2	Procedural standing orders	-	Annual Meeting – 16 th May 2018 (Minute 16/18/19)	May 2019		
3a	TOR Allotments Committee	November 2018	Full Council Meeting – 26 th November 2018 (Minute 148/18/19)	May 2019	Up to date – no immediate action	
3b	TOR Community Development Committee	November 2018	Full Council Meeting – 26 th November 2018 (Minute 148/18/19)	May 2019	Up to date – no immediate action	
3c	TOR F&GP Committee	November 2018	Full Council Meeting – 26 th November 2018 (Minute 148/18/19)	May 2019	Up to date – no immediate action	
3d	TOR Planning Committee	-	Full Council Meeting – 26 th November 2018 (Minute 148/18/19)	May 2019	Up to date – no immediate action	
3e	Planning Policy		Full Council Meeting – 25 th March 2019 (Minute 232/18/19)	March 2020	Up to date – no immediate action	

Charlton Kings Parish Council - List of Policies – SCHEDULE FOR REVIEW as at 13th May 2019

4	Complaints procedures	February 2019	Full Council Meeting – 25 th February 2019 (Minute 209/18/19)	May 2019	Up to date – no immediate action (Rob Williams)	PDF only
5a	Data protection policy	May 2018	Annual Meeting – 16 th May 2018 (Minute 17/18/19)	2019/20	Clerk	
5b	Information Security policy	-	2012/13 (Minute 133/12/13)	2019/20	Clerk	Not updated since 2013
5c	Managing requests for information	-	Annual Meeting – 23 rd May 2017 (Minute 22/16/17)	2019/20	Clerk	“To be reviewed as part of GDPR” – was it?
5d	Records Management Policy	-	2012/13 (Minute 133/12/13)	2019/20	Clerk	“To be reviewed as part of GDPR – was it?” Word version not held by Clerk
5e	Privacy policy - general	May 2018	Annual Meeting – 16 th May 2018 (Minute 17/18/19)	2019/20	Clerk	
5f	Privacy policy – Staff, councillors and role holders	May 2018	Annual Meeting – 16 th May 2018 (Minute 17/18/19)	2019/20	Clerk	
5g	Communications Policy		2013/14 Minute 136/14/13	2019/20	Felicity Parnham	
6	Equalities Statement	February 2019	Full Council Meeting – 25 th February 2019 (Minute 209/18/19)	May 2019	Up to date – no immediate action (Rob Williams)	
7	Parish Hub Emergency Procedures	-	2013/14 (Minute 170/13/14)	2019/20	Rob Williams	

Charlton Kings Parish Council - List of Policies – SCHEDULE FOR REVIEW as at 13th May 2019

8a	Health and Safety policy (to include “Maintaining Portable Electrical Equipment”)	-	2013/14 (Minute 139/13/14)	2019/20	Rob Williams	Word version not held by Clerk
8b	Health and Safety – Lone Working	?	2013/14 (Minute 107/13/14)	2019/20	Rob Williams	Word version not held by Clerk
9a	Staff Recruitment policy	?	2013/14 (Minute 166/13/14)	2019/20	Janet Honeywill	
9b	Training and Development Policy	April 2018	Full Council Meeting – 30 th April 2018 (Minute 244/17/18)	2019/20	Janet Honeywill	
9c	Disciplinary Procedure	April 2018	Full Council Meeting – 30 th April 2018 (Minute 244/17/18)	2019/20	Janet Honeywill	
9d	Grievance Procedure	April 2018	Full Council Meeting – 30 th April 2018 (Minute 244/17/18)	2019/20	Janet Honeywill	
9e	Sickness Absence policy	April 2018	Full Council Meeting – 30 th April 2018 (Minute 244/17/18)	2019/20	Janet Honeywill	
10a	Procedures for Co-option	June 2018	Full Council 25 th June 2018 (Minute 41/18/19)	June 2019	Up to date – no immediate action (Rob Williams)	
10b	Members’ code of conduct	2012	Full Council Meeting – 25 th March 2019 (Minute 232/18/19)	March 2020	Up to date – no immediate action (Rob Williams)	
10c	Travel and subsistence policy	October 2018	Full Council Meeting – 29 th October 2018 (Minute 128/18/19)	October 2019	Up to date – no immediate action (Rob Williams)	

Charlton Kings Parish Council - List of Policies – SCHEDULE FOR REVIEW as at 13th May 2019

10d	Becoming a Friend of CKPC	February 2019	Full Council Meeting – 25 th February 2019 (Minute 209/18/19)	February 2020	Up to date – no immediate action (Rob Williams)	Word version not held by Clerk
11a	Financial Regulations	March 2018	Annual Meeting – 16 th May 2018 (Minute 19/18/19)	2019/20	Clive Hodges	
11b	Risk Management Schedule	March 2018	Annual Meeting – 16 th May 2018 (Minute 18/18/19)	2019/20	Clive Hodges	
11c	Investment Policy	Tbc	Tbc	tbc	Clerk (as part of CILCA) in due course	New policy
12	Community Grant Scheme policy		Full Council Meeting – 25 th March 2019 (Minute 226/18/19)	March 2019	Up to date – no immediate action (Clerk)	“To be reviewed separately”
13a	Action Plan 2018-22	November 2018	Full Council Meeting – 26 th November 2018 (Minute 147/18/19)	February 2019 (as indicated in minutes)	Up to date – no immediate action	
13b	Parish Strategy 2018-22	November 2018	Full Council Meeting – 26 th November 2018 (Minute 147/18/19)	Tbc in period up to May 2022 when it will be rewritten	Up to date – no immediate action	
14	Resilience Plan	-	Full Council Meeting – 25 th March 2019 (Minute 225/18/19)	March 2019	Up to date – no immediate action	
15	Environmental Strategy	-		2019/20	Joanna Hughes	Including Climate Emergency Status
16a	Procedures for running community events			2019/20	Pat Palmer and Penny Hall	New procedures
16b	Procedures for renting rooms	?	?	2019/20	tbc	New procedures

Charlton Kings Parish Council - List of Policies – SCHEDULE FOR REVIEW as at 13th May 2019