

POLICIES AND PROCESSES REVIEW DOCUMENT

	Month Reviewed 2023	
Financial Policy	Feb	yes
Renewal of Malwarebytes to protect the Clerk's laptop	Mar	yes
End of year Bank Reconciliation	April	yes
Bank Signatories to PC and PH accounts	May	yes
Standing Orders	May	yes
Councillors to review any dispensations (dependent pe	May	yes
Review Policies and Processes Review Document	June	c/f July
Risk assessment Schedule	June	June
CDPC Security Incident Response Policy	June	June
GDPR Consent to Hold Information Form	June	June
Accident & Injury Record for Clerk to CDPH	June	June
Freedom of Information Policy	July	July
Data Protection Policy/Privacy Notice	July	July
Email contact Privacy Notice	July	July
Data Audit Inventory	July	July
Transparency Code	July	July
Code of Conduct Review	July	July
Meeting People for Planning Applications	Aug	
Aims and Objectives	Aug	
Disciplinary & Grievance Procedure	Aug	
Equal Opportunities Statement	Aug	
Insurance with public liability	Aug	
Parish Clerk appraisal, training review and review of salary		
Review staff Appraisal Policy	Aug	
Publication Scheme	Sep	
Document Retention Policy	Sep	
Review Asset Register	Sep	
Clerk's Pension		
Review accessibility Statement	Sep	
Press & Media Policy	Oct	

CDPH Business Reserve Policy

Infectious Disease Policy

Councillor training review

Approval or continued use of a variable direct debit

Set Budget

Oct	
Nov	
Nov	
Nov	
Dec	

Signed..... Date.....

Signed..... Date.....