

Chadlington Parish Council  
Policies and Procedures List

No	Name	Current revision	Last approval date	Review date	
1	Standing Orders	A	13/05/2024	May-25	Annual
2	Financial Regulations	C	11/11/2024	May-25	Annual
3	Disciplinary and Grievance Policy	A	08/07/2024	Jul-26	Biennial
4	Health and Safety Policy	A	08/07/2024	Jul-26	Biennial
5	Sickness and Absence Policy	A	08/07/2024	Jul-26	Biennial
6	Press and Media Policy	A	10/07/2023	Jul-25	Biennial
7	Co-option Policy	A	10/07/2023	Jul-25	Biennial
8	Complaints Procedure	A	13/05/2024	May-25	Annual
9	Equal Opportunities Policy	A	09/09/2024	Sep-26	Biennial
10	Training and Development Policy	A	09/09/2024	Sep-25	Biennial
11	Security Incident Response Policy	A	09/09/2024	Sep-26	Biennial
12	Requests for Information Policy	A	10/03/2025	Mar-27	Biennial
13	Document Storage, Retention and Destruction Policy	B	09/09/2024	Sep-26	Biennial
14	Data Protection Policy	A	11/11/2024	Nov-26	Biennial
15	Privacy Policy	B	11/11/2024	Nov-26	Biennial
16	Compliments and Complaints Form	A	15/05/2023	May-24	Biennial
17	General Privacy Notice	B	11/11/2024	Nov-26	Biennial
18	Privacy Notice for staff, councillors & role holders	B	11/11/2024	Nov-26	Biennial
19	Risk Assessment		09/09/2024	Sep-25	Annual
20	Freedom of Information Scheme	B	11/11/2024	Nov-26	Biennial
21	Grants and Donations Policy	B	13/01/2025	Jan-27	Biennial
22	Business Continuity Policy	A	08/01/2024	Jan-26	Biennial
25	Virtual Meeting Procedure	A	08/01/2024	Jan-26	Biennial
26	Code of Conduct		13/05/2024	May-25	Annual
27	Habitual and Vexatious Complaints Policy	A	13/05/2024	May-25	Biennial
28	Community Engagement Policy	A	08/01/2024	Jan-26	Biennial
29	Co-option Form	A	11/07/2022	Jul-25	Biennial
30	Asset Register		13/05/2024	May-25	Annual
31	Staff Recruitment and Retention Policy	A	10/03/2025	Mar-27	Biennial
32	Reserves Policy	A	10/03/2025	Mar-27	Biennial
33	Expenses Policy	A	10/03/2025	Mar-27	Biennial
34	Term of Office of Chairman Policy	A	10/07/2023	Jul-25	Biennial
35	Civic Protocol		08/09/2022		
36	Dignity at Work Policy	A	11/11/2024	Nov-26	Biennial
37	Internal Financial Control Policy	A	13/01/2025	Jan-27	Biennial
38	Biodiversity Duties	A	13/11/2023		
39	Communications Policy	A	08/01/2024	Jan-26	Biennial
40	Pension Discretionary Policy	A	Sep-24	Sep-26	Biennial
41	Allotment Tenancy Agreement, Enforcement and Termination Policy	A	Mar-24	Mar-26	Biennial
42	Allotment Waiting List Policy	A	Mar-24	Mar-26	Biennial
43	Allotment Inspection and Eviction Appeals Procedure	A	Mar-24	Mar-26	Biennial
44	Allotment Inspection and Eviction Appeals Form	A	Mar-24	Mar-26	Biennial
45	Sexual and General Harassment Policy	A	11/11/2024	Nov-26	Biennial