

Linton Parish Council - Document Review Tracker									
Document Type	Policies and Procedures	Necessity	Last Review Date	Review Cycle	Next Review Date	LCAS Level	Website for LCAS	Latest copy on Website	Document Review Notes
Policies & Procedures	Business Risk Management	Year end	Mar-23	Annually	Mar-24	Foundation	Yes	Yes	
Finance	Asset register	Year End	Mar-23	Annually	Mar-24			Yes	
Policies & Procedures	Councillor Responsibility Document	Year End	Mar-23	Annually	Mar-24			Yes	
Policies & Procedures	Internal Audit Controls statement and check	Year End	Mar-23	Annually	Mar-24			Yes	
Policies & Procedures	Land and Building Register	Year End	Mar-23	Annually	Mar-24			Yes	
Policies & Procedures	Code of Conduct	Legal Requirement (The Local Government Act 2000)	May-23	Annually	May-24	Foundation		Yes	
Policies & Procedures	Financial Regulations	Legal Requirements (Accounting Regulations)	May-23	Annually	May-24	Foundation		Yes	
Policies & Procedures	Freedom of Information Policy and Publication Scheme	Legal Requirement (Freedom of Information Act 2000)	May-23	Annually	May-24	Foundation	Yes	Yes	
Policies & Procedures	Scheme of Delegation to the Clerk	Good Governance	May-23	Annually	May-24			Yes	
Policies & Procedures	Standing Orders	Legal Requirement (Local Government Act 2000)	May-23	Annually	May-24	Foundation	Yes	Yes	
Policies & Procedures	Drone Policy	Good Governance	May-23	Annually	May-24			Yes	
Finance	Reserves Policy	Good Governance	May-23	Annually	May-24			Yes	
HR	Dignity at Work Policy	Good Governance	May-23	Annually	May-24			Yes	
HR	Discipline Policy	LCAS - Foundation Level	May-23	Bi-Annually	Jul-25	Foundation	Yes	Yes	
HR	Grievance Policy	LCAS - Foundation Level	May-23	Bi-Annually	Jul-25	Foundation	Yes	Yes	
Policies & Procedures	Illegal and Unauthorised Encampments	Best Practice	May-23	Tri-Annually	Jul-25			Yes	
Policies & Procedures	Health and Safety Policy and Statement of Intent	Health and Safety at Work Act 1974	May-23	Bi-Annually	Sep-25	Quality	Yes	Yes	
Policies & Procedures	Filming and Recording Meetings	Good Governance	May-23	Bi-Annually	May-26			Yes	
HR	Staff and Councillor Training Policy	LCAS - Foundation Level	May-23	Tri-Annually	May-26	Foundation / Quality	Yes	Yes	
Policies & Procedures	Dispensation Policy and Request Form	Good Governance	May-23	Tri-Annually	Jun-26			Yes	
Policies & Procedures	Grant Awarding Policy and form	Best Practice	May-23	Tri-Annually	Jun-26			Yes	
Policies & Procedures	Dealing with Abusive Persistent or Vexatious Correspondence	Good Governance	May-23	Tri-Annually	Jun-26			Yes	
Policies and Procedures	Transparency Policy	Good Governance	May-23	Tri-Annually	Jun-26			Yes	
Policies & Procedures	Communications Policy	Good Governance	May-23	Tri-Annually	Jul-26			Yes	
Policies & Procedures	Communication and Social Media Policy	Good Governance	May-23	Tri-Annually	Jul-26			Yes	
Policies & Procedures	Complaints Procedure	LCAS - Foundation Level	May-23	Tri-Annually	Jul-26	Foundation	Yes	Yes	
Policies & Procedures	GDPR - Privacy Notice	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	Jul-26			Yes	
Policies & Procedures	Data Protection and Security Policy	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	Jul-26			Yes	
Policies & Procedures	GDPR - Retention and Destruction Policy	GDPR Requirement - (Data Protection Act 2018)	May-23	Tri-Annually	Jul-26			Yes	
Policies & Procedures	Co-option Policy	Good Governance	May-23	Tri-Annually	Jul-26			Yes	
HR	Meting Attendance Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
HR	Roles and Responsibility of a Councillor	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
HR	Lone Working Policy	Good Governance	May-23	tri-Annually	Sep-26			Yes	
HR	Recruitment Selection Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
HR	Equality and Diversity Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
HR	Training and Development Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
Policies & Procedures	Pubic Participation at Meetings	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
Policies & Procedures	Press and Media Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
Policies & Procedures	Cookies Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
Policies & Procedures	Protocol for Councillor and Officer relationships	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
Policies & Procedures	Whistle Blowing Policy	Good Governance	May-23	Tri-Annually	Sep-26			Yes	
HR	Maternity Leave Policy	Good Governance	May-23	Tri-Annually	Oct-26			Yes	
HR	Parternity Leave	Good Governance	May-23	Tri-Annually	Oct-26			Yes	
HR	Sickness Absence Policy	Good Governance	May-23	Tri-Annually	Oct-26			Yes	
HR	Emergency/Dependant Leave Policy	Good Governance	May-23	Tri-Annually	Oct-26			Yes	

Document Type	Risk Assessment	Necessity	Last Review Date	Review Cycle	Next Review Date	LCAS Level	Websit e for LCAS	Latest copy on Websi te	Document Review Notes
Risk Assessment	Parks & Open Space	Health and Safety at Work Act etc.1974	May-23	Annually	Jul-24			N/A	
Risk Assessment	Stress of Staff	Health and Safety at Work Act etc.1974	May-23	Bi-Annually	May-25			N/A	
Risk Assessment	Age of Workers	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jan-26			N/A	
Risk Assessment	Lone Working	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Manual Handling	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Use of Contractors	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Use of Volunteers - General	Health and Safety at Work Act etc.1974	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Office Activities - Clerk home office	Health and Safety at Work Act etc.1975	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Allotment - Bonfires	Health and Safety at Work Act etc.1976	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Allotments - General	Health and Safety at Work Act etc.1977	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Laptop & PC's	Health and Safety at Work Act etc.1978	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Paper Shredder	Health and Safety at Work Act etc.1979	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Printer and Photocopier	Health and Safety at Work Act etc.1980	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Slips, Trips and Falls	Health and Safety at Work Act etc.1981	May-23	Tri-Annually	Jul-26			N/A	
Risk Assessment	Display Screen Equipment	Health and Safety at Work Act etc.1982	May-23	Tri-Annually	Jul-26			N/A	