

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Policies of Toft Newton Parish Council

Note: For the purpose of all policies as adopted by Toft Newton Parish Council, the term “employee” refers to all those who are employed by, or volunteer for Toft Newton Parish Council, e.g. employees, Councillors, Independent Co-opted Members and volunteers.

Policy Name	Author / based on	Approval date	Next review due	Review frequency
Legal, Operational and Financial Policies, Procedures and Protocols				
Code of Conduct	West Lindsey District Council	March 2022	May 2027	Record annually that Councillors commit to the Code of Conduct
Standing Orders 2026 v002	Toft Newton Parish Council / based on the NALC model	23 rd June 2026	May 2027	Annually
Standing Orders 2026 v001	Toft Newton Parish Council / based on NALC ⁱ model	3 rd of March 2026	Superseded by Standing Orders 2026 v002	
Guidance for Members of the Public Present at Parish Council Meetings	Toft Newton Parish Council / based on NALC model	3 rd of March 2026	May 2027	Annually
Financial Regulations 2026 v002	Toft Newton Parish Council / based on the NALC model	23 rd of June 2026	May 2027	Annually
Financial Regulations 2026 v001	Toft Newton Parish Council / based on NALC model	3 rd of March 2026	Superseded by Financial Regulations 2026 v002	
Management of Risks	Toft Newton Parish Council / based on previous document and LALC ⁱⁱ and CC ⁱⁱⁱ information	5 th of May 2026	May 2027	Annually
Revised Annual Work Plan	Toft Newton Parish Council	2 nd July 2026 by PC Committee	7 th July 2026 at Full Council	Annually in September by PC Committee
Annual Work Plan	Toft Newton Parish Council	3 rd March 2026	Superseded by Revised Annual Work Plan	
Members' Allowances Scheme & Expenses Claim Form	Toft Newton Parish Council based on WLDC ^{iv} Members' Allowances Scheme	5 th of May 2026	May 2027	Annually
Co-option Policy and Procedure & Co-option Application Form	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually

Councillor and Officer Protocol	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Complaints Policy	Toft Newton Parish Council / based on NALC model	23 rd June 2026	May 2027	Annually
Vexatious Complaints Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	May 2027	Annually
Equality, Diversity and Inclusion Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	May 2029	Every three years
Equality Impact Assessment	Toft Newton Parish Council / based on NALC model	tbc	May 2029	Every three years
Grant Making Policy	Toft Newton Parish Council / based on NALC model	tbc	May 2029	Every three years
Data Management and Information Technology Policies, Procedures and Protocols				
Publication Scheme	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
ICO Publication Scheme (required to be adopted unrevised).	Information Commissioner's Office (ICO)	23 rd June 2026	May 2027	Annually
Records Retention Policy	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Freedom of Information Requests Protocol	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Subject Access Requests Protocol	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Data Protection Policy	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Data Breach Policy	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
IT Policy	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Communications Policy	Toft Newton Parish Council	7 th July 2026	May 2027	Annually
Social Media Policy	Toft Newton Parish Council	8 th September 2026	May 2027	Annually
Website Accessibility Statement	Toft Newton Parish Council / based on LALC model	5 th of May 2026	May 2027	Annually
Website Privacy Statement	Toft Newton Parish Council / based on LALC model	5 th of May 2026	May 2027	Annually

Transparency Code	Toft Newton Parish Council / based on CPC ^v policy and HM Government guidance	23 rd June 2026	May 2027	Annually
HM Gov Transparency Code for Smaller Authorities (required to be adopted unrevised).	HM Government	23 rd June 2026	May 2027	Annually
Health, Safety and Environmental Policies, Procedures and Protocols				
Health and Safety Policy	Toft Newton Parish Council / based on NALC model	5 th of May 2026	May 2027	Annually
Accident Reporting Form with RIDDOR ^{vi} compliant investigation form	Toft Newton Parish Council / based on justhealthandsafety.co.uk template	5 th of May 2026	May 2027	Annually
Manual Handling Policy	Toft Newton Parish Council / based on Lincolnshire County Council policy	5 th of May 2026	May 2027	Annually
Risk Assessments (General, Manual Handling, COSHH ^{vii} and DSE ^{viii})	Toft Newton Parish Council / based on various public sector RA ^{ix} forms	5 th of May 2026	May 2027	Annually
Environmental and Sustainability Policy	Toft Newton Parish Council / based on NALC model	tbc	May 2027	Annually
Employment, Recruitment and Personnel Policies, Procedures and Protocols				
Personnel Committee Terms of Reference	Toft Newton Parish Council / based on NALC model	2 nd July 2026	May 2027	Annually
Parish Council Clerk / Responsible Financial Officer / Proper Officer – Job Description & Person Specification	Toft Newton Parish Council	2 nd July 2026	September 2029	Every three years
Playground Warden – Job Description & Person Specification	Toft Newton Parish Council	2 nd July 2026	September 2029	Every three years
Pay Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Employees and Volunteers Expenses Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Homeworking Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Flexible Working Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Equality and Diversity in Employment Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually

Annual Leave Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Emergency Dependents Leave	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Carer's Leave Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Compassionate Leave Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Sick Leave Policy	Toft Newton Parish Council / based on NALC model	tbc	September 2027	Annually
Maternity, Paternity and Adoption Leave Policy	Toft Newton Parish Council / based on CLC ^x policy	tbc	September 2027	Annually
Employee Probationary and Appraisal Policy and template forms	Toft Newton Parish Council	8 th September 2026	September 2029	Every three years
Staff Appraisal Policy and Appraisal Template	Toft Newton Parish Council / based on NALC model and STC ^{xi} Appraisal Form	Superseded by Employee Probationary and Appraisal Policy		
Whistleblowing Policy	Toft Newton Parish Council / based on NALC model	tbc	May 2027	Annually
Conduct Policies, Procedures and Protocols				
Employee Code of Conduct	Toft Newton Parish Council	7 th July 2026	September 2029	Every three years
Anit-Harassment (Sexual and General) Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2027	Annually
Disciplinary Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2029	Every three years
Grievance Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2029	Every three years
Dignity at Work Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	September 2029	Every three years
Training and Development Policies, Procedures and Protocols				
Training and Development Policy	Toft Newton Parish Council / based on OFPC ^{xii} policy	8 th September 2026	September 2029	Every three years
Training Needs Analysis / Skills Matrix	Toft Newton Parish Council	8 th September 2026	September 2029	Every three years
Continuous Professional Development Record	Toft Newton Parish Council / based on SLCC CPD record ^{xiii}	8 th September 2026	September 2029	Every three years

Staff and Councillors Training Record	Toft Newton Parish Council	Noted: 8 th September 2026	On-going	On-going
Safeguarding Policies, Procedures and Protocols				
Modern Slavery Act Policy Statement	Toft Newton Parish Council / based on WLDC policy	7 th July 2026	May 2027	Annually
Safeguarding Vulnerable People Policy	Toft Newton Parish Council / based on NALC model	7 th July 2026	May 2027	Annually
Domestic Abuse Policy	Toft Newton Parish Council / based on the LGA ^{xiv} policy	8 th September 2026	September 2029	Every three years
Menopause Policy	Toft Newton Parish Council / based on Heighington Parish Council ^{xv} policy	8 th September 2026	September 2029	Every three years
Non-Statutory Operational Policies, Procedures and Protocols				
Play Policy	Toft Newton Parish Council	5 th May 2026	May 2029	Every three years
Armed Forces Covenant	HM Gov / MOD Armed Forces Covenant	July 2026	May 2029	Every three years
Parish Councillor Role Description	Toft Newton Parish Council / based on the City of Lincoln Council role description	8 th September 2026	September 2030	In September prior to elections being held in May, every four years

Note: Contractors are not covered by our policies, as they are expected to have and comply with their own policies.

ⁱ National Association of Local Councils (NALC)

ⁱⁱ Lincolnshire Association of Local Councils (LALC)

ⁱⁱⁱ Clear Councils Insurance Services (CC)

^{iv} West Lindsey District Council (WLDC)

^v Covenham Parish Council (CPC)

^{vi} Reporting of Industrial Deases and Dangerous Occurrences Regulations (RIDDOR)

^{vii} Control of Substances Hazardous to Health (COSHH)

^{viii} Display Screen Equipment (DSE)

^{ix} Risk Assessment (RA)

^x City of Lincoln Council (CLC)

^{xi} Seaford Town Council (STC)

^{xii} Owston Ferry Parish Council (OFPC)

^{xiii} Society of Local Council Clerks (SLCC)

^{xiv} Local Government Association (LGA)

^{xv} Heighington Parish Council (HPC)