

## Document Review Tracker

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

\*review not legally required but recommended