Statutory Requirement	Audit Requirement	Must Retain

Policy / Procedure	Last Reviewed By committee	Date adoption By Council	Date for review
Open Spaces			
Allotment Policy	28/02/2022	19/04/2022	11/04/2023
Allotment Application Form	28/02/2022	19/04/2022	11/04/2023
Allotment Charges		18/07/2022	July 2023
List of Allotment Holders			
Cemetery Fees [1]	28/02/2022	19/04/2022	Nov 2022
Cemetery Rules and Regulations	28/02/2022	19/04/2022	11/04/2023
Memorial Policy & Regulations	28/02/2022	19/04/2022	11/04/2023
Memorial Application Form	28/02/2022	19/04/2022	11/04/2023
Monument Plaque Application Form	28/02/2022	19/04/2022	11/04/2023
Record Of Exclusive Rights of Burial [2]	As required	As Required	Continual
Register of Burials [3]	As required	As required	Continual
Register of Graves [4]	As required	As required	Continual
Scattering of Ashes Policy	28/02/2022	19/04/2022	11/04/2023
Play Area Policy	28/02/2022	19/04/2022	11/04/2023
Record of Play Inspections	Continual	Continual	Continual
Tree and Log Policy	28/02/2022	19/04/2022	11/04/2023
Planning, Properties, Emergency Planning & Speeding			
Planning Response Policy	21/02/2022	19/04/2022	11/04/2022
Public Relations & Information Technology			
Community Engagement & Communication Policy	02/03/2022	19/04/2022	11/04/2023

[1] Local Authority Cemeteries Order 1977 part 15 (3)
[2] Local Authority Cemeteries Order 1977 sch 2 part ii)
[3] Local Authority Cemeteries Order 1977 s 8)
[4] Local Authority Cemeteries Act 1977 s 8)

Publication Scheme [5]	02/03/2022	19/04/2022	11/04/2023
Abusive, Persistent or Vexatious Complaints	02/03/2022	19/04/2022	11/04/2023
Public Complaints & Concerns Procedure	02/03/2022	19/04/2022	11/04/2023
Policy on Handling Freedom of Information Requests (Freedom of Information Act 2000)	02/03/2022	19/04/2022	11/04/2023
Finance			
Accounts (Rialtas Omega software) [6]	Continual	Continual	Continual
Asset Register	Continual	Continual	Continual
Employers Liability Certificate [7]	Dec 2021	17/01/2022	Dec 22
Insurance Register	17/01/2022	17/01/2022	16/01/2022
Record of Contractors insurance	Continual	Continual	Continual
Reserves Policy	07/03/2022	19/04/2022	11/04/2023
Financial Regulations [8]	07/03/2022	19/04/2022	11/04/2023
Financial Risk Assessment	07/03/2022	19/04/2022	11/04/2023
Procurement Policy	07/03/2022	19/04/2022	11/04/2023
Grant Awarding Policy	07/03/2022	19/04/2022	11/04/2023
Grant Application Form	07/03/2022	19/04/2022	11/04/2023
Members Expenses Policy	07/03/2022	19/04/2022	11/04/2023
Fixed Asset Capitalisation Policy (Standing Orders were suspended on 19/04/22 to agree this policy as it was six months since its adoption)	Dec 2021	19/04/2022	11/04/2023
Fixed Asset Policy (Standing Orders were suspended on 19/04/22 to agree this policy as it was six months since its adoption)	Dec 2021	19/04/2022	11/04/2023
Asset Disposal Procedure (Standing Orders were suspended on 19/04/22 to agree this policy as it was six months since its adoption)	Dec 2021	19/04/2022	11/04/2023
HR, H & S, Data Protection			
Employee Handbook (inc Safeguarding)	18/02/2022	19/04/2022	11/04/2023

[5] Freedom of Information Act 2000 s.20
[6] Accounts & Audit Regulations 2015
[7] Local Government Act 1972 s 140 (1) as amended
[8] Local Government Finance Act 1990 s50

Contracts of Employment [9]	On engagement of staff	On engagement of staff	As required
Health & Safety Policy	18/02/2022	19/04/2022	11/04/2023
Volunteer Policy	18/02/2022	19/04/2022	11/04/2023
Data Breach Procedure [10]	18/02/2022	19/04/2022	11/04/2023
Data Protection Policy [11]	18/02/2022	19/04/2022	11/04/2023
General Privacy Notice [12]	18/02/2022	19/04/2022	11/04/2023
Subject Access Requests Procedure [13]	18/02/2022	19/04/2022	11/04/2023
Councillors (Full Council)			
Code of Conduct (Standing Orders were suspended on 19/04/22 to agree this policy as it was six months since its adoption) [14]	14/02/2022	19/04/2022	11/04/2023
Code of Conduct Complaint Form	SHDC	19/04/2022	11/04/2023
Operation London Bridge	08/03/2021	19/04/2022	11/04/2023
Standing Orders [15]	August 2021	19/04/2022	11/04/2023
Councillor Co-option Policy	August 2021	19/04/2022	11/04/2023
Minute Book (loose leaf in folders kept in safe) [16]	Updated after each meeting	Updated after each meeting	Continual
Members Register of Interest – held by SHDC [17]	Members responsibility	Members responsibility	Members responsibility
Councillor Attendance Register	Continual	Continual	Continual

[9] Employment Rights Act 1996 pt 1 s1
[10] Data Protection Act 2018
[11] Data Protection Act 2018
[12] Data Protection Act 2018
[13] Freedom Of Information Act 2000
[14] Localism Act 2011
[15] The Local Authorities (Standing Orders) (England) Regulations 2001
[16] Local Government Act 1972 Sch 12, para 41
[17] Localism Act 2011