



**HALE COMMUNITY CENTRE  
POLICY/PROCEDURE REVIEW SCHEDULE  
AS AT 1<sup>ST</sup> NOVEMBER 2023**

Policy / Procedure	Date Approved	Specific Update Required	Proposed Update	Updated	Website
<a href="#">Booking Terms &amp; Conditions of Hire</a>	Oct-23	Yes	Oct-24		
<a href="#">Code of Conduct</a>	Oct-23				Trustee Area
Code of Conduct for Trustees - ver 1A	Feb-17				Trustee Area
<a href="#">Complaints Policy</a>	Oct-23				
Conflict of Interest Policy - ver 1C	Aug-22				Trustee Area
Declaration of Interests Form - ver 1C	Aug-22				Trustee Area
Delegation of Authority	Jun-16				Trustee Area
<a href="#">Environmental Policy</a>	Oct-23				
<a href="#">Environmental Sustainability Strategy &amp; Action Plan</a>	Sep-19			Oct-23	
<a href="#">Equality, Diversity &amp; Inclusion Policy</a>	Oct-23				
Expenses Policy	Mar-20				Trustee Area
Finance Policy	Feb-20				Trustee Area
<a href="#">Health &amp; Safety Policy</a>	Oct-23	Yes	Oct-24		
<a href="#">Organisational Chart</a>	Sep-23 v4				Public Domain
<a href="#">Privacy Notice</a>	Oct-23				
<a href="#">Privacy/Data Protection Policy &amp; Procedures</a>	Oct-23	Yes	Oct-24		
Risk Register	Feb-20				Trustee Area
Role Description - Chair of the Trustees	Sep-16				Trustee Area
Role Description - Honorary Treasurer	Sep-18				Trustee Area
Role Description - Secretary to the Board	Jul-19				Trustee Area
Role Description - Trustee - ver 1A	Sep-16				Trustee Area
<a href="#">Safeguarding Procedures</a>	Oct-23	Yes	Oct-24		
<a href="#">Safeguarding Policy</a>	Oct-23	Yes	Oct-24		
Trustee Declaration	Sep-21				Trustee Area
Volunteer Policy – <b>ON HOLD</b>	Oct-23				

**TO REVIEW/CONSIDER**

Lone Working					
Social Media & Cyber Security Policy	Refer to Gov't Website <a href="https://www.gov.uk/government/publications/charities-and-social-media?dm_i=6S7,8ETHZ,3S29VV,YPNRD,1">https://www.gov.uk/government/publications/charities-and-social-media?dm_i=6S7,8ETHZ,3S29VV,YPNRD,1</a>				
Bullying/Harrassment Policy (Staff Handbook)					
Grievance Policy (Staff Handbook)					
Risk Management Policy					