

Burghclere Parish Council Codes & Policies as at May26				
In Place				
Name	Date Reviewed	Review Due	Legal Reference	Notes
Governance				
Standing Orders	11th May 2026	01 May 2027	Local Government Act 1972, Sch 12, para 42 Local Government & Housing Act 1989, s20	Statutory
Financial Regulations	13th April 2026	01 April 2027	Local Government Act 1972, S 135 Accounts and Audit Regulations 2015, Reg 4	Statutory NALC's model regulations 2019 Adopted
Financial Risk Assessment	13th April 2026	01 April 2027	Accounts and Audit Regulations 2015, Reg 3	Good practice requirement Audit
Code of Conduct	9th March 2026	01 March 2027	Localism Act 2011 s27 (3a), 28	LGA Model adopted
Emergency Plan	13th October 2025	01 October 2026	N/A	Good practice
Equality & Diversity	7th July 2025	Jul-26	Equality Act 2010, s149	Statutory Requirement
Publication Scheme & schedule of informat	2nd February 2026	Feb-27	Freedom of Information Act 2000, s 19	Statutory Requirement policy available via ICO to adopt. Model
Vexatious Complaints	7th July 2025	01 July 2026	Freedom of Information Act 2000, s14	Good Practice
Health & Safety				
Litterwarden Risk Assessment	1st September 25	01 September 2026	•Health and Safety at Work etc Act 1974 •Management of Health and Safety at Work Regulations 1999	Good practice
Health & Safety Policy	1st September 25	Sep-26	•Health and Safety at Work etc Act 1974 •Management of Health and Safety at Work Regulations 1999	Good Practice
Wellbeing Policy	10th January 2022	Feb-23		Good practice
Employment				
Clerk's Contract	4th May 2021	01 May 2022	•Local Government Act 1972 s112 (2) •Employment Rights Act 1996, pt. 1, s.1	Statutory
Training & Development Policy	5th February 2024	01 February 2025		Good Practice
Disciplinary Policy	5th February 2024	01 February 2025	Employment Rights Act 1996, pt. 1, s.1	Good Practice
Administration				
Grant Application Policy	7th July 2025	01 July 2026	Local Government Act 1972, s137	Good practice
Asset Register	2nd February 2026	01 February 2027	Accounts and Audit Regulations, Reg 4 (3) (b)	Good practice requirement Audit

Data Protection Policies and Procedures includes all the ones approved at the same time - IT, data map, data retention, appropriate policy doc and privacy policies x 2	12th January 2026	Jan-27	Data Protection Act 2018	Good Practice
Co-option Procedure	12th May 2025	May-26	- Local Elections (Parishes & Communities) Rules 2006. - Local Government Act 1972 ss 87, 88, 89, 90	Good Practice
Terms of Reference				
Staffing Working GroupTOR	9th June 2025	01 June 2026	- Local Government Act 1972, ss 101-106 and Schedule 12. - Local Government & Housing Act 1989, section 13. - Parish & community Councils (committees) Regulations 1990 (S1 1990 No 2476)	Good practice
Footpath Officer Role	9th June 2025	01 June 2026	Countryside Act 1968. Highways Act 1980	Good practice
Tree Officer Role	9th June 2025	01 June 2026	Highways Act 1980, ss 141, 142, 154	Good practice
Planning Working Group TOR	9th June 2025	01 June 2026	- Town and Country Planning Act 1990, S1, para 8. - The Town and Country Planning (Development Management Procedure) (England) Order 2010	Good practice
Finance Working Group TOR	9th June 2025	01 June 2026	- Accounts and Audit Regulations 2015. - Local Government Act 1972 ss 137 and 150	Good practice
Neighbourhood Plan Steering Group	3rd March 2025	01 September 2026		
Other				
Action Plan for year commencing 1/4/26	3rd November 2025	01 September 2026	Good Practice	