

Burghclere Parish Council Codes & Policies as at July 2024				
			In Place	
Name	Date Reviewed	Review Due	Legal Reference	Notes
Governance				
Standing Orders	8th April 2024	01 April 2025	Local Government Act 1972, Sch 12, para 42 Local Government & Housing Act 1989, s20	Statutory
Financial Regulations	8th April 2024	01 April 2025	Local Government Act 1972, S 135 Accounts and Audit Regulations 2015, Reg 4	Statutory NALC's model regulations 2019 Adopted
Financial Risk Assessment	4th March 2024	01 March 2025	Accounts and Audit Regulations 2015, Reg 3	Good practice requirement Audit
Code of Conduct	4th March 2024	01 March 2025	Localism Act 2011 s27 (3a), 28	LGA Model adopted
Emergency Plan	4th September 2023	01 September 2024	N/A	Good practice
Equality & Diversity	01 November 2023	Nov-24	Equality Act 2010, s149	Statutory Requirement
Publication Scheme & schedule of informat	4th September 2023	Sep-24	Freedom of Information Act 2000, s 19	Statutory Requirement policy available via ICO to adopt. Model
Action/Strategic Plan	13th May 2024	Oct-24		Good Practice
Vexatious Complaints	4th Sept 2023	01 September 2024	Freedom of Information Act 2000, s14	Good Practice
Health & Safety				
Litterwarden Risk Assessment	4th December 2023	01 December 2024	•Health and Safety at Work etc Act 1974 •Management of Health and Safety at Work Regulations 1999	Good practice
Health & Safety Policy	4th December 2023	Dec-24	•Health and Safety at Work etc Act 1974 •Management of Health and Safety at Work Regulations 1999	Good Practice
Wellbeing Policy	10th January 2022	Feb-23		Good practice
Employment				
Clerk's Contract	4th May 2021	01 May 2022	•Local Government Act 1972 s112 (2) •Employment Rights Act 1996, pt. 1, s.1	Statutory
Training & Development Policy	5th February 2024	01 February 2025		Good Practice
Disciplinary Policy	5th February 2024	01 February 2025	Employment Rights Act 1996, pt. 1, s.1	Good Practice
Administration				
Grant Application Policy	9th September 2022	01 September 2023	Local Government Act 1972, s137	Good practice
Asset Register	8th April 24	01 April 2025	Accounts and Audit Regulations, Reg 4 (3) (b)	Good practice requirement Audit
Email Policy	1st February 2021	1st February 2022	N/A	Good practice
Data Protection Policy and procedure	6th December 2022	Dec-23	Data Protection Act 2018	Good Practice

Privacy Policy	6th November 2023	Nov-24	As above	Good Practice
Co-option Procedure	3rd April 23	Apr-24	<ul style="list-style-type: none"> •Local Elections (Parishes & Communities) Rules 2006. •Local Government Act 1972 ss 87, 88, 89, 90 	Good Practice
Terms of Reference				
Staffing Working Group TOR	1st July 24	01 July 2025	<ul style="list-style-type: none"> •Local Government Act 1972, ss 101-106 and Schedule 12. •Local Government & Housing Act 1989, section 13. •Parish & community Councils (committees) Regulations 1990 (S1 1990 No 2476) 	Good practice
Footpath Officer Role	1st July 24	01 July 2025	Countryside Act 1968. Highways Act 1980	Good practice
Tree Officer Role	1st July 24	01 July 2025	Highways Act 1980, ss 141, 142, 154	Good practice
Planning Working Group TOR	1st July 24	01 July 2025	<ul style="list-style-type: none"> •Town and Country Planning Act 1990, S1, para 8. •The Town and Country Planning (Development Management Procedure) (England) Order 2010 	Good practice
Finance Working Group TOR	1st July 24	01 July 2025	<ul style="list-style-type: none"> •Accounts and Audit Regulations 2015. •Local Government Act 1972 ss 137 and 150 	Good practice
Other				
Action Plan for year commencing 1/4/24	13th May 2024	01 October 2024	Good Practice	