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**POLICIES AND PROCEDURES**

**Held in the office**

**Core policies or processes (essential)**

1. Annual Governance Accountability Return (AGAR)
2. Acceptance of Office and Register of Interests
3. Code of Conduct
4. Financial Regulations
5. Fire Procedure \*
6. Data Protection: Advice note;

Management of Transferable Data

Privacy Notice

Email contact

1. Internal Audit
2. Risk Assessment
3. Standing Orders/Constitution

**Secondary policies or processes (desirable, particular in larger councils)**

1. Annual calendar of meetings
2. Asset Register
3. Complaints Procedure \*
4. Civility & Respect
5. Dignity at work (Bullying and Harassment Policy) \*
6. Document Retention Policy
7. Disability Discrimination Policy \*
8. Equal Opportunities Policy
9. Forest Schools
10. Grants
11. Health and Safety \*
12. Investment Strategy
13. Parish Member/Employee Relations \*
14. Publication Scheme
15. Social Media Policy
16. Vexatious Policy
17. Scheme of delegation
18. Community Engagement
19. Dispensation Policy
20. Public Participation at meetings / meeting protocol

Coppull Plan 2015 (Agreed by PC not to update in 2010 and 2015, started Neighbourhood Plan in 2020)

**New Councillor’s Information Pack**

1. Budget
2. Code of Conduct
3. Councillors and contact details
4. Duties and Powers
5. Financial Regulations
6. Good Councillors Guide
7. Meeting dates
8. Minutes of the last two meetings
9. Mission Statement
10. Planning System
11. Register of Interest form
12. Standing Orders
13. Transparency on personal and prejudicial interests

**Employee’s Handbook**

* 1. Absence Management Policy
  2. Employee Appraisals/Personnel Meetings
  3. Contracts of Employment / Job Description / Person Specification
  4. Compassionate Leave Policy
  5. Disciplinary Policy
  6. Employee Information/Particulars Statement
  7. Grievance Policy
  8. Holiday Reporting Procedure
  9. Sickness Procedure/Back to work Interviews
  10. Worksheets
  11. Plus those marked \*