

## GREETHAM PARISH COUNCIL POLICIES AND PROCEDURES REVIEW SCHEDULE – 2026/27

1. Greetham Parish Council has adopted a number of governance and policy documents which assist with uniform approach and decision making. These documents are subject to periodic review and adoption annually at the Annual Parish Council Meeting (APCM).

2. Greetham Parish Council recognises that it may not be practicable when adopting these documents at the APCM, for the Chair and councillors to have necessarily read and be fully familiar with all aspects of all governance and policy documents. Therefore, the following workflow schedule sets out a timetable for the Council to structure a periodic, in-depth review of each document.

| Document                                  | Last Reviewed by Council | Scheduled Review | Frequency |
|-------------------------------------------|--------------------------|------------------|-----------|
| Accessibility Statement for Website       | -                        | Oct 2026         | Annual    |
| Armed Forces Covenant                     | 12.08.2020               | Feb 2027         | 2 yearly  |
| Asset Register                            | 13.05.2026               | May 2027         | Annual    |
| Co-option Policy (in Standing Orders)     | 24.07.2024               | Sept 2026        | 2 yearly  |
| Code of Conduct (in Standing Orders)      | 12.04.2023               | Sept 2026        | Annual    |
| Complaints Procedure (in Standing Orders) | 12.07.2023               | Sept 2026        | 2 yearly  |
| Data Protection Policy                    | 12.07.2023               | Nov 2026         | 2 yearly  |
| Disciplinary Policy                       | -                        | Jan 2027         | 2 yearly  |
| Equality & Diversity Policy               | 14.05.2025               | Oct 2026         | 2 yearly  |
| Financial Regulations                     | 04.09.2024               | June 2026        | Annual    |
| General Privacy Notice                    | -                        | Oct 2026         | 2 yearly  |
| Grievance Policy                          | -                        | Jan 2027         | 2 yearly  |
| Health & Safety Policy                    | -                        | Feb 2027         | 2 yearly  |
| Insurance                                 | 2024                     | Nov 2026         | Annual    |
| IT Policy                                 | -                        | Nov 2026         | Annual    |
| Publication Scheme                        | -                        | Oct 2026         | 2 yearly  |
| Reserves Policy                           | 08.06.2022               | July 2026        | 2 yearly  |
| Risk Assessment                           | 14.05.2025               | July 2026        | Annual    |
| Safeguarding Policy                       | 12.02.2025               | Feb 2027         | 2 yearly  |
| Standing Orders                           | 24.07.2024               | June 2026        | Annual    |
| Training & Development Policy             | -                        | Jan 2027         | 2 yearly  |