**GHPC GOVERNING DOCUMENTS /PUBLICATION SCHEME**

1 Introduction

This document sets out the objectives and use of the Governance documents used by Goring Heath Parish Council. It includes a list of all current Governance documents made available to view.

2 Objective of Governing Documents

1. 2.1  To meet good governance standards.
2. 2.2  To underpin the Parish Council’s local leadership and community engagement role.
3. 2.3  To support the Parish Council’s effective provision of local services.
4. 2.4  To reflect the extent of the Parish Council’s activity.
5. 2.5  To act as a point of reference for Parish Councillors.
6. 2.6  To ensure that the Parish Council’s activities are efficient, effective and conform to legal requirements.

3. Creating Governing Documents

1. 3.1  The list and contents of documents will follow guidelines from national bodies.
2. 3.2  Documents will reflect local needs.
3. 3.3  Specific documents will be produced in response to a particular issue.
4. 3.4  Documents will be up-dated and altered to reflect changing needs and requirements.
5. 3.5  New documents will be issued in draft form, comments from Councillors added, and the final version formally approved at a meeting of the Council.
6. 3.6  All documents will be reviewed annually, and the review recorded in the minutes.
7. 3.7  All documents will be prefaced by an introduction and explanation that briefly summarises the governance arrangements detailed in the document.
8. 3.8  All documents will be have a footer containing the date of preparation, the document name and the page number.
9. 3.9  All documents will contain a statement of when the policy was accepted by the Parish Council and when approved, and will be signed by the Chair.

4 Access to the Parish Council’s Governing Documents

1. 4.1  A list of documents will be kept by the Clerk.
2. 4.2  Documents will be available for inspection by members of the parish.
3. 4.3  The information will also be available on the village website.
4. 4.4  New Councillors will be expected to familiarise themselves with governing documents.

5. Compliance with Governing Documents

5.1 The Council should be able to demonstrate compliance with its governance documents in relation to any activity and decision.

Publication Scheme

1. Introduction to Governing Documents
2. Standing Orders
3. Financial Regulations
4. Good Working Practices for Councillors
5. Councillor Code of Conduct
6. Complaints Procedure / Unreasonably Persistent or Vexatious Complaints Policy
7. Risk Assessment
8. Statement of Internal Controls
9. Freedom of Information Statement
10. Accessibility Statement
11. Yearly Action Plan

UNDER REVIEW

1. Role of the Chairman of the Parish Council
2. Health and Safety Policy
3. Review of Effectiveness of Internal Audit
4. Equality and diversity policy
5. Data Protection policy
6. Grievance Procedure
7. Financial Risk Assessment
8. Parish Emergency Plan
9. Clerk’s Job Description
10. Clerk’s Contract of Employment
11. Financial Risk Assessment
12. Reserves Policy
13. Three Year Long Term Plan [Draft]

7. Review

This policy is considered to be a working document, with the content of Section 6 being updated on an as needed basis.