

Audit & Risk Committee
Agenda Item 9 – Appendix 2

Policies

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Governance	Whistleblowing Policy	10-2017	10-2020	
	Complaints	04-2018	03-2021	
	Data Protection	11-2018	03-2021	
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	n/a	03-2018 10-2018 02-2019	Priority was given to implementing new processes to comply with the changes to data protection legislation this year. Due to other priority work this will be targeted for 2019.
	Unacceptable Behaviour	02-2017	02-2020	
	Records Management Plan	09-2017	09-2018 03-2019	
	Staff Register of Interests	07-2016	07-2019	
Estates	Room Hire & Booking Policy	08-2017	10-2020	
	Your Safe Driving Policy	08-2017	11-2020	
	Portable Appliance Testing Policy Electrical Compliance Policy	04-2014	03-2018 09-2018 12-2018	In draft – scheduled for completion by end of December 2018
	Control of Legionella Policy	10-2018	08-2021	
	Information Security	05-2018	05-2020	
ICT	ICT Policy	11-2017	11-2018	On schedule to complete by end November

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	Business Continuity Plan	11-2017	41-2018 12-2018	Updates to the ICT network diagrams in the Disaster Recovery section of the Business Continuity Plan are underway.
Finance & Performance & Procurement	Fraud, Bribery and Corruption Policy	11-2017	11-2020	
	Delegated Authority Policy	08-2009	05-2018 08-2018 10-2018 12-2018	Revised Policy is awaiting Executive review
	Fixed Assets Policy split into two policies Accounting for Property, Plant and Equipment and Intangible Assets	08-2018	08-2021	
	Asset Management	12-2011	12-2018	
	Management Statement & Financial Memorandum	12-2010	Delayed	Being replaced by Framework Document, decisions ongoing with the Sponsor hub to finalise.
	Procurement Policy	11-2018	11-2020	
Health and Safety	Accident and Near-Miss Reporting Policy	11-2017	12-2019	
	Adverse Weather & Disruption to Public Transport / Roads Policy	11-2017	12-2019	
	Control of Arm Vibration Syndrome Policy	11-2017	12-2019	
	Control of Noise at Work Policy	11-2017	12-2019	
	Control of Substance Hazardous to Health Policy	10-2017	10-2019	
	Display Screen Equipment (DSE) Policy	11-2017	11-2019	
	First-Aid Policy	11-2017	11-2020	
	Health and Safety Policy	02-2017	02-2020	
	Infection at Work Policy	09-2016	09-2019	
	No Smoking Policy	02-2016	02-2019	

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	Personal Protective Equipment Policy	11-2017	11-2020	
	Risk Assessment Policy	09-2017	09-2020	
	Stress at Work Policy Understanding and Managing Stress	10-2018	10-2021	
	Young Persons Policy	11-2017	11-2020	
	Alcohol, Drug and Substance Misuse	09-2017	09-2020	
	HR	Code of Conduct for Employees	11-2017	05-2019
	Dignity at Work Policy	11-2017	06-2019	
	Equal Opportunities Policy	11-2017	07-2019	
	Flexitime Policy	11-2017	08-2019	
	Job Evaluation Policy	02-2018	02-2021	
	Learning and Development Policy	11-2017	03-2020	
	Leave Policy	11-2017	06-2020	
	My Performance Review Policy	11-2017	11-2020	
	Recruitment and Selection Policy	08-2017	08-2020	
	Redeployment and Redundancy Policy Organisational Change Procedure	11-2018	11-2021	
	Retirement Policy	02-2018	02-2021	
	Shared Parental Leave Policy	11-2017	05-2019	
	Work/Life Balance Policy	11-2017	06-2019	
Communications	Social Media	05-2018	05-2021	
	Sponsorship Policy	08-2018	08-2021	
Planning - Development Management	Internal Advice Policy	04-2016	04-2019	
Visitor Operations	Fixed Penalty Notice Policy	01-2016	01-2019	
	Visitor Management Engagement & Enforcement Policy	02-2017	02-2020	
	Protecting Vulnerable Groups Policy	10-2018	03-2021	
	Volunteer Policy	10-2018	10-2020	

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Other

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Finance & Performance & Procurement	Internal Audit Charter	09-2018	09-2023	
ICT	Cyber Incidence Response Plan	In Draft	In Draft	