

Audit Committee
Agenda Item 8 – Appendix 3

Policies

Responsibility	Document	Last Review Date	Proposed Review Date	Comment
Governance	Whistleblowing Policy	10-2017	10-2020	
	Complaints	04-2014	03-2018	
	Data Protection	04-2014	03-2018	To include GDPR
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	n/a	03-2018	New policy
	Unacceptable Behaviour	02-2017	02-2020	
	Records Management Plan	09-2017	09-2018	
	Staff Register of Interests	07-2016	07-2019	
Estates	Room Hire & Booking Policy	08-2017	08-2020	
	Your Safe Driving Policy	08-2017	08-2020	
ICT	Information Security	04-2014	03-2018	
	ICT Policy	11-2017	06-2018	
	Business Continuity Plan	11-2017	06-2018	
Finance & Performance & Procurement	Anti-Fraud and Corruption Policy	11-2017	11-2020	New Fraud, Bribery and Corruption Policy
	Delegated Authority Policy	08-2009	03-2018	
	Fixed Assets Policy	12-2011	In draft	Being replaced by two policies – Accounting for Assets and Asset Management
	Management Statement & Financial Memorandum	12-2010	In draft	Being replaced by Framework Document. Awaiting feedback from Sponsor hub.
	Procurement Policy	06-2009	03-2018	
Health and Safety	Accident and Near-Miss Reporting Policy	11-2017	11-2020	
	Adverse Weather & Disruption to Public Transport / Roads Policy	11-2017	11-2020	

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	Control of Arm Vibration Syndrome Policy	11-2017	11-2020	
	Control of Legionella Policy	04-2014	In draft	
	Control of Noise at Work Policy	11-2017	11-2020	
	Control of Substance Hazardous to Health Policy	10-2017	10-2020	
	Display Screen Equipment (DSE) Policy	11-2017	11-2020	
	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	
	Personal Protective Equipment Policy	11-2017	11-2020	
	Portable Appliance Testing Policy	04-2014	03-2018	
	Risk Assessment Policy	09-2017	09-2020	
	Stress at Work Policy	11-2017	11-2020	
	Young Persons Policy	11-2017	11-2020	
	Alcohol, Drug and Substance Misuse	09-2017	09-2020	
HR	Code of Conduct for Employees	11-2017	11-2020	
	Dignity at Work Policy	11-2017	11-2020	
	Equal Opportunities Policy	11-2017	11-2020	
	Flexitime Policy	11-2017	11-2020	
	Job Evaluation Policy	01-2014	02-2018	
	Learning and Development Policy	11-2017	11-2020	
	Leave Policy	11-2017	11-2020	
	My Performance Review Policy	11-2017	11-2020	
	Recruitment and Selection Policy	08-2017	08-2020	
	Redeployment and Redundancy Policy	08-2007	In draft	
	Retirement Policy	03-2012	In draft	
	Shared Parental Leave Policy	11-2017	11-2020	
Work/Life Balance Policy	11-2017	11-2020		
Communications	Social Media	n/a	In draft	New policy
	Sponsorship Policy	03-2010	In draft	

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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	
	Dress Code and Personal Appearance Policy	03-2012	03-2018	
	Firearms Policy	04-2014	03-2018	
	Protecting Vulnerable Groups Policy	06-2014	03-2018	
	Volunteer Policy	01-2014	In draft	
	Placement Policy	11-2014	03-2018	