

## Bayston Hill Parish Council Policies and Procedures

<b>Number</b>	<b>Policy/Procedure</b>	<b>Adopted by Council</b>	<b>Review Date</b>	<b>Reviewed By</b>
1.	Councillor / Clerk Protocol	April.2021	Not Stated	
2.	Communications Policy	June.2019	May 2020	
3.	Subject Access Request Policy	June.2019	May 2020	
4.	Complaints Policy	March.2019	Not Stated	
5.	*Freedom of Information Publication Scheme	May.2015	Not Stated	
6.	Financial Regulation	February.2021	May 2021	
7.	**Bullying and Harassment Policy	March.2019	Not Stated	
8.	**Disciplinary Procedure	June.2019	Not Stated	
9.	**Grievance Policy	March.2019	Not Stated	
10,	Council Planning Policy	September.2017	Not Stated	
11.	*Privacy Notice	June 2021	Not Stated	
12.	Social Media Policy (Not in place currently)			
13.	Financial Procedures – Supplier Account, Set up & Change	February 2021	Not Stated	
14.	Committee Terms of Reference	June 2021	May 2022	
15.	Standing Orders	March 2021	May 2022	
16.	Co-option of Councillors	April 2021	April 2023	
17.	**Employee Handbook	April 2021	Not Stated	
18.	*Privacy Notice for Staff/Councillors/Role Holders	April 2018	Not Stated	
19.	Code of Conduct (October 2015) – Localism Act 2011	?		
20	Health & Safety Policy & Procedures	December 2011	Not Stated	

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21.	Safeguarding Policy (Not in place currently)			
22.	** Bereavement Policy (Under review)			
23.	Document Retention Policy (Not thought to be in place)			
24.	Policy for Dealing with Habitual or Vexatious Complainants (Council may think this appropriate to have in place.)			
25.	Filming & Recording Policy (Not in place currently)			

\* Currently part of Data Protection Audit – Robert Montgomery – Telford & Wrekin Legal Services – Gold Membership

\*\* All incorporated into adopted Employee Handbook.