

**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<br>} a Councillor<br>}   |
| bii   | STANDING ORDERS                                |  |
| biii  | FINANCIAL REGULATIONS                          |  |
| biv   | Dispensations Procedures                       | } Used where Councillors have particular interests that need to be recorded<br>} 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                   |  |
| 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 |