

Compliance Advisory Group Report February 2026

Annual Plan Actions and Policy Reviews for February

February	Christmas lights arrangements	VMC
	Review Road Pavement Survey	Highways and Sustainable transport group
	Review website	Assistant Clerk and if required Digital AG
	Review Risk Register / Management Plan for the next Financial Year	Finance Group, CAG, all Chairs of all Groups and PC
	Ride on mower insurance cover renewal – by midnight the 12 th Feb each year	Clerk
	Update Training records	Clerk

Risk Management Plan

Cllrs Gregory and Underwood have undertaken first review of Risk Management Plan.

Revised plan has been circulated. Please send all suggested changes and comments to the Clerk by Monday 16th February

ACTION ALL COUNCILLORS

Policies

Cllrs Gregory and Underwood are undertaking a review of the current policy list and the review dates. Suggested revisions will be brought to Council in due course. In the meantime some policies are being reviewed.

The Policy reviewed this month by Cllr Gregory was the **Subject Access Request Policy (SAR)**. He reviewed the **Subject access policy and template response letters** and the **Subject Access Request Form issued by SLCC**.

These are both based on standard templates issued by CALPAC and SLCC respectively. Unless the Parish Council has been advised of any required updates / changes, He sees no reason to change the substance of the existing documents.

Suggested minor improvements to the two documents:

POLICY

1. Putting the heading into 'Heading Case' i.e. **Subject Access Policy and Template Response Letters**

2. The Version Control Record refers to the **Subject Access Request Policy (SAR)** rather than the **Subject Access Policy** in the header. Suggest using the same name in both places.

REQUEST FORM

Suggest that **Subject Access Request Form** issued by SLCC, to be adopted by Buckden Parish Council be amended to

Subject Access Request Form

Issued by SLCC and adopted by Buckden Parish Council 11/06/2020

Proposal: To approve the amended Subject Access Request Policy (SAR).