

Kings Worthy Parish Council - Document Review Schedule

This schedule provide the timeframes for the review of the council's documentation and policies.

Please note this schedule for guidance only as documentation may need to be reviewed earlier than planned due to changes in circumstances, Council practices or legislation/regulations.

<u>Document</u>	<u>Updated first draft issued by office</u>	<u>Councillors review and suggest amendments</u>	<u>Clerks finalise and issue final draft</u>	<u>Approve at full council meeting</u>
Identity Card & Lone Worker policies	By end of November	By end of December	With January agenda	January
Financial Regulations & Investment Policy	By end of December	By end of January	With February agenda	February
Councillors Code of Conduct	By end of January	By end of February	With March agenda	March
Data Protection, CCTV & IT Policies	By end of February	By end of March	With April agenda	April
Committee Terms of Reference	By end of March	By end of April	With May agenda	May (AGM)
Standing Orders & Risk Register	By end of April	By end of May	With June agenda	June
Privacy Policy & Publication Scheme (inc. cost of information)	By end of May	By end of June	With July agenda	July
Emergency Plan	By end of July	By end of August	With September agenda	September
Asset Register	By end of August	By end of September	With October agenda	October
Data and Document Retention & Pension Discretions Policies	By end of September	By end of October	With November agenda	November

Approved: To be approved.