



Review of Policies and Procedures Schedule – Reviewed and approved September 2022

Description	Approved	Review cycle	2022	2023	2024
Councillors Register of Interests	July 2015	Annual – May meeting	May	May	May
Declaration of Office	Annual	Annual – May meeting	May	May	May
Asset Register	2015	Review annually before submission of Annual Audit Return	March	March	March
Standing Orders	July 2015	Annual	March	March	March
Code of Conduct	July 2015	Annual	September	September	September
Financial Regulations	Sept 2015	Annual – approve before submission of Annual Audit Return	March	March	March
Annual Governance Statement	July 2015	Annual – approve before submission of Annual Audit Return	March	March	March
Financial Risk Assessment	Nov 2015	Annual – approve before submission of Annual Audit Return	March	March	March
Annual Audit Return	Annual	Annual – submit as per deadline	May	May	May
BACS payment process	2015	Every 2 years	-	December	-
Bank Mandate	2021	As necessary, when staff or councillors change	-	-	-
Complaints Procedure	Sept 2015	Every 4 years	September	-	Next review September 2026
Data Protection	Sept 2015	Every 4 years	September	-	Next review September 2026
Equalities Policy	Nov 2015	Every 4 years	September	-	Next review September 2026
Freedom of Information	Sept 2015	Annual	September	Nov	Nov
Grant Aid Policy and Procedure	2014	Every 2 years	September	-	September
Health and Safety Policy and Risk Assessment	Nov 2015	Annual	September	September	September
Protocol for members/officer's relations	July 2015	Every 4 years	September	-	Next review September 2026
Staff Absence Policy	Nov 2015	Every 4 years	September	-	Next review September 2026
Grievance Policy	Jan 2016	Every 4 years	September	-	Next review September 2026
Disciplinary Policy	Jan 2016	Every 4 years	September	-	Next review September 2026
Redundancy Policy	Jan 2016	Every 4 years	September	-	Next review September 2026