Toft Newton Parish Council

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Policies, Procedures, Protocols and Plans 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.

The following policies are stored on the Clerk's Zoho WorkDrive and once approved are uploaded to the Toft Newton Parish Council website and can be viewed at: https://toft-newton.parish.lincolnshire.gov.uk/downloads/download/21/council-policies?downloadID=21.

Policy Name	Category	Author / based on	Approval date	Next review due	Review frequency
Accident Reporting Form with RIDDOR[i] compliant investigation form	Health, Safety and Environmental	Toft Newton Parish Council / based on the Just Health and Safety template	5th of May 2026	May 2027	Annually
Adoption Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on the WbLPC[ii] policy	27th October 2026	September 2029	Every three years
Annual Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC[iii] model	7th July 2026	September 2027	Annually
~~Annual Work Plan~~	~~Legal, Operational and Financial~~	~~Toft Newton Parish Council~~	~~3rd March 2026~~	Superseded by Revised Annual Work Plan	
Annual Work Plan – Revised	Legal, Operational and Financial	Toft Newton Parish Council	2nd July 2026 by Personnel Committee 7th July 2026 by Full Council	May 2027	Annually in September from 2028 by PC Committee
Anit-Harassment (Sexual and General) Policy	Conduct	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Anti-Oppressive Practice Statement of Intent	Legal, Operational and Financial	Toft Newton Parish Council	tbc	tbc	Every three years
Armed Forces Covenant	Non-Statutory Management or Operational	HM Gov / MOD[iv] Armed Forces Covenant	July 2026	May 2029	Every three years

Carer's Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Code of Conduct	Conduct	West Lindsey District Council	March 2022	May 2027	Record annually that Councillors commit to the Code of Conduct
Communications Policy	Data Management and Information Technology	Toft Newton Parish Council	7th July 2026	May 2027	Annually
Compassionate Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2029	Every three years
Complaints Policy	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	23rd June 2026	May 2027	Annually
Continuous Professional Development Record	Training and Development	Toft Newton Parish Council / based on SLCC[v] CPD record	8th September 2026	September 2029	Every three years
Co-option Policy and Procedure & Co-option Application Form	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Councillor and Officer Protocol	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Data Breach Policy	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Data Protection Policy	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Dignity at Work	Conduct	Toft Newton Parish Council / based on NALC (Civility and Respect) model	7th July 2026	September 2029	Every three years
Disciplinary Policy	Conduct	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2029	Every three years
Domestic Abuse Policy	Safeguarding	Toft Newton Parish Council / based on the LGA[vi] policy	8th September 2026	September 2029	Every three years

Emergency Dependents Leave	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Emergency Plan (Draft)	Legal, Operational and Financial	Toft Newton Parish Council / based on the NLC[vii] Template	3rd of March 2026	May 2029	Every three years
Employee Code of Conduct	Conduct	Toft Newton Parish Council	7th July 2026	September 2029	Every three years
Employee Probationary and Appraisal Policy and template forms	Employee, Recruitment and Personnel	Toft Newton Parish Council	8th September 2026	September 2029	Every three years
Employees and Volunteers Expenses Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Environmental, Sustainability and Biodiversity Protection Policy	Health, Safety and Environmental	Toft Newton Parish Council / based on NALC model	tbc	tbc	Every three years
Equality and Diversity in Employment Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	May 2029	Every three years
~~Financial Regulations 2026 v001~~	~~Legal, Operational and Financial~~	~~Toft Newton Parish Council / based on NALC model~~	~~3rd of March 2026~~	Superseded by Financial Regulations 2026 v002	
Financial Regulations 2026 v002	Legal, Operational and Financial	Toft Newton Parish Council / based on the NALC model	23rd of June 2026	May 2027	Annually
Flexible Working Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Football Pitch Hire Charges Protocol	Legal, Operational and Financial	Toft Newton Parish Council	7th July 2026	September 2028	Every three years
Freedom of Information Requests Protocol	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Grant Making Policy and Grant Making Application Form	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	27th October 2026	May 2029	Every three years
Grievance Policy	Conduct	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2029	Every three years

Guidance for Members of the Public Present at Parish Council Meetings	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	3rd of March 2026	May 2027	Annually
Health and Safety Policy	Health, Safety and Environmental	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
HM Gov[viii] Transparency Code for Smaller Authorities (required to be adopted unrevised).	Data Management and Information Technology	HM Government	23rd June 2026	May 2027	Annually
Homeworking Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
ICO Publication Scheme (required to be adopted unrevised).	Data Management and Information Technology	Information Commissioner's Office (ICO)	23rd June 2026	May 2027	Annually
IT Policy	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Management of Risks Document	Legal, Operational and Financial	Toft Newton Parish Council / based on previous document and LALC[ix] and CC[x] information	5th of May 2026	May 2027	Annually
Manual Handling Policy	Health, Safety and Environmental	Toft Newton Parish Council / based on Lincolnshire County Council policy	5th of May 2026	May 2027	Annually
Maternity Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on the BHPC[xi] policy	27th October 2026	September 2029	Every three years
Members' Allowances Scheme & Expenses Claim Form	Legal, Operational and Financial	Toft Newton Parish Council based on WLDC[xii] Members' Allowances Scheme	5th of May 2026	May 2027	Annually
Menopause Policy	Safeguarding	Toft Newton Parish Council / based on HPC[xiii] policy	8th September 2026	September 2029	Every three years
Modern Slavery Act Policy Statement	Safeguarding	Toft Newton Parish Council / based on WLDC policy	7th July 2026	May 2027	Annually
Operation Manai Bridge Protocol	Legal, Operational and Financial	Toft Newton Parish Council / based on the NAoCO[xiv] protocol	27th October 2026	September 2029	Every three years

Parental Bereavement Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	27th October 2026	September 2029	Every three years
Parish Council Clerk / Responsible Financial Officer / Proper Officer – Job Description & Person Specification	Employee, Recruitment and Personnel	Toft Newton Parish Council	2nd July 2026	September 2029	Every three years
Parish Councillor Role Description	Non-Statutory Management or Operational	Toft Newton Parish Council / based on the City of Lincoln Council role description	8th September 2026	September 2030	In September prior to elections being held in May, every four years
Paternity Leave Policy and form	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model and CLC[xv] policy	27th October 2026	September 2029	Every three years
Pay Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	7th July 2026	September 2027	Annually
Personnel Committee Terms of Reference	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	2nd July 2026	May 2027	Annually
Planning Principles and Aspirations	Non-Statutory Management or Operational	Toft Newton Parish Council	27th October 2026	September 2029	Every three years
Play Policy	Non-Statutory Management or Operational	Toft Newton Parish Council	5th May 2026	May 2029	Every three years
Playground Warden – Job Description & Person Specification	Employee, Recruitment and Personnel	Toft Newton Parish Council	2nd July 2026	September 2029	Every three years
Publication Scheme	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Records Retention Policy	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually

Recruitment and Selection Policy inc. Recruitment and Selection Privacy Statement	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on the BPC[xvi] policy	27th October 2026	September 2028	Every three years
Risk Assessments (General, Manual Handling, COSHH[xvii] and DSE[xviii])	Health, Safety and Environmental	Toft Newton Parish Council / based on various public sector RA[xix] forms	5th of May 2026	May 2027	Annually
Safeguarding Vulnerable People Policy	Safeguarding	Toft Newton Parish Council / based on NALC model	7th July 2026	May 2027	Annually
Sick Leave Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	27th October 2026	September 2029	Every three years
Shared Parental Leave	Employee, Recruitment and Personnel	Toft Newton Parish Council	tbc	tbc	Every three years
Social Media Policy	Data Management and Information Technology	Toft Newton Parish Council	8th September 2026	May 2027	Annually
Staff and Councillors Training Record	Training and Development	Toft Newton Parish Council	Noted: 8th September 2026	On-going	On-going
~~Staff Appraisal Policy and Appraisal Template~~	~~Employee, Recruitment and Personnel~~	~~Toft Newton Parish Council / based on NALC model and STC[xx] Appraisal Form~~	Superseded by Employee Probationary and Appraisal Policy		
~~Standing Orders 2026 v001~~	~~Legal, Operational and Financial~~	~~Toft Newton Parish Council / based on NALC model~~	~~3rd of March 2026~~	Superseded by Standing Orders 2026 v002	
Standing Orders 2026 v002	Legal, Operational and Financial	Toft Newton Parish Council / based on the NALC model	23rd June 2026	May 2027	Annually
Subject Access Requests Protocol	Data Management and Information Technology	Toft Newton Parish Council / based on NALC model	5th of May 2026	May 2027	Annually
Training and Development Policy	Training and Development	Toft Newton Parish Council / based on OFPC[xxi] policy	8th September 2026	September 2029	Every three years
Training Needs Analysis / Skills Matrix	Training and Development	Toft Newton Parish Council	8th September 2026	September 2029	Every three years

Transparency Code	Data Management and Information Technology	Toft Newton Parish Council / based on CPC[xxii] policy and HM Government guidance	23rd June 2026	May 2027	Annually
Vexatious Complaints Policy	Legal, Operational and Financial	Toft Newton Parish Council / based on NALC model	7th July 2026	May 2027	Annually
Website Accessibility Statement	Data Management and Information Technology	Toft Newton Parish Council / based on LALC model	5th of May 2026	May 2027	Annually
Website Privacy Statement	Data Management and Information Technology	Toft Newton Parish Council / based on LALC model	5th of May 2026	May 2027	Annually
Whistleblowing Policy	Employee, Recruitment and Personnel	Toft Newton Parish Council / based on NALC model	27th October 2026	May 2029	Every three years

[i] Reporting of Industrial Deases and Dangerous Occurrences Regulations (RIDDOR)
[ii] Welton-by-Lincoln Parish Council (WbLPC)
[iii] National Association of Local Councils (NALC)
[iv] Ministry of Defence (MOD)
[v] Society of Local Council Clerks (SLCC)
[vi] Local Government Association (LGA)
[vii] North Lincolnshire Council (NLC)
[viii] His Majesty's Government (HM Gov)
[ix] Lincolnshire Association of Local Councils (LALC)
[x] Clear Councils Insurance Services (CC)
[xi] Bracebridge Heath Parish Council (BHPC)
[xii] West Lindsey District Council (WLDC)
[xiii] Heighington Parish Council (HPC)
[xiv] National Association of Civic Officers (NAoCO)
[xv] City of Lincoln Council (CLC)
[xvi] Barrowby Parish Council (BPC)
[xvii] Control of Substances Hazardous to Health (COSHH)
[xviii] Display Screen Equipment (DSE)
[xix] Risk Assessment (RA)
[xx] Seaford Town Council (STC)
[xxi] Owston Ferry Parish Council (OFPC)
[xxii] Covenham Parish Council (CPC)