

Documentation, Policies, Procedures:	In Place?	Current?	Last modified	Comments	grouping	Recommended Action	Complete	Date revision Adopted by AWPC
Standing Orders	Y	N	out of date	latest version is 2018, amended in 2022 Template available	1	Prioritise, update, circulate with a view to adoption at 20 June meeting.	N	
Financial Regulations	y	N	the version on file was adopted on 22/10/2018.	Latest version is 2019, amended in 2020. Template available.	1	Prioritise, update, circulate with a view to adoption at 20 June meeting.	N	
Code of Conduct	N	N		Latest version is February 2021. Template available from Grafham PC.	1	Prioritise, update, circulate with a view to adoption at 20 June meeting. Each councillor is required to sign on acceptance of office.	N	
Publication Scheme	Y	N	last modified on 7/06/2012	Template available from CAPALC or ICO website	1	Prioritise, update, circulate with a view to adoption at 20 June meeting.	N	
Application for Co-option	Y	N	last modified 18/05/2018	amendments required.	3	Update, circulate with a view to adoption at 05 September meeting.	N	
AWPC Complaints procedure	Y	N	adopted by AWPC on 25/06/2012	amendments required. Template available from Grafham PC.	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Co-option policy	Y	N	last modified June 2018 for review in March 2019	amendments required	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Data Protection Policy	Y	N	adopted by AWPC on 25/06/2012	out of date requires re-write, template available from Grafham PC	2	Update, circulate with a view to adoption at 01 August meeting.	N	
Equal Opportunities Policy	Y	N	Adopted by AWPC on 11/05/2015	requires amendment and updating. Template available from Grafham PC.	3	Update, circulate with a view to adoption at 05 September meeting.	N	
FOI Internal review Policy	Y	N	adopted by AWPC on 25/06/2012	review required - rewrite a FOI 2022 Policy to replace. Template available from Grafham PC.	1	Prioritise, update, circulate with a view to adoption at 20 June meeting.	N	
GDPR Consent to hold information form	Y	N	last updated in February 2019	Superceded. Covered under Privacy Notice.To be deleted.	2	Confirm decision to delete,once updated Privacy notice in place, at 01 August meeting.	N	
GDPR Privacy Notice	Y	N	last updated in February 2019	review required. Template available from Grafham PC.	2	Update, circulate with a view to adoption at 01 August meeting and publication.	N	
Guidance on records management	Y	N	This is a Cambridgeshire County Council document (no date) may not be current. Last modified on our systems 20/02/2017.	Check to identify latest version from CCC and update our document accordingly. To be completed in tandem with Management of records.	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Management of Records	Y	N	list agreed 20/01/2005	review required, source of document not clear, GDPR may have impacted this. CCC have published documentation retention guidance.	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Recruitment Policy	Y	N	adopted by AWPC on 25/06/2012	requires amendment, the current version is more of a "to do list" to handle a vacancy than a recruitment policy	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Training Policy	Y	N	adopted by AWPC on 25/06/2012	requires amendment, alignment with the training plan to validate it	3	Update, circulate with a view to adoption at 05 September meeting.	N	
Village Green Policy	Y	N	adopted by AWPC on 19/10/2015	requires amendment and possibly a template agreement for the event organiser	4	Update, circulate with a view to adoption at 05 December meeting.	N	
Risk Assessment template	N	N	This is a blank template and a policy gap for AWPC.	A risk Management policy is required, together with a risk register, Template available from Grafham PC	4	Draft policy, develop risk register, circulate with a view to adoption at 05 December meeting. Developing the risk register will require input from all councillors and the clerk.		
Role Description of the Parish Clerk			not yet investigated		1	If this is not in place: Prioritise, update, circulate with a view to adoption at 20 June meeting.	N	

Disciplinary Procedure ( employees)	N		not yet investigated	there is a reference in the complaints procedure to a disciplinary procedure in the employee contracts. The disciplinary procedure should be a separate document which is then referred to in the contract of employment.				
Grievance Procedure (employees)	N		not yet investigated	there is a reference in the complaints procedure to a grievance procedure in the employee contracts. The grievance procedure should be a separate document which is then referred to in the contract of employment.				
Safeguarding Policy	N	N	N/A	Template available from Grafham PC.	1	Prioritise, update, circulate with a view to adoption at 20 June meeting.		
Environment Policy	N	N	N/A	Template available from Grafham PC.	2	Draft, circulate with a view to adoption at 01 August meeting.		
Financial Reserves	N	N	N/A	AWPC is required to maintain sufficient financial reserves. A Financial reserves policy will set out how AWPC will determine and review the levels of reserves. A template is available from Grafham PC.	2	Draft, circulate with a view to adoption at 01 August meeting.		
Accessibility Policy	N	N	N/A	For consideration and investigation. For a variety of reasons not all Parishioners are able to access on line information. In order to meet our obligations it may be necessary to make changes to our website set up.				
Grant procedure	N	N	N/A	to Provide transparency regarding the award of Grants and donations. Template available from Grafham PC	4	draft, circulate with a view to adoption at 05 December meeting.	N	
Terms of Reference for each Committee and objectives	N	N		There is a potential impact here for the Alconbury Brook Flood Group, draft terms of reference have been prepared but neither finalised or adopted by AWPC.	2	<b>This is urgent and important</b> but given the consultation exercise planned by the Environment Agency for 14 June it is unlikely that it will be possible to discuss with the ABFG and then agree this at the next meeting it is more likely to be August.	N	
Training Plan	N	N		Plan required to ensure AWPC is meeting its training objectives	4	Develop for 2023 in line with Budget, prepare and circulate with a view to adoption at 05 December meeting	N	
Tree Maintenance Policy	N	N	N/A	For consideration and investigation to establish if required. Grafham PC have a template.				
Information about the Parish Council and its responsibilities			not yet investigated	Some information is available on the website, there is an opportunity to enhance				
Parish Profile, map of Parish			not yet investigated	Some information is available on the website, there is an opportunity to enhance				

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