



Report to	Finance & Policy Committee
Subject	Policy and documentation review schedule
Purpose	Information
Classification	Unrestricted
Meeting date	15th May 2023
Item number	12
Written By	Cathy Whitaker CLERK

Summary: Attached is a list (not definitive) of policies, protocols and appendices within the Newmarket Constitution. Many have not been reviewed for some time.

Recommendation:

F&P Working Group (reformed) to organise a schedule other the next year to revisit, review and update documents.

NTC SCHEDULE OF REVIEW OF POLICIES, CODES AND PRO' as at 15/05/2023

CODE	NAME	LAST REVIEW DATE	DATE DUE FOR REVIEW	NOTES	NEXT ACTION
	Standing Orders	March 23	March 24		
	Financial Regulations	March 23	March 24		
	Committee Terms of Reference	January 23			
	Scheme of Delegation to Officers	April 22			
P1	Customer Care and Complaints Policy	June 19			
P2	Procurement Policy	June 19			
P3	Environmental Policy	June 19			
P4	Equality Policy	June 19			
P6	IT Website and Electronic Communications Policy	June 19			
P5	Information and Data Protection Policy	June 19			
P7	Community and Social Policy	June 19			
P8	Community Engagement Policy	June 19			
P9	Quality Policy	June 19			
P10	Protection of Children and Vulnerable Adults Policy	May 22			
P11	Volunteers Policy	July 19			
P12	Small Grants Policy	November 22			
P13	Treasury Management Policy	July 19			
P14	Communications Policy	September 19			
P15	Marketing Policy	September 19			
P16	Publicity Policy	September 19			
P17	Training and Development Policy	September 19			
P18	Business Continuity Policy	September 19			
P19	Flag Flying Policy	September 19			
	Health and Wellbeing Policy	January 22			
P21	Dignity at Work Policy	January 23			
C1	Members' Code of Conduct	May 22		LGA Code 2020	
C2	Social Media Guide for Members	July 20			
C3	Officers' Code of Conduct	May 19			
C4	Protocol on Member/Officer Relations	May 19			
A1	Management Structure	September 19			

A2	Committee Structure	September 19				
A3	Glossery of Terms and Acronyms	May 17				
A4	Asset Register	May 23				
A5	Employee Handbook and Personnel Policies	September 19				
A6	Publications Scheme and Information Guide	September 19				
A7	Mayor's Allowance Scheme	September 19				
A8	Risk Management Scheme	March 23				
A9	Town Emergency Plan	July 18				
	Privacy Policy	September 19				
	Health and Safety Policy	September 19				
	Newmarket Neighbourhood Plan	ongoing				
	Checklist for large dwellings	April 19				
	Sickness and Absence Policy	August 20				
	Performance Management	October 20				
	Introduction to Constitution	May 19				