

# HEMINGFORD ABBOTS PARISH COUNCIL

## POLICY AND PROCEDURE DOCUMENT CONTROL

Document and Version Number	Date of Adoption or Revision or Review and Confirmation																				
	26.05.2010	30.06.2010	25.05.2011 APC Meeting	29.06.2011	24.08.2011	26.10.2011	05.01.2012	28.03.2012	09.05.2012 APC Meeting	30.05.2012	27.06.2012	26.09.2012	30.01.2013	29.05.2013 APC Meeting	28.05.2014 APC Meeting	27.05.2015 APC Meeting	11.05.2016 APC Meeting	31.05.2017 APC Meeting	09.05.2018 APC Meeting	29.05.2019 APC Meeting	
Standing Orders	0	1	1	2				—	2	→				2	3	3	→	3	3	4	5
Financial Regulations	0	→	0	1				—	1	→				1	2	3	→	3	4	4	5
Inventory of Assets	0	→	0	1				—	1	→				2	3	4	→	5	6	7	8
Risk Assessment	0	→	0				—	1	2	→				2	3	3	→	3	3	4	5
Complaints Procedure	0	→	0				—	0	→					0	0	0	→	0	0	0	1
Press and Media Policy				0				—	0	→				0	0	0	→	0	0	0	1
FOI Schedule					0	1			1	→				1	1	1	→	1	1	1	2
FOI Availability Schedule					0	1			1	→				1	1	1	→	1	1	1	2
Personnel Committee ToR							0			0	→			0	0	0	→	0	0	0	0
Grievance Procedure											0			0	0	0	→	0	0	0	1
Code of Conduct												0	→	0	1	1	1	1	1	1	2

Dispensations Procedure																				0	→	0	0	0	0	0	0	0	0	1										
Training Statement of Intent																					0	→	0	0	0	0	0	0	0	0	1									
Voluntary and Community Sector Grants Policy																					0	0	0	0	0	0	0	0	0	1										
Retention of Documents and Records																																							0	1
Data Protection and Compliance Failure Policy																																							0	*
Information Protection Policy																																							0	*
Information Security Incident Policy																																							0	*
Social Media and Electronic Communication Policy																																							0	*
Removable Media Policy																																							0	*

\*This policy/ procedure is currently undergoing review.

All policies and procedures are reviewed at least annually.

Revised 29 May 2019