

Hoo St Werburgh and Chattenden Parish Council
Policy Review Report – 2025

Members are asked to consider and review the policies detailed in the schedule below.

These were last reviewed in 2024 and are now due for their 2025 review.

There have been no significant changes to most policies, with the exception of the Model Financial Regulations, which have been updated by NALC in March 2025 for re-adoption. The main updates relate to the processes for tendering and contract management.

The full set of policies listed below is available for review on the Parish Council's website. The updated Model Financial Regulations have also been circulated to all members via email for individual consideration prior to this meeting.

Policy Title	Last Reviewed	Review Due
Community Award Policy	2024	2025
Dignity at Work Policy	2024	2025
Disciplinary Procedure Policy	2024	2025
Financial Internal Control Policy	2024	2025
Flag Flying Policy	2024	2025
Freedom of the Parish Policy	2024	2025
Social Media Policy	2024	2025
Bullying and Harassment Policy	2024	2025
Complaints Policy	2024	2025
Councillor and Staff Protocol Policy	2024	2025
Data Protection and Information Security Policy	2024	2025
Email Policy	2024	2025
Equal Opportunities Policy	2024	2025
Equality and Diversity Policy	2024	2025
Grants Policy	2024	2025
Health and Safety Policy	2024	2025
High Consequence Infectious Disease Policy	2024	2025
Illegal and Commitment Policy	2024	2025

Policy Title	Last Reviewed	Review Due
Meeting Attendance Policy	2024	2025
Metal Detecting Policy	2024	2025
Model Financial Regulations	2025 (updated)	2025
Protocol and Guidance on Meetings with Developers Policy	2024	2025
Public Participation Policy	2024	2025
Publication Scheme Policy	2024	2025
Reserves Policy	2024	2025
Safeguarding Policy	2024	2025
Section 101 Scheme of Delegation Policy	2024	2025
Tree Management Policy	2024	2025
Model Standing Orders	2024	2025
Vexatious Complaints Policy	2024	2025

Recommendation:

Members are asked to review the policies listed above for adoption by the Parish Council for 2025.