

Audit & Risk Committee
Agenda Item 6 – Appendix 3

Policies

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Governance	Whistleblowing Policy	10-2017	10-2020	
	Complaints	04-2014	03-2018	Due for consultation in March for implementation in April 2018
	Data Protection	04-2014	03-2018 05-2018	To include new General Data Protection Regulations, which has a deadline of May 2018
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	n/a	03-2018	
	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	10-2020	
	Your Safe Driving Policy	08-2017	11-2020	
	Portable Appliance Testing Policy Electrical Compliance Policy	04-2014	03-2018 09-2018	
ICT	Information Security	04-2014	03-2018	Due for consultation in March for implementation in April 2018
	ICT Policy	11-2017	11-2018	
	Business Continuity Plan	11-2017	06-2018	
Finance & Performance & Procurement	Fraud, Bribery and Corruption Policy	11-2017	11-2020	
	Delegated Authority Policy	08-2009	05-2018 08-2018	
	Fixed Assets Policy Accounting for Assets Asset Management	12-2011	In draft Delayed to 08-2018	
	Management Statement & Financial	12-2010	In draft	Being replaced by Framework

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	Memorandum		Delayed	Document. In discussions with the Sponsor hub to finalise.
	Procurement Policy	06-2009	In Draft	Strategy with Jaki Carnegie for review
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 Legionella Policy	04-2014	In draft	Consultation underway for implementation in April 2018
	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	
	Personal Protective Equipment Policy	11-2017	11-2020	
	Risk Assessment Policy	09-2017	09-2020	
	Stress at Work Policy	11-2017	11-2020	
	Young Persons Policy	11-2017	11-2020	
	HR	Alcohol, Drug and Substance Misuse	09-2017	09-2020
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	

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	Recruitment and Selection Policy	08-2017	08-2020	
	Redeployment and Redundancy Policy	08-2007	In draft	Out for consultation. Anticipated implementation date March 2018
	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	n/a	In draft	Out for consultation. Anticipated implementation in March 2018
	Sponsorship Policy	03-2010	In draft Delayed to 08-2018	
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	Firearms no longer in use – Policy withdrawn
	Protecting Vulnerable Groups Policy	06-2014	03-2018	HR seeking specialist support from SEPA in order to complete review in March 2018
	Volunteer Policy	01-2014	In draft	Out for consultation. Anticipated implementation in April 2018