

**Fernwood Parish Council
Policy/Document Review Log**

Document	Type	Review Month	Date of last review
Risk Register Council		January	16/01/2023
Risk Assessment Costall Woods		January	16/01/2023
Risk Assessment Dale Green		January	16/01/2023
Risk Assessment Dog bins		January	16/01/2023
Risk Assessment Fire FVH		January	16/01/2023
Risk Assessment Legionella FVH		January	16/01/2023
Risk Assessment Outdoor Volunteers		January	20/06/2022
Risk Assessment Village Hall		January	16/01/2023
Risk Assessment Volunteer Litter Picking		January	16/01/2023
Dignity at Work Policy		January	16/01/2023
Community Infrastructure Policy		January	16/01/2023
Personnel Committee terms of reference		February	20/02/2023
Equality and Diversity Policy		February	20/02/2023
Armed Forces Covenant		February	20/02/2023
Fernwood Parish Council Strategic Plan		February	17/07/2023
Communications and Engagement Policy		February	19/06/2023
Review this year's action plan, set next year's		March	20/03/2023
Expenses Policy		March	20/03/2023
Grants Policy		March	16/01/2023
Petitions Policy		March	16/01/2023
Village Hall Management Group terms of reference		March	20/03/2023
Employee contracts/Terms & Conditions/Job Descriptions/Person Specification	Personnel	March	17/04/2023
Employee eye test reimbursements Policy	Personnel	March	17/04/2023
Lone working risk assessment/ caretaker	Personnel	March	17/04/2023
Training and Development Policy (Personnel Committee)	Personnel	March	17/04/2023
Investment Policy		April	17/04/2023
Tree Management Policy		April	17/04/2023
Village Hall Environmental Policy		April	17/04/2023
Standing Orders		May	16/05/2022
Asset Register		May	18/10/2022
Civility and Respect Pledge		May	21/11/2022
Financial Regulations		May	16/05/2022
Business Continuity Plan		May	15/05/2023
Code of Conduct for Members		May	16/01/2023
Model Document Publication Scheme		June	19/06/2023
Village Hall Fire Safety Policy		June	19/06/2023
Banner Policy		June	19/06/2023
Village Hall Fire Emergency Plan		June	19/06/2023
Internal Audit Review		June	18/07/2022
Village Hall Charges		July	17/10/2022
General Data Protection Regulation: Privacy policy, General Privacy Notice, Consent Form, Privacy Notice – staff, councillors, role holders, Records Retention Policy, Personal Data Retention Schedule, Disclosure Log Criteria, Subject Access Policy, Subject Access Request		July	17/07/2023
Regular user agreement		September	17/04/2023
Booking Terms and Conditions		September	17/04/2023
Village Hall Free Usage Policy		September	17/10/2022
Sickness Absence Policy	Personnel	September	17/10/2022
Grievance and Disciplinary Policy	Personnel	September	17/10/2022
Relationships between Councillors and Council Employees	Personnel	September	17/10/2022
Flexible working policy	Personnel	September	17/10/2022
Management of stress in the workplace policy,	Personnel	September	17/10/2022
Performance Policy	Personnel	September	17/10/2022
Capability procedure	Personnel	September	17/10/2022
Safeguarding Policy		October	17/10/2022
Health and Safety Policy		October	16/01/2023
Fire Risk Assessment		October	16/11/2022
Prohibition of Sky Lanterns and Helium Balloons		October	17/10/2022
CCTV Policy		October	17/10/2022
Complaints Procedure		November	20/02/2023
Internet Policy and Procedure		November	20/02/2023
Memorials Policy		November	20/02/2023
Vexatious Communications and Complaints Procedure		November	20/02/2023