

Hoton Parish Council

Policies and Procedures Checklist 2024

Mandatory Documents	
Document	Were Updates Required
Code of Conduct	No
Data Protection Policy	Yes
Financial Regulations	No
Freedom of Information Act	New
Risk Assessment	Minor
Highly Recommended Documents	
Staff Appraisal	No
Complaints Procedure	No
Equality and Diversity Policy	No
Grievance and Disciplinary Policy	New
Health and Safety Policy	No
Standing Orders	No
Training Policy	New
Optional Documents	
Data Breach Policy	No
Expenses Policy	No
Media Relations Policy	No
Retention Policy	No
Reserves Policy	No
GDPR Policy	No
Grants Policy	No
Sickness Absence Policy	No
Social Media Policy	Minor
Communication Policy	New