

Document Review Tracker

	Document Title	Review Required	Adopted	Last Reviewed	Next Review due
Jan	Social Media Policy	Annual	01/08/2023	01/08/2023	15/01/2025
	Standing Orders	Annual	01/08/2018	02/08/2023	15/01/2025
	Health and Safety Policy - to be adopted	Annual			
Mar	Equality & Diversity Policy	Tri-Annual	19/05/2021	16/03/2022	19/03/2025
	Safeguarding Policy	Tri-Annual	11/03/2022	11/03/2022	19/03/2025
May	Risk Management Policy and Risk Assessment	Annual	01/02/2008	15/05/2024	14/05/2025
	Disciplinary Procedure Policy	Tri-Annual	21/06/2023	21/06/2023	20/05/2026
July	Data Protection Policy	Bi-Annual	01/08/2021	17/07/2024	15/07/2026
	Code of Conduct Policy	Annual	15/06/2022	17/07/2024	16/07/2025
	Complaints Procedure Policy	Annual	15/06/2022	17/07/2024	16/07/2025
Sep	Document Retention Policy	Annual	01/08/2023	01/08/2023	18/09/2024
	Grievance Policy	Tri- Annual	01/08/2023	01/08/2023	18/09/2024
Nov	Rights Request under GDPR Procedure Policy	Tri- Annual	01/08/2018	01/11/2021	20/11/2024
	Scheme of Delegation to the Parish Clerk	Annual	02/08/2023	02/08/2023	20/11/2024
	Lone Working Policy - to be adopted	Tri - Annual	20/11/2024		
	Statement of internal controls and Annual Review of the effectiveness of internal controls - to be adopted	Annual			