

Kingscote Parish Council

Policy and Procedure Review Schedule

Document	Review Frequency	Review Month
Asset Register	Annual	February
GDPR checklist	Annual	February
Internal Controls	Annual	February
Winter Plan	Annual	May for July
Standing Orders	Annual	July
Risk Management	Annual	September
Financial Regulations	Annual	September
Code of Conduct	Year 1 & 3	July
Privacy Notice	Year 1 & 3	September
Data Protection	Year 1 & 3	December
Data Breach	Year 1 & 3	December
Subject Access Request	Year 2 & 4	July
Records Retention	Year 2 & 4	September
Complaints	Year 2 & 4	December
Co-opt Councillor	Year 2 & 4	December

Year one equates to the first year following local council elections.

Adopted by the council 26th September 2023

Minute 23.72