

Dittisham Parish Council Policy Audit

Completed 1st April 2026

By Cat Radford

Policy/Procedures Document	Last dated version	Where found/filed	On website?	Evidence of review required for:	Date of next review	Action	Archive
<b>Control measures and Standing Orders</b>							
Standing Orders	21/07/2025	DPC Files	Y	Standing Orders/Annual Audit	May-26	Retain annual review cycle	2010, 2011, 2013, 2015, 2018, 2022, 2023, 2024, 2025
Financial Regulations	Apr-25	DPC Files	Y	Standing Orders/Annual Audit	May-26	Retain annual review cycle	2015, 2024, 2025
Delegation Scheme (Delegations (Current /Agreed/Reviewed/ Delegation Scheme for Clerk)	07/05/2025	DPC Files	Y		May-26	Retain annual review cycle	2013, 2015, 2021, 2022 (May) 2022 (Nov), 2023, 2024, 2025
Statement of Internal Control (was 'Review of the system of Internal Audit')	02/05/2025	DPC Files	N	Annual Audit	May-26	Retain annual review cycle	2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025
Complaints Procedure	04/05/2022	Website	Y	Standing Orders	May-26	Requires review as contact details out of date: Clerk undertaken first pass review.	2022
Investment Strategy	NA		N	Annual Audit		Clerk's report dated October 2023, no approved strategy in evidence in the Parish Council's files. Propose adoption of the SLCC Model Document for annual review in January each year.	
Reserves Policy	NA		N	Annual Audit		No policy found. Propose Clerk produce a draft based on SLCC Model Document for annual review in January each year.	
<b>Policies, procedures and practices in respect of the Parish Council's obligations under freedom of information and data protection legislation</b>							
Freedom of Information Policy (Incorporates information available from Dittisham Parish Council as part of the Model Publication Scheme)	01/04/2026	NEW	N	Standing Orders	May-26	Include on AMPC agenda as part of annual review cycle	
Freedom of Information Act model-publication scheme	08/05/2022		Y	Standing Orders		To be replaced by new policy	2022
Information Data Protection Policy	01/04/2026	NEW	Y	Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	2023
Information management requirements (includes IT management and references to GDPR)	14/04/2023	DPC Files	Y		May-26	Propose deletion of material duplicated by new Data Protection Policy but retain as a guidance document for councillors	2023
Dittisham Parish Council General Privacy Notice	01/04/2026	DPC Website		Standing Orders	Apr-27	Propose review GDPR documentation one month earlier than Annual Meeting in order to reduce reading for the annual meeting of the Parish Council.	2022
Dittisham Parish Council Staff Privacy Notice	01/04/2026	NEW		Standing Orders	Apr-27	Propose review GDPR documentation one month earlier than Annual Meeting in order to reduce reading for the annual meeting of the Parish Council.	
Website Privacy Notice	14/07/1905	DPC Website	Y			Requires updating	2022
DPC Subject Access Request Policy and Procedure	01/04/2026	NEW		Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	
DPC Subject Access Request Form	01/04/2026	NEW		Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	
Data Breach Reporting Form	01/04/2026			Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	

Retention and Disposal Policy	01/04/2026	NEW		Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	
DPC Retention of Documents Appendix A	01/04/2026	DPC Website	Y	Standing Orders	Apr-27	Propose review of GDPR documents in March/April each year.	
Dittisham Parish Council IT Policy	01/10/2025	DPC Files	N	Annual Audit (Asserti	May-26	Retain annual review cycle	2025
Communications policy	18/06/2019	DPC Files	Y		May-26	Requires review. Consider including aspects of Information Management Requirements (above) which will be superceded by new policies. Specifically sections on email access and passwords.	2019
Policy for dealing with the press/media	No separate policy		NA	Standing Orders		Propose confirmation that a separate policy not required as incorporated with the Communications Policy above and the Standing Orders.	
<b>Employment policies and procedures</b>							
Diciplinary and Grievance Arrangements	NO POLICY					2024 Model document found in files, presumption clerk's intention to update	2019
Antibullying and harrassment policy	Never adopted					2022 Model document found in files, presumption clerk's intention to propose adoption	2022
Training and development policy dpc APPROVED	14/04/2023					Propose Personnel Committee review employment policies annually, and acknowledged at Annual Meeting of the Parish Council in May each year.	2022, 2023
<b>Risk and management of risk</b>							
Risk Assessment/Risk Register	07/05/2025		N	Annual Audit	May-26	Retain annual review cycle	2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2023, 2024, 2025
Tree Risk Management Policy	22/03/2024		N	NA	?	Consider relevance and appropriate review cycle.	2024
<b>Terms of reference</b>							
Personnel Committee Terms of Reference			N	Standing Orders	May-26	Retain annual review cycle	
Neighbourhood Plan Committee			N	Standing Orders	May-26	Retain annual review cycle	
Working group TOR			N	NA	?	Propose each group undertakes an annual review and makes a recommendation to Full Council?	
<b>Grants</b>							
Grant application form	12/11/2025		Y	Procedural		Propose FWG review annual in November. Form updated in November 2025 in order to update contact details	2019, 2020, 2025
Grant Policy	06/11/2020	DPC Files	Y	Annual Audit		FWG review annual in November	2019, 2020
Grants and Proof of Need Summary 2025/6			N	Annual Audit	May-26	Retain annual review cycle	
<b>Climate</b>							
2022 Climate Policy PROPOSED	20/04/2022					Consider relevance?	2022
2021 POI Approved Herbicides and Pesticides	21/10/2021	DPC Files		NA		Consider relevance?	2021
<b>Management</b>							
Air Ambulance Light Check procedure	29/09/2022	DPC Files	N			Consider relevance?	2022
Method of Asset Valuation	21/09/2022	DPC Files	N				2022
The Ham Parking Permit Regulations - Dittisham Sailing Club Regulations 2012	05/06/2025	DPC Files	N			Propose annual review in December/January when permit cost reviewed.	2012, 2024
Ham Hire hire form and all policies	Nov-22	DPC Files/Website				It appears a task and finish group was established in 2023 to review the policy documents, however no updates were filed.	
<b>Policies for consideration</b>							
Cooption policy							
Tree management policy							