

**Documents setting out Walton-in-Gordano Parish Council's governance procedures. They are updated on a rolling basis, and reviewed at each Feb / March Council meeting.**

No	Description	Notes
ai	Declaration of Acceptance of Office Cllr	Form to be completed by all Councillors as a condition of being a Councillor
aii	Declaration of Acceptance of Office Chair	To be completed annually by the chair at each Annual Meeting in May
aiiii	Declaration of Acceptance of Office Vice-Chair	The post and the form are optional
aiv	Register of Members' Interests	To be posted to website under Cllrs Name & be reported to Electoral Services
bi	CODE OF CONDUCT	} ALL Councillors MUST possess and understand these as a condition of being } a Councillor }
bii	STANDING ORDERS	
biii	FINANCIAL REGULATIONS	
biv	Dispensations Procedures	} Used where Councillors have particular interests that need to be recorded } and an agreement registered that they may still contribute to meetings.
bv	Dispensations Request Form	
bvi	RISK ASSESSMENT	Reviews the Council's exposure to risk. A copy is signed at each annual review.
bvii	Cooption Policy	Summary of procedures for coopting a Councillor
ci	Publications Scheme	A mandatory scheme that indicates the information available from the Council
cii	Complaints Policy	Used if a person needs to make a complaint against the Council or a Councillor
ciii	Who We Are and What We Do	A document from the Publications Scheme (ci) that introduces the Council
civ	Grants Policy	Guidance to Councillors about managing contact with the subject organisations
cv	Press and Media Policy	
cvi	Social Media Policy	
di	Employment Contract Template	A template for negotiation
dii	Staff Appraisal Form	A template to aid the conduct of staff reviews
diii	Disciplinary Grievance Policy	Guidance re procedures to be adopted if there is a work problem
div	Expenses Policy Template	For use in conjunction with future contracts of employment
dv	Equality and Diversity Policy	The provision of equal opportunities in employment
dvi	Dignity at Work Policy	Promoting civility and respect in the working environment
ei	ASSETS REGISTER	Items and property belonging to the Council at purchase/replacement cost
eii	Pensions Declaration of Compliance	Issued by the Pensions Regulator
f	Vexatious Behaviour Policy	Formal adoption of ALCA guidance document
g	Biodiversity Policy	
hi	Health & Safety Policy	
hii	Safeguarding Policy	

#### GDPR

GDPR 01	ICO Registration Certificate	1
GDPR 02	Consent and Privacy Notices	5
GDPR 03	Records Retention Policy	1
GDPR 04	Security Compliance Checklist	1
GDPR 05	Data Breach Policy	1
GDPR 06	Data Map	1
GDPR 07	Subject Access Request Procedure (SAR)	2
GDPR 08	Data Protection Policy	1
GDPR 09	Meeting Papers via Email Consent	1