

Schedule of Policies, Forms and Transparency Code Documents

Name	Date last amended	Frequency of review	Website	Url
Asset Register (including land and buildings)	April 2024	Annually	Yes	To be updated after Full Council 15/05/24
Business Continuity Plan	February 2021	As required	Yes	Published in the member area of website
Business Plan	December 2023	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 – adhered to annually	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-conduct/
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/
Communications Policy				
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 2024	Six-monthly (Feb and Oct) or as required	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	Yes	Published in the member area of website
Equality and Diversity Policy	June 2021	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/equality-and-diversity-policy/
Expenditure exceeding £500	March 2024	Quarterly	Yes	https://melton-suffolk-pc.gov.uk/documents/expenditure-exceeding-500-2023-24/
Financial Regulations	February 2024	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	September 2023	As required	Yes	https://melton-suffolk-pc.gov.uk/grants/
Grants made by Melton Parish Council	September 2023	Annually	yes	https://melton-suffolk-pc.gov.uk/documents/grants-made-by-melton-parish-council-2023-24/
Grievance and Discipline - Dispute Resolution	October 2020	As required	Yes	Published in the member area of website
Internal Audit	June 2023	Annually	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2023/06/MPC_23_71_01a_IntAuditReport.pdf
Internal Control Policy	March 2024	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-control-policy/
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	Yes	Published in the member area of website
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	April 2024	Monthly	Yes	https://melton-suffolk-pc.gov.uk/documents-base/risk-register/
Sickness and Absence Policy	June 2021	As required	Yes	Published in the member area of website
Standing Orders	June 2023	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	July 2023	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/terms-of-reference/
Tree Policy	December 2023	As required	Yes	https://melton-suffolk-pc.gov.uk/recreation/tree-policy/