

Document	Version	Year	Review cycle	Notes	Review block	Proposed Review Date
1 Document Retention Policy	0.1	2025	2028	1st draft	Q3	2025-26
2 Environmental policy		2022	2025		Q3	2025-26
3 Recruitment policy		2021	2024		Q3	2025-26
4 Safeguarding protocol		2021	2024		Q3	2025-26
5 Health & Safety policy	not drafted			To be combined	Q3	2025-26
6 Lone Working policy		2023	2026			
7 Complaints policy		2022	2025	To be combined	Q3	2025-26
8 Habitual or Vexatious Complaints policy		2022	2025			
9 Blue Lights Hall lease	not drafted		2025		Q3	2025-26
10 Northam Lions agreement			2025		Q3	2025-26
11 Death of a public figure		2022	2025		Q3	2025-26
12 CCTV			2025	To be drafted	Q4	2025-26
13 Grants policy		2021	2024		Q4	2025-26
14 DBS policy		2025	2030	To be drafted	Q4	2025-26
15 Data Protection policy		2021	2024		Q4	2025-26
16 Financial Regulations	1.2	2025	2026		Q4	2025-26
17 Community Champions		2025	2028	To be reviewed alongside Honorary Alderman process	Q4	2025-26
18 Car park (Appledore) (2020-2026) lease		2020	2025		Q4	2025-26
19 Standing Orders		2025	2026	Adopted July 2025	Q4	2025-26
20 Northam Hall hire agreement		unknown	2025		Q1	2026-27
21 Boat Park licence		unknown	2025		Q1	2026-27
22 Financial Risk Assessment	0.2	2025	2026		Q1	2026-27
23 Publication scheme	draft	2022	2025		Q1	2026-27
24 Allotment tenancy agreement		2024	2025		Q2	2026-27
25 Staff Handbook ('Green Book')		2024	2027		Q2	2026-27
26 Anti-fraud policy		2022	2025		Q2	2026-27
27 Press and Media policy		2022	2025		Q2	2026-27
28 Social Media policy		2022	2025		Q3	2026-27
29 Recording of Meetings policy		2022	2025		Q3	2026-27
30 Handling Requests for Information		2022	2025		Q3	2026-27
31 Flag Flying policy		2021	2026		Q4	2026-27
32 Co-option policy	0.2	2024	2027		Q4	2026-27
33 Planning policy and protocol		2019	2022		Q4	2026-27

Future Review Cycle : to be determined

34 Committee Structure and Terms of Reference	0.5	2025	2028			
35 Procurement policy	1.1	2025	2028			
36 Scheme of Delegation	0.5	2025	2028			
37 Training policy (learning agreement)	draft	2025	2028			
38 Northam Lions (2021-2030) lease		2021	2029			

39	Burrough Farm Allotments (2021-2031) lease		2021	2030			
40	Civic Regalia	0.2	2025	2030			

notes :

the list is not necessarily exhaustive: policies and documents may come to light or be added in the future

normal review cycle is 3 years

operational or sensitive documents are each year

less sensitive documents are every 5 years

tenancy agreements, hire agreements etc should be reviewed each year