

Walberswick Parish Council

Policy Review Schedule

Adopted February 2020, amended February 2026

Notes:

- 1) This schedule is not intended to be binding upon WPC, but is a checklist of suggested intervals for the review of key policies
- 2) Where suggested dates in this schedule conflict with those in another policy adopted by WPC, then that other policy shall prevail
- 3) It is envisaged that any policy that has not been reviewed for other reasons for more than 4 years would then be reviewed and formally re-adopted at the next full council meeting
- 4) The suggested review interval should be regarded as a maximum, and earlier review of some policies in order to even out the annual workload of the review process is envisaged

Policy	Recommended review interval
Final Budget approval and request for Precept	Annually in January
CIL report	Annually in March
Internal financial controls report	Annually in March
Risk Management Assessment	Annually in March
Safety Committee terms of reference	Annually in May
Asset register review	Annually in May
Schedule of WPC meetings	Annually in May
Review subscriptions to outside bodies	Annually in May
Review of S137 expenditure	Annually in May
Review of obligations under FOI and GDPR legislation	Annually in May
Review of arrangements with other bodies	Annually in May

Review of arrangements with advisory groups	Annually in May
Review eligibility for general power of competence	Annually in May
Insurance cover review	Annually in May
Financial Regulations	Annually in May
Employment Policy	Annually in May
Standing Orders	Annually in May
Councillors to be appointed for areas	Annually in May
Councillors to be appointed to work with external bodies	Annually in May
Employment Committee terms of reference	Annually in May
Policy for dealing with the press and other media	Annually in May
1/2 year Budget Review	Annually in October
Allotment Fees, allocation and rent policy	Annually in November
Outline Budget review	Annually in November
First draft of budget	Annually in December
Allotment tenancy agreement	4 years
Complaints procedure	2 years
Correspondence policy	4 years
Data Protection and Information security policy	Annually in May
Equal Opportunities and diversity policy	4 years

Grievance policy and procedure	2 years
Holiday leave and absence policy	2 years
Internal financial controls check list	4 years
Memorial Donations Policy	4 years
Privacy Policy - Councillors and staff	4 years
Privacy Policy - Residents and general public	4 years
Publication Scheme	Annually in May
Records retention and management policy	4 years
Reporting of meetings policy	4 years
Risk assessment template	4 years
Subject Access request policy	4 years
Code of Conduct	Annually in May
Reserves Policy	4 years
Data Breach Policy	4 years
Policy on Use of Village Greens	4 years
IT Policy	4 Years
All other WPC policies not specifically mentioned above	4 Years from last review