



STONDON PARISH COUNCIL
Schedule of Policies and Procedures

Document Name				Last Review		Next Review
ID	Procedure / Document	File Name	First Adopted	Last approved	Latest version	Due
0.90	Schedule of Policies and Procedures	SPC Procedures and Policies Master Control Sheet.xlsx	NA	NA	12.00	-
1.00	Standing Orders		May-18	May-22	1.00	May-24
1.01	Code of Conduct	SPC Code of Conduct v2.0 Jan23.docx	Jan-23	Jan-23	2.00	Jan-25
1.10	Appendix to Standing orders and Financial Regulations – Covid-19		Apr-17	Jul-19	2.10	-
2.00	PC Risk Management Policy	02 SPC Risk Management Policy June 2020.docx	Apr-17	Jul-22	1.01	Jun-24
2.01	PC Risk Register	02.01 SPC Risk Register June 2020.docx	May-18	Jul-22	1.03	Jun-24
3.00	Communications and Social Media Policy	03 SPC Communications and Social Media Policy v2.00.docx	Aug-17	Feb-23	2.00	Feb-25
3.01	Protocol on the recording and filming of Council and Committee Meetings	03.01 Protocol on the recording and filming of Council and Committee Meetings.docx	May-18	Jul-22	1.01	Jul-24
3.02	Announcement on civility and openness at meetings of the Council and Committee Meetings	03.02 SPC Announcement on civility and openness meetings	Jan-23	Jan-23	1.00	Jan-25
3.05	Dispensations Guide		Apr-22	Apr-22	1.00	May-23
4.00	Freedom of Information Publication Scheme	04.0 SPC Freedom of Information publication.docx	Jun-20	Jul-22	1.01	Jul-24
4.10	Freedom of Information Policy	04.1 SPC Freedom of Information Policy.docx	Jun-17	Jul-22	1.01	Jul-24
5.00	Financial Regulations		Mar-17	May-22	1.04	May-23
5.10	Investment Policy	05.10 SPC Investment Policy v1 May 2019.docx	May-19	Jul-22	1.00	Jul-25
5.20	General and Earmarked Reserves Policy	05.20 General and Earmarked Reserve Policy.docx	Jul-20	Jan-23	1.10	Jan-26
5.30	Fixed Asset Policy	05.30 Fixed Asset Policy v1.0.docx		Oct-21	1.00	Oct-23
7.00	Grant Aid Policy		Jun-13	Oct-21	1.20	Oct-23
7.10	Grant Aid Application Form	7.10 SPC Grant Aid Application Form.docx	May-17	Jul-22	1.00	Jul-24
11.00	Habitual or Vexatious Complainants Policy	11 SPC Habitual or Vexatious Complainants Policy.docx	Jul-19	Jul-22	1.10	Jul-24
12.00	Retention of document policy	12 SPC Retention of Documents Policy.docx	May-18	Jul-22	1.10	Jul-24
14.00	Data Protection Policy	14.00 SPC Data Protection Policy.docx	Jun-20	Jul-22	2.01	Jul-24
15.00	Code of Practice in Handling Complaints		Apr-12	Nov-21	1.01	Nov-23
16.00	HR Policy Documents - including Recruitment policy Discipline Bullying and Harassment Information Technology Computer use	SPC Staff Handbook - v1.02.docx	Sep-18	Jul-19	1.10	Jul-21
17.00	Recruitment Policy	17 SPC Recruitment Policy.docx	Mar-12	Jun-20	1.00	NA
21.00	Privacy Notice (Website)		May-18	May-20	NA	-
22.00	Accessibility Notice (Website)		NA	Feb-22	NA	-
23.0	Policy for meetings with developers (Pre and Post app)		Sep-18	Nov-21	1.0	Nov-23
31.0	Dispensation Guidance		TBC	TBC	1.0	TBC
32.0	Dispensation Form		TBC	TBC	1.0	TBC
33.0	Co-option Form		TBC	TBC	1.0	TBC
31.0	Co-option Policy and Guidance		Apr-22	Apr-22	1.0	Apr-24
34.0	Declaration of Acceptance of Office - Chairman		TBC	TBC	1.0	TBC
35.0	Declaration of Acceptance of Office - Councillor		TBC	TBC	1.0	TBC
37.0	Stondon Allotment Tenancy Agreement		Mar-21	Mar-22	1.8	-
50.0	Protocol for Marking the Death of a Senior National Figure		Feb-21	Feb-21	1.0	-
100.00	HR Personnel Committee (ToR)		Jun-11	Jul-19	1.00	-
101.00	Neighbourhood Plan (ToR)		Jul-17	Jul-19	1.00	-
102.00	Footpath Officer (ToR)		Jul-17	Jul-19	1.00	-
103.00	COVID Safe Meeting Risk Assessment		Feb-20	Feb-20	1.00	-
103.00	Asset Register		May-20	Feb-23	1.00	Feb-24