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<sup>1</sup> For the purposes of relevant Standing Order Regulation – our “Standing Orders”

List of other Key Council documents & availability

	<b>Name</b>	<b>Location</b>	<b>Responsible Officer</b>
1	Employee Code of Conduct	On request at The Grange reception	Human Resources Manager
2	(Staff) Disciplinary Policy & Procedure	On request at The Grange reception	Human Resources Manager
3	Whistle Blowing Policy	On request at The Grange reception	Monitoring Officer
4	The Council's Complaints Scheme	On request at The Grange reception	Customer Services Manager
5	Petitions Scheme and Leaflet	Internet & on request at The Grange reception	Democratic Services Manager
6	Public Speaking Scheme Planning Committee	Internet & on request at The Grange reception	Planning Manager
7	Public Question Time Leaflet	Internet & on request at The Grange reception	Democratic Services Manager
8	Guidance Note for Members and Officers – Formal and Informal Member Bodies	Internet & on request at The Grange reception	Monitoring Officer/ Democratic Services Manager
9	Call-In/Referral-Up Procedure Note	Internet & on request at The Grange reception	Chief Executive/ Democratic Services Manager
10	Planning Committee Site Visit Protocol	Internet On request at The Grange reception	Planning Manager
11	Licensing Committee Site Visit Guidance	On request at The Grange reception	Environmental Services Manager
12	Monitoring Officer Protocol	Internet & on request at The Grange reception	Monitoring Officer
13	Press & PR Protocol	Internet & on request at The Grange reception	Communications Team/Monitoring Officer