

Policy & Documentation List Suggested for a Small Council

Strategy

Business Plan/Action Plan
Annual Report

Planning

Parish Plan
Village Design Statement or Neighbourhood Plan
Scheme of Delegation

Facilities Services

Marketing Strategy
Events – (Litter pick etc.)
Recreational Ground and Play area
Rights of Way Standard

Operations

Standing Orders
Code of Conduct
Asset Register
Risk Assessments
Communications Protocol
Complaints Procedure

Document Management Policy or Record Keeping

Equal Opportunities

Emergency Planning
Lone and Isolated Working Policy
Community Engagement Statement of Intent
Petitions
Procedure for public sessions
Procedure for co-option of councillors
Work Station Equipment and Area Check
PAT Testing Equipment
Guide to Meetings

Finance

Financial Regulations

Financial and Risk Assessment
General Revenue Reserves Policy
Grant Awarding Policies and Procedures
Insurance Internal Controls Audit and Review
Paper & Electronic Communications Retention and Disposal Policy
Purchasing Procurement Policies

Communications

Publicity Protocol
Freedom of Information, Publication Scheme

Data Protection

Information and Communications Technology IT Email, Internet and Phone Policy
Filming, Photographing, & Social Media Policy
Vexatious Policy

People

Bullying and Harassment or dignity at work policy

Child Protection and Vulnerable Adults

Flexible Working

Disciplinary & Grievance Policy

Toil and Leave Policy

Staff and Councillor Training and Development Policy

Health & Safety Policy

Co-option Questionnaire

Staffing Committee Terms of Reference