



Wells City Council

INDEX OF POLICIES AND PROCEDURES

Document	Content	Reviewed	Committee reviewing
1	Standing Orders	Annually	Finance
2	Financial Regulations	Annually	Finance
3	Scheme of Delegation	Annually	Finance
4	Working Group Policy	Every two years	Finance
5	Code of Conduct for Councillors	Every two years	City Council
6	Staff Handbook	Every two years	Staffing
7	Protocol for Councillors and Staff	Every two years	Staffing
8	Freedom of Information	Every two years	Finance
9	Complaints Procedure	Every two years	Finance
10	Data Protection Policy	Every two years	Finance
11	Press and Media Policy	Every two years	Finance
12	Flag Policy	Every two years	Archives & Civic Assets
13	Recording Policy	Every two years	Finance
14	Ethical Procurement Policy	Every two years	Finance
15	Tree Policy	Annually	City Centre & Open Spaces
16	Civic Review	Every four years	Archives & Civic Assets