



Lytham Town Council

Schedule for Review - Polices and Governance Documents - V1.3 - As at 11th May 2026

1. Introduction

Lytham Town Council agrees and publishes relevant documents to ensure that it has effective and good governance. These documents require a process of regular review. This document provides a Schedule for these reviews and will be maintained as current.

Document Name	Version Number	Required Legal Basis (if applicable)	Date last approved	Next Review Date	Notes / Comments
Governance Documents					
Standing Orders	V1.1	Local Government Act 1972 Schedule 12 paragraph 42	06/05/2026	06/05/2027	Adapted from NALC Model document March 2025
Financial Regulations	V1.1	Local Government Act 1972 sections 135 & 151	06/05/2026	06/05/2027	Mandatory to have a Financial Regulation for Contracts and Insurance cover.

		Accounts & Audit (England) Regulations 2015. Part 2 paragraph 6(a) (b) Local Government Act 1972 section 114 & section 140(1) [Re Insurance]			Otherwise advisable but not mandatory. Adapted from NALC Model document March 2025
Code of Conduct	Effective from 25/04/2022	Localism Act 2011, Section 27 & 28	06/05/2026	06/05/2027	Mandatory. Lytham Town Council adopted the Fylde (Borough) Council Code of Conduct. Link
Counter Fraud and Corruption Strategy	V1	Accounts and Audit Regulations 2015	29/04/2026	29/04/2027	Mandatory.
Scheme of Delegation	V1	Local Government Act 1972. Section 101	06/05/2026	06/05/2027	Mandatory.
Treasury Management and Investment Strategy 2026/27	V1	Local Government Act 2003. Section 15(1)(a)	29/04/2026	29/04/2027	Mandatory
Publication Scheme	V1	Freedom of Information Act 2000 Local Government Transparency Code 2015	26/11/2025	26/11/2027	Mandatory.
Publication Scheme - Guide to Information	V1	Freedom of Information Act 2000. Section 19	26/11/2025	26/11/2027	Advisory Guidance
Policy and Scheme Documents					
Annual Governance & Accountability Return (AGAR)	N/A	Local Audit & Accountability Act 2014 Accounts & Audit Regulations 2015 Regulation 12	N/A	N/A	Note: As Lytham Town Council is in its first year of existence, there is not yet an AGAR completed

Annual Governance Statement (AGS)	N/A	Local Audit & Accountability Act 2014 Accounts & Audit Regulations 2015	N/A	N/A	Note: As Lytham Town Council is in its first year of existence, there is not yet an AGS completed
A-Board (Advertising Board) Policy	V1	No specific legal basis / requirement	25/02/2026	25/02/2027	Advisory Policy
Asset register	N/A		06/05/2026	06/05/2027	Note: Maintained as Live document within the SCRIBE accounts management system
Audio Recording Policy	V1	UK General Data Protection Regulation. Article 6(1)(e) Data Protection Act 2018 [Special Category Data] Local Government Act 1972. Sections 94 & 97 Openness of Local Government Bodies Regulations 2014 Transparency Code 2015	29/10/2025	29/10/2027	Advisory Policy
Biodiversity Policy	V1	Environment Act 2021	25/03/2026	25/03/2029	Mandatory.
Community Grant Scheme	V1	Local Government Act 1972 section 110 & s137 Localism Act 2011 sections 1 – 8 General Power of Competence	25/02/2026	25/02/2027	Advisory Policy / Scheme. Can apply to a wide range of other legal powers available to local councils which do not yet qualify to use the General Power of Competence (the power of the first resort). Not exclusively applicable to LGA 1972 s137 (power of the last resort),

Complaints Handling & Management Policy	V1	Data Protection Act 2018 Local Government and Social Care Ombudsman's Guidance on Managing Unreasonable Complainant Behaviour (2020).	29/10/2025	29/10/2027	Advisable but not mandatory
Data Protection and IT Policy	V1	Data Protection Act 2018 UK General Data Protection Regulations 2018	29/10/2025	29/10/2027	Mandatory.
Declaration of Acceptance of Office		Local Government Act 1972 Section 83(4)			Mandatory. Held on file at Fylde Council and Lytham Town Council
Delegation / Appointment of Representatives Policy	V1.1	No specific legal basis / requirement	29/10/2025	29/10/2026	To provide clarity and transparency of the operation of local government
Disclosable Pecuniary Interests Form(s)		Localism Act 2011 Sections 26 - 34	06/05/2026	06/05/2027	Mandatory. Published on LTC Website
Document Retention Policy	V1	Local Government Act 1972 sections 225 - 234 Freedom of Information Act 2000 General Data Protection Regulations 2018	29/04/2026	29/04/2028	Mandatory.

Expenses and Allowances Policy	V1	Local Authorities (Members' Allowances) (England) Regulations 2003	29/10/2025	29/10/2027	Advisory
Equality Policy	V1	Equality Act 2010	25/03/2026	25/03/2027	Mandatory.
Financial Reserves Policy	V1	Local Government Act 1992. Section 42	25/03/2026	25/03/2027	Advisable
Local Government Pension Scheme Discretions Policy	IN DRAFT	Local Government Pension Scheme Regulations 2013 regulation 60 & Local Government Pension Scheme (Provisions, Savings & Amendment) Regulations 2014	IN DRAFT	IN DRAFT	IN DRAFT NB: Acceptance to the LGPS was only achieved 16/03/2026 – so Policy now being developed as LTC is a new Council and had not previously been in existence.
Risk Management & Assessment Policy	V1	Health & Safety at Work Act 1974 Accounts & Audit Regulations 2015 Regulation 4	29/10/2025	29/10/2027	Mandatory. (Regarding Risk Assessments)
Safeguarding Policy	V1.1	Safeguarding Vulnerable Groups Act 2006	25/03/2026	25/03/2029	Advisable
Supplier and Procurement Counter-Fraud Policy	V1	Local Government Act 1972 Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015	29/04/2026	29/04/2027	Advised
Website Accessibility Statement	N/A	Public Sector Bodies (Website & Mobile Applications) (No:2) Accessibility Regulations 2018 Part 2 (6)	29/10/2025	29/10/2027	Contained within Data Protection and IT Policy

Version Control

Version	Date	Description of Change	Author
V1	16/03/2026	Schedule created	Clerk / RFO
V1.1	26/03/2026	Updated following Council meeting where additional policies were approved and adopted	Clerk / RFO
V1.2	14/04/2026	Inclusion of DRAFT documents	Clerk / RFO
V1.2.1	05/05/2026	Updated following meeting 29/04/2026 and approval of policies & strategies	Clerk / RFO
V1.3	06/05/2026	Governance Documents reapproved	Clerk / RFO