

Item 14 – Policy Development - Appendix 1 – Schedule of Policies Required as at May 2020

Category	Description	Standalone /Handbook	Committee	Date
Basic Governance	Member's Interests Log	Standalone	Resources	July
Basic Governance	Dispensation Request form	Standalone	Resources	July
Basic Governance	Member's Dispensations Log	Standalone	Resources	July
Basic Governance	Allowances	Standalone	Resources	July
Basic Governance	Councillor attendance register	Standalone	Resources	July
Basic Governance	Co-option Policy and procedure	Standalone	Resources	July
Openness and Accountability	ICO Model Publication Scheme 2014	Standalone	Resources	Sept
Openness and Accountability	Recording of Meetings Policy	Standalone	Resources	Sept
Openness and Accountability	FOI Policy	Standalone	Resources	Sept
Openness and Accountability	FOI Vexatious Requests Policy	Standalone	Resources	Sept
Openness and Accountability	Rules for public session	Standalone	Resources	Sept
Openness and Accountability	Complaints Policy/Procedure	Standalone	Resources	Sept
Openness and Accountability	Social media Policy	Standalone	Resources	July
Openness and Accountability	Media/Communications Policy	Standalone	Resources	July
Openness and Accountability	Transparency Code compliance checklist	Standalone	Resources	Sept
Data Protection/GDPR	Data/information audit	Standalone	Resources	Sept
Data Protection/GDPR	Compliance with GDPR/DPA	Standalone	Resources	Sept
Data Protection/GDPR	Records Management Policy	Standalone	Resources	Sept
Employment	Recruitment and Selection	Standalone	Staffing	Oct
Employment	Appraisal procedure	Standalone	Staffing	Oct
Employment	Equal Opportunities	Handbook	Staffing	July
Employment	Expenses Policy	Handbook	Staffing	July
Employment	Lone Working Policy	Handbook	Staffing	July
Employment	Sickness and Absence	Standalone	Staffing	Oct
Employment	Disciplinary Policy	Standalone	Staffing	Oct
Employment	Health and Safety	Standalone	Staffing	July
Employment	Mobile phone use & Personal Telephone calls	Handbook	Staffing	July
Employment	Bullying and Harassment /Dignity at Work	Handbook	Staffing	July
Employment	Whistleblowing	Handbook	Staffing	July
Employment	Annual Leave	Handbook	Staffing	July
Employment	Training and Development	Handbook	Staffing	July

Category	Description	Standalone /Handbook	Committee	Date
Employment	Pensions	Handbook	Staffing	July
Employment	Workplace Alcohol and Drugs	Handbook	Staffing	July
Employment	Expenses Policy for Clerk	Handbook	Staffing	July
Employment	Flexible working Policy	Handbook	Staffing	July
Employment	Working from home	Handbook	Staffing	July
Employment	Safeguarding	Standalone	Staffing	July
Employment	Induction	Handbook	Staffing	July
Employment	Grievance	Handbook	Staffing	July
Employment	Capability	Handbook	Staffing	July
Employment	Overtime/TOIL	Handbook	Staffing	July
Employment	Absence Due to Illness or Injury	Handbook	Staffing	July
Employment	Maternity Leave	Handbook	Staffing	July
Employment	Parental Leave	Handbook	Staffing	July
Employment	Paternity Leave	Handbook	Staffing	July
Employment	Right to Request Flexible Working	Handbook	Staffing	July
Employment	Shared Parental Leave & Pay	Handbook	Staffing	July
Employment	Special Leave	Handbook	Staffing	July
Employment	Time off for Dependents	Handbook	Staffing	July
Employment	Weather & Transport Disruption	Handbook	Staffing	July
Employment	Adoption	Handbook	Staffing	July
Employment	Probation Period of employment	Handbook	Staffing	July
Employment	Protection of Employment	Handbook	Staffing	July
Employment	Resignation	Handbook	Staffing	July
Employment	Dress & Appearance	Handbook	Staffing	July
Employment	Information Security	Handbook	Staffing	July
Employment	Employee /Councillor Relationship	Handbook	Staffing	July
Employment	Personal use of Internet	Handbook	Staffing	July
Employment	Email	Handbook	Staffing	July
Employment	Anti-Fraud & Corruption and Bribery	Handbook	Staffing	July
Employment	Training and Development	Handbook	Staffing	July
Employment	Sustainability	Standalone	Staffing	Oct
Employment	Community Engagement	Standalone	Staffing	Oct
Employment	Performance Management	Standalone	Staffing	Oct
Health and Safety	Stress at work	Standalone	Staffing	Oct
Health and Safety	Employee Well being	Handbook	Staffing	July
Health and Safety	Smoking	Handbook	Staffing	July
Health and Safety	Staff support domestic violence	Handbook	Staffing	July
Health and Safety	Working from home	Handbook	Staffing	July
Health and Safety	Vulnerable workers	Handbook	Staffing	July
Health and Safety	Violence at work	Handbook	Staffing	July
Health and Safety	Accident investigation	Standalone	Staffing	Oct
Health and Safety	Work equipment	Standalone	Staffing	Oct

Category	Description	Standalone/ Handbook	Committee	Date
Health and Safety	Display screen equipment	Standalone	Staffing	Oct
Health and Safety	Eye and Eyesight	Handbook	Staffing	July
Health and Safety	First Aid	Standalone	Staffing	Oct
Health and Safety	Property Site Risk Assessments	Standalone	Resources	Oct
Health and Safety	COSHH	Standalone	Resources	Oct
Health and Safety	Manual handling	Standalone	Staffing	Oct
Health and Safety	Personal Protective Equipment	Standalone	Staffing	Oct
Health and Safety	Car use for business	Standalone	Staffing	Oct