

Fakenham Choral Society:

Policies Review Schedule Updated Nov 2024

Document	Review Period	Last Reviewed	Next Review	Notes
Constitution	3 years	August 2024	During Summer Break 2027	<ul style="list-style-type: none"> • No formal review period included in the Constitution • Committee suggested in policies meeting (May 2024) a 3 yearly review before an AGM
Rules & Regulations	Annual or more regularly if the need arises	May 2024	January 2025	<ul style="list-style-type: none"> • January review to cover any issues arising in autumn term
Conflict of Interests Policy	2 years*	May 2024	During Summer Break 2026	<ul style="list-style-type: none"> *Committee members are required to complete a Conflict of Interest Declaration annually soon after the AGM • Declarations of Interest also included in meeting agendas
Equality & Diversity Policy	2 years	May 2024	May 2026	
Finance Policy	2 years*	New Policy June 2024	June 2025*	<ul style="list-style-type: none"> • First review after one year to ensure fit for purpose, then move to 2 year cycle
Privacy Policy	2 years	June 2024	September 2026	<ul style="list-style-type: none"> • Date extended to spread reviews across the year
Health & Safety Policy	Annual	May 2024	During Summer Break 2025	<ul style="list-style-type: none"> • Moved to pre-start of term
Safeguarding Policy	Annual	November 2024	November 2025	<ul style="list-style-type: none"> • Major changes made in 2023
Staging Safety Instructions	Annual	May 2024	September 2025	<ul style="list-style-type: none"> • Moved start of term as a reminder for upcoming season

SAH Evacuation Plan	Annual	November 2024	During Summer Break 2025	<ul style="list-style-type: none">• Moved to pre-start of term• Unlikely to need major change year on year if rehearsal venue if unchanged
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