

| Burghclere Parish Council Codes & Policies as at April 2024 | | | | |
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| | | | 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 | 9th January 2023 | Jul-23 | | 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 |

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|----------------------------|-------------------|-------------------|--|---------------|
| 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 Committee TOR | 09 May 2022 | 01 May 2023 | <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 | 6th June 2022 | 01 June 2023 | Countryside Act 1968. Highways Act 1980 | Good practice |
| Tree Officer Role | 6th June 2022 | 01 June 2023 | Highways Act 1980, ss 141, 142, 154 | Good practice |
| Planning Working Group TOR | 3rd Sept 2023 | 01 September 2024 | <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 | 9th May 2022 | 01 May 2023 | <ul style="list-style-type: none"> •Accounts and Audit Regulations 2015. •Local Government Act 1972 ss 137 and 150 | Good practice |
| Other | | | | |