

**Little Budworth Parish Council**

**Policy Review Schedule**

| <b>Policy</b>   | <b>Adoption / Last Review Date</b> | <b>Minute Ref</b> | <b>Renewal Cycle</b> | <b>Next Review Date</b> |
|---|------------------------------------|-------------------|----------------------|-------------------------|
| <b>Standing Orders</b>                                  | May-26                             | AMPC              | Annual               | May-27                  |
| <b>Financial Regulations</b>                            | May-26                             | AMPC              | Annual               | May-27                  |
| <b>Code of Conduct</b>                                  | May-26                             | AMPC              | Annual               | May-27                  |
| <b>Scheme of Delegation</b>                             | May-26                             | AMPC              | Annual               | May-27                  |
| <b>Internet Banking</b>                                 | May-26                             | 25/91             | Annual               | May-27                  |
| <b>Management Risk Assessment</b>                       | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>Management Risk Strategy</b>                         | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>Freedom of Information Policy</b>                    | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>IT Policy</b>  | Oct-25                             | 25/91             | Annual               | Oct-26                  |
| <b>Dignity at Work / Bullying and Harassment Policy</b> | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>Freedom of Information Publication Scheme</b>        | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>Data Protection Policy</b>                           | Oct-25                             | 25/90             | Annual               | Oct-26                  |
| <b>Email Policy</b>                                     | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Training &amp; Development Policy</b>                | Mar-25                             | 24/176            | Bi-annual            | Mar-27                  |
| <b>Equality and diversity Policy</b>                    | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Health &amp; Safety Policy</b>                       | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Zero tolerance</b>                                   | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Complaints Procedure</b>                             | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Email Policy</b>                                     | Oct-24                             | 25/90             | Annual               | Oct-25                  |
| <b>Co-Option Policy</b>                                 | Oct-25                             | 25/90             | Bi-annual            | Oct-27                  |
| <b>Document Retention Policy</b>                        | Oct-25                             | 25/91             | Bi-annual            | Oct-27                  |
| <b>Biodiversity Policy</b>                              | Oct-25                             | 25/91             | 5 yearly             | Oct-30                  |

This schedule replaces the need to change review dates on policies if no amendments were required

Last updated 06.05.2026