

Schedule of Policies, Forms and Transparency Code Documents

Name	Date last amended	Frequency of review	Website	Url
Asset Register	March 2022	Annually	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2022/03/MPC2229.10-Asset-Register-1.pdf
Business Continuity Plan	February 2021	As required	Yes	Published in the member area of website
Business Plan	July 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/business-plan/
CCTV Policy	September 2020	As required		https://melton-suffolk-pc.gov.uk/documents/melton-parish-council-cctv-policy-september-2020/
Code of Conduct	May 2022	As required	Yes	Needs updating if new code is adopted
Code of Practice for Handling Complaints	Nov 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-practice-for-handling-complaints-october-2020/
Data Protection Document Retention Policy	February 2019	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/02/Retention-of-Documents-policy-v1-published-0219-1.pdf
Data Protection Privacy Notice	July 2018	As required	Yes	https://melton-suffolk-pc.gov.uk/privacynotice/
Data Protection Risk Register	Feb 2022	Six-monthly (Feb and Oct)	Yes	https://melton-suffolk-pc.gov.uk/data-protection-risk-register/
Data Protection Subject Access Request Protocol	January 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/02/How-Melton-PC-will-respond-to-a-subject-access-request.pdf
Disclosable Personal Interests (DPI) Policy	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/01/Disclosable-Personal-Interest-Policy-September-2020.pdf
DPI Application Form for dispensation (part of DPI Policy)	September 2020	As required	Members Area	https://melton-suffolk-pc.gov.uk/documents/disclosable-personal-interests-policy-september-2020/
Equality and Diversity Policy	June 2021	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/equality-and-diversity-policy/
Expenditure exceeding £500	March 2022	Quarterly	Yes	https://melton-suffolk-pc.gov.uk/documents/expenditure-over-500-2021-22/
Financial Regulations	May 2022	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/financial-regulations
Freedom of Information Act – Publication Scheme	January 2021	As required	Yes	https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf
General Health & Safety Policy	December 2021	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/health-and-safety-policy-december-2021/
Grant application form	October 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/grants/

Grants made by Melton Parish Council	January 2022	Annually	yes	https://melton-suffolk-pc.gov.uk/documents/grants-made-by-melton-parish-council-2021-22/
Grievance and Discipline - Dispute Resolution	October 2020	As required	Members Area	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/11/Grievance-and-Disciplinary-procedures-Oct-2020.pdf
Internal Audit	June 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-audit-report-2020-21/
Internal Control Policy	April 2022	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-control-policy-march-2022/
Land and Buildings owned by Melton PC	March 2022	Annually		https://melton-suffolk-pc.gov.uk/wp-content/uploads/2022/03/Land-and-Building-Asset-Register.pdf
Lone Working Policy	November 2021	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/lone-working-policy-november-2021/ https://melton-suffolk-pc.gov.uk/documents/lone-working-policy-risk-assessments-november-2021/
Member/Officer Protocol	September 2019	As required	Members Area	https://melton-suffolk-pc.gov.uk/documents/member-and-officer-protocol-2019/
Procurement information	To be provided as/when available	As required		
Protocols for public participation in meetings	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/protocols-for-public-participation-in-meetings-september-2020/
Risk Register	May 2022	Monthly	Yes	https://melton-suffolk-pc.gov.uk/documents-base/risk-register/
Sickness and Absence Policy	June 2021	As required	Members Area	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/06/Sickness-and-absence-policy.pdf
Standing Orders	May 2022	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/standing-orders
Statement of Intent to Protect the Environment	January 2022	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/statement-of-intent-to-protect-the-environment/
Terms of Reference	January 2022	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/terms-of-reference/