

Document Review Tracker

Month	Document Title	Review Required	Adopted	Last Reviewed	Next Review due
Jan	Health and Safety Policy	Annual	29/03/2021	13/01/2025	12/01/2026
	Disciplinary Procedure	Tri-annual	13/01/2025	13/01/2025	10/01/2028
	Dignity at Work Policy	Bi-Annual	13/01/2025	13/01/2025	11/01/2027
Feb	Grievance Policy	Tri-annual	10/02/2025	10/02/2025	10/02/2028
	Press and Media Policy	Tri-annual	08/06/2015	10/02/2025	10/02/2028
March	Risk Management Scheme	Annual	08/04/2019	13/05/2024	10/03/2025
April	Publication Scheme	Annual	21/04/2015	28/04/2021	14/04/2025
May	Training Policy - to adopt	Annual	14/05/2025		
June	Standing Orders	Annual	25/05/2018	12/05/2024	09/06/2025
	Code of Conduct	Annual	21/04/2015	30/04/2019	09/06/2025
July	Complaints Procedure	Annual	28/04/2021	28/04/2021	14/07/2025
September	Data Protection Policy	Bi-Annual	09/09/2024	09/09/2024	14/09/2026
	Equality & Diversity Policy	Tri-annual	09/09/2024	09/09/2024	09/09/2027
October	Financial Regulations	Annual	14/10/2024	14/10/2024	13/10/2025
November	Safeguarding Policy	Annual	13/04/2016	01/11/2023	11/11/2024
December	Lone Working Policy	Tri-annual	09/12/2024	09/12/2024	13/12/2027

*review not legally required but recommended