

Litton Parish Council Document Review Schedule

Annual Reviews

These documents are reviewed every year, usually at the Annual Meeting.

- **Standing Orders** – Annual
 - **Financial Regulations** – Annual
 - **Risk Assessment / Risk Management Scheme** – Annual
 - **Statement of Internal Control** – Annual
 - **Asset Register** – Annual
 - **Insurance Cover** – Annual
 - **Publication Scheme** – Annual
 - **Retention & Disposal Policy** – Annual
 - **Health & Safety Policy** – Annual
 - **Business Continuity Plan** – Annual
 - **Website Accessibility Statement** – Annual
 - **Asset Register / Data Audit** – Annual
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Every 1–2 Years

Policies that change less frequently but still require regular review.

- **GDPR / Data Protection Policy** – Every 1–2 years
 - **Environmental / Biodiversity Policies** – Every 1–2 years
 - **Terms of Reference (committees/working groups)** – Every 1–2 years
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Every 2 Years

- **Code of Conduct** – Every 2 years
 - **Complaints Policy** – Every 2 years
 - **Grant Awarding Policy** – Every 2 years
 - **Equality & Diversity Policy** – Every 2 years
 - **Press & Media Policy** – Every 2 years
 - **Persistent & Vexatious Complaints Policy** – Every 2 years
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Reviewed As Required

Updated when circumstances change.

- **Leases, Licences and Contracts** – As required
 - **Cemetery Regulations** – As required
 - **Neighbourhood Plan** – As required
 - **Members' Register of Interests** – When interests change
 - **Planning Register** – Updated continuously
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Ongoing / Routine Reviews

- **Minutes** – Approved monthly
- **Bank Reconciliation** – Monthly or quarterly
- **Budget Monitoring** – Quarterly
- **Planning Applications** – Every meeting