

Documents setting out Puxton Parish Council's governance procedures. They are updated on a rolling basis, and reviewed at each Feb / March Council meeting.

No	Description	Notes
ai	Declaration of Acceptance of Office Cllr	Form to be completed by all Councillors as a condition of being a Councillor
aai	Declaration of Acceptance of Office Chair	To be completed annually by the chair at each Annual Meeting in May
aiii	Declaration of Acceptance of Office Vice-Chair	The post and the form are optional
aiv	Register of Members' Interests	To be posted to website under Cllrs Name & be reported to Electoral Services
bi	CODE OF CONDUCT	} ALL Councillors MUST possess and understand these as a condition of being } a Councillor }
bii	STANDING ORDERS	
biii	FINANCIAL REGULATIONS	
biv	Dispensations Procedures	} Used where Councillors have particular interests that need to be recorded } and an agreement registered that they may still contribute to meetings. Reviews the Council's exposure to risk. A copy is signed at each annual review. Summary of procedures for coopting a Councillor
bv	Dispensations Request Form	
bvi	RISK ASSESSMENT	
bvii	Cooption Policy	
ci	Publications Scheme	A mandatory scheme that indicates the information available from the Council Used if a person needs to make a complaint against the Council or a Councillor A document from the Publications Scheme (ci) that introduces the Council Guidance to Councillors about managing contact with the subject organisations
cii	Complaints and Equality Policy	
ciii	Who We Are and What We Do	
civ	Grants Policy	
cv	Press and Media Policy	
cvi	Social Media Policy	
di	Employment Contract Template	A template for negotiation A template to aid the conduct of staff reviews Guidance re procedures to be adopted if there is a work problem For use in conjunction with future contracts of employment The provision of equal opportunities in employment Promoting civility and respect in the working environment
dii	Staff Appraisal Form	
diii	Disciplinary Grievance Policy	
div	Expenses Policy Template	
dv	Equality and Diversity Policy	
dvi	Dignity at Work Policy	
ei	ASSETS REGISTER	Items and property belonging to the Council at purchase/replacement cost Issued by the Pensions Regulator
eii	Pensions Declaration of Compliance	
f	Vexatious Behaviour Policy	Formal adoption of ALCA guidance document
g	Biodiversity Policy	
hi	Health & Safety Policy	
hii	Safeguarding Policy	

GDPR

GDPR 01	ICO Registration Certificate	1
GDPR 02	Consent and Privacy Notices	5
GDPR 03	Records Retention Policy	1
GDPR 04	Security Compliance Checklist	1
GDPR 05	Data Breach Policy	1
GDPR 06	Data Map	1
GDPR 07	Subject Access Request Procedure (SAR)	2
GDPR 08	Data Protection Policy	1
GDPR 09	Meeting Papers via Email Consent	1