

Stoughton Parish Council
Policies and Procedures Checklist 2024



Mandatory Documents	
Document	Were Updates Required
Code of Conduct	No
Data Protection Policy	Yes
Financial Regulations	No
Freedom of Information Act	New
Risk Assessment	Yes
Highly Recommended Documents	
Staff Appraisal	New
Complaints Procedure	Yes
Equality and Diversity Policy	New
Grievance and Disciplinary Policy	New
Health and Safety Policy	New
Standing Orders	Yes – minor
Training Policy	New
Optional Documents	
Communication Strategy	No
Financial Risk Assessment	Merged into Risk Assess
Retention of Documents	No
Risk Register	No
Asset Register	No
Reserves Policy	New

Where the documents are new, either a NALC or LRALC template has been used to produce the documents.