

	Policies Overdue to be Reviewed
	Policies Drafted and Awaiting/in Review
	Active and Up to Date Policies
	Policies currently being worked on
	Has been superseded



Shinfield Parish Council Policy Review Schedule 01 (04 Nov 2021)

Policy	Council Current	Notes	Review	Approval Date	Status
Data Protection Privacy Policy	21 st May 2018		No date given		Is this needed if updating GDPR?
Equality Policy	May 2012	No specific date of approval provided – Unsure of Council approval	Annually (has never been reviewed/updated)		Updated policy has been drafted and awaiting review by C&P
Fees and Charged Policy	15 th March 2021		March 2022		
GDPR Policy	21 st May 2018	(currently the same document as Data Protection Privacy Policy, just unformatted)	10 th November 2021		Currently under Review – further updates being made – due to go through C+P
Health and Safety Policy Manual		No date provided on document – Unsure of council approval	TBD		Is Currently being updated
Investment and Reserves Policy	17 th May 2021		May 2022		
Policy on Investing in our community		Policy drafted 19 th July 2019 but never approved	Annually		
Procurement Policy	21 st May 2021		May 2022		
SAR Policy	21 st May 2018		No date given		Currently in Draft and ready to be reviewed by C&P
Travel Policy – For Members	February 2012	No specific date of approval provided on document	No date given		
Email Policy	19 th March 2018		No date given		Updated version in draft and awaiting review
Disciplinary and Grievance Policy			10 th November 2021		Currently under Review – further updates being made – due to go through C+P

Social Media Policy			TBD		Currently in Draft and ready to be reviewed by C&P
Recording Meetings Policy			TBD		Has been in Draft since 2014
Staff and Councillor Training Policy	Adopted November 2015	No Specific approval/adoption date	To be superseded by updated Training and Development Policy		
Retention and Disposal of Documents Policy	19 th March 2018		No date given		To be reviewed and updated in line with legislation
Standing Orders	19 th April 2021		October of each election year		
Performance Management Policy		None currently in place	TBD		Has been drafted is awaiting review
Shinfield Parish Council Handbook			No Date Given (as and when policies are updated)		Is Currently being updated
Whistle Blowing Policy and Procedure		None currently in place	TBD		Drafted and awaiting review
CCTV Policy		None currently in place	TBD		drafted and being reviewed by Andrew Moulton at WBC
Code of Conduct			Every 4 years		Updated version in draft and awaiting review
Lone Working Policy		None currently in place	TBD		Drafted and awaiting review
Recruitment and Termination Policy		None currently in place	TBD		Drafted and awaiting review
Safeguarding policy and procedures		None currently in place	TBD		Drafted and awaiting review
SPC Complaints Procedure		None currently in place	TBD		Drafted and awaiting review
Training and Development Policy		None currently in place	TBD		Drafted and awaiting review