RYHALL PARISH COUNCIL GOVERNING DOCUMENTS	Originating templates	reviewed	Frequency	Review date due
STATUTORY DOCUMENTS				
Code of Conduct	RCC	17/03/2026	annually	April for May meeting
Standing Orders	NALC	02/11/2026	annually	April for May meeting
Financial Regulations	NALC	17/03/2026	annually	April for May meeting
Inventory of land and Assets	file source	31/03/2026	annually	April for May meeting
Insurance		01/06/2028	3 year contract	Jun-28
Subscripton of other bodies		as required	as required	as required
Complaints Policy	NALC	12/05/2025	2 years	Feb-27

POLICIES, PROCEDURES AND PRACTICES RELATING TO FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION				
GDPR				
Data Map - ROPA	ico	07/09/2026	2 yrs or when required	Aug-28
Bring your Own Device Policy	ico	07/09/2026	2 years	Aug-28
BYOD compliance	ico	07/09/2026	2 years	Aug-28
Data Breach Policy	NALC	07/09/2026	2 years	Aug-28
Data Protection Policy	NALC	07/09/2026	2 years	Aug-28
Data Retention Policy	NALC	11/05/2026	2 years	Aug-28
Privacy Notice	NALC	07/09/2026	2 years	Aug-28
Model Publication Scheme	ICO	11/05/2026	2 years	Aug-28
Subject Access Policy	NALC	07/09/2026	2 years	Aug-28
FREEDOM OF INFORMATION				
Publication Scheme	NALC	07/09/2026	2 years	Aug-28
Costs	ico	07/09/2026	2 years	Aug-28
Flow Chart Guide	ico	07/09/2026	2 years	Aug-28
Practical Guide	ico	07/09/2026	2 years	Aug-28

EMPLOYMENT/VOLUNTEER POLICIES AND PRECEDURES				
Grievance Policy	NALC	12/05/2025	2 years	Sep-28
Health and Safety		02/11/2026	2 years	Nov-28
Co option		02/11/2026	2 years	Nov-28

EXPEDITURE INCURRED UNDER s137 OF THE LOCAL GOVERNMENT ACT 1972				
Grants and Donation Policy	NALC	12/05/2025	2 years	Sep-28
Community Infrastructure Levy (CIL)		02/11/2026	2 years	Nov-28

OTHER ADOPTED POLICIES TAILORED TO RPC				
Media				
Communication Policy	cllrs	12/05/2025		Oct-28
Website Accessibility Statement	Core Creatives	11/05/2026	annually	Jan-27
Website Policy	NALC	12/05/2025	annually	Jan-27
IT Policy	Gov.uk	11/05/2026	annually	Jan-27
Equality and diversity Policy	NALC	12/05/2025	2 years	Aug-28
Tree Management Policy	NALC	12/05/2025	2 years	Nov-28
Volunteer Policy	NALC	12/05/2025	2 years	Nov-28

RISK ASSESSMENTS				
Litter Pick	clerk		when required	

Financial and Management	clerk	02/11/2026	half yearly	Mar-27
Emergency Plan	Connectors	02/01/2026	annually	Oct-26
TERMS OF REFERENCE				
Planning Sub Committee	cllrs	02/11/2026	annually	Feb-28
Neighbourhood Plan Steering group	ketton pc/internet	11/05/2026	annually	Feb-27

This Document was Adopted: 07/09/2026

Reviewed 02/11/2026