

CARLBY PARISH COUNCIL DOCUMENT REVIEW SCHEDULE

Document Name	Originating templates	reviewed	Frequency	Review date due
STATUTORY DOCUMENTS				
Code of Conduct	SKDC	13/05/2026	annually	May-27
Standing Orders	NALC	13/05/2026	annually	May-27
Financial Regulations	NALC	13/05/2026	annually	May-27
Inventory of land and Assets	file source	31/03/2026	annually	May-27
Insurance		01/06/2025	3 year contract	Jun-28
Subscripton of other bodies		as required	as required	as required
IT Policy	gov.uk	09/07/2025	annually	Dec-26
Complaints Policy	NALC	08/07/2026	2 years	Jul-28
LEGISLATION				
Data Protection Policy	NALC	14/05/2025	2 years	Aug-27
Data Retention Policy	NALC	13/05/2026	2 years	Aug-28
FOI	NALC	14/05/2025	2 years	Aug-27
Model Publication	ICO	May-26	2 years	Aug-27
EMPLOYMENT POLICIES AND PRECEDURES				
Grievance Policy	NALC	14/05/2025	2 years	Oct-27
Disciplinary	NALC	14/05/2025	2 years	Oct-27
EXPENDITURE INCURRED UNDER s137 OF THE LOCAL GOVERNMENT ACT 1972				
Grants and Donation Policy	NALC	08/07/2026	2 years	Sep-28
OTHER ADOPTED POLICIES TAILORED TO CPC				
Payment of expenses to Council Members	NALC	14/05/2025	2 years	Dec-27
Health and Safety	NALC	14/05/2025	2 years	Dec-27
Wayleave requests across Green spaces	internet based	08/07/2026	2 years	Jul-28
MEDIA				
Website Accessibility Statement	cllrs	22/12/2025	annually	Dec-26
Equality and diversity Policy	NALC	14/05/2025	2 years	Sep-27
Volunteer Guidance	NALC	07/07/2026	2 years	Jul-28
RISK ASSESSMENTS				
Financial and Management	clerk	31/03/2026	half yearly	Sep-26
Emergency Plan	clerk	check contents	annually	Sep-26
OTHERS				
Mower Tax	DVLA	14/02/2026	annually	Feb-27

This Document was Adopted: