

**SNETTISHAM PARISH COUNCIL
POLICIES AND PROCEDURES
RECORD OF ADOPTION, REVIEW ETC.**

Document	Adopted	Revised	Next Review	Accessible
GENERAL:				Online if shaded
STANDING ORDERS	4/3/20	1/7/20	4/5/22	23/3/21
COMPLAINTS	4/3/15	5/5/21	4/5/22	28/4/21
EMAIL	1/5/13	2 nd May 2018 (susp)	Needs new version	
EQUAL OPPORTUNITIES	2/5/14	3/2/21 (amend)	4/5/22	11/2/21
CONTRACT – GENERAL	1/4/15	2/5/18	4/5/22	28/4/21
RIGHTS AT COMMON	1/3/17	2/5/18	4/5/22	28/4/21
FREEDOM OF INFORMATION	3/5/17	5/5/21	4/5/22	28/4/21
PRESS	3/5/17	2/5/18	4/5/22	28/4/21
FLAG	5/7/17	3/7/21 (amend)	4/5/22	22/4/21
ACTION PLAN	6/12/17	n/a	4/5/22	
RISK MANAGEMENT	6/12/17	n/a	4/5/22	
DATA PROTECTION	7/11/18	n/a	4/5/22	16/4/21
CIL EXPENDITURE	2/10/19	n/a	4/5/22	15/4/21
ACCESSIBILITY STATEMENT	2/9/20	n/a	4/5/22	2/9/20
PLANNING	5/5/21	n/a	4/5/22	22/4/21
VIRTUAL MEETINGS	5/5/21	n/a	4/5/22	22/4/21
FINANCE:				
FINANCIAL REGULATIONS	4/3/20	1/7/20	4/5/22	15/4/21
DONATIONS POLICY	2/7/14	7/4/21 (amend)	4/5/22	8/4/21
SUPPORT GROUPS ETC.				
AMENITIES GP ToR	7/4/21	7/4/21	4/5/22	8/4/21
EMPLOYEES:				
DISCIPLINARY PROCEDURE	1/2/12	2/5/18	5/5/21	
PENSION (SR85)	6/8/14	n/a	n/a	
GRIEVANCE	6/12/17	n/a	5/5/21	
TRAINING	6/12/17	n/a	5/5/21	
STRESS MANAGEMENT	6/11/19	n/a	5/5/21	
LONE WORKING	6/11/19	n/a	5/5/21	
COUNCILLORS:				
CODE OF CONDUCT	4/7/18	n/a	In line with BCKLWN	

(am) indicates amended; (susp) suspended

GROUPS NEEDED UNDER POLICIES

Group	Members	Quorum	Notes
Full Council	13 max	5	
Personnel Group	3	3	Chair plus two - precedent
Amenities Group	All cllrs	3 (or 1/3)	
Governance Group	All cllrs	3 (or 1/3)	
Planning Group	All cllrs	3 (or 1/3)	
Grievance Panel	5		Standing or ad hoc
Disciplinary Panel	Not spec		Standing or ad hoc

UPDATED – 12 May 2021

This document has been checked as accessible