

**Audit & Risk Committee**  
**Agenda Item 7 – Appendix 3**

**Policies**

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Governance	Whistleblowing Policy	10-2017	10-2020	
	Complaints	04-2018	03-2021	
	Data Protection	04-2014	<del>03-2018</del> 05-2018 07-2018	In draft (no statutory deadline)
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	n/a	<del>03-2018</del> 10-2018	
	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	
	<del>Portable Appliance Testing Policy</del> Electrical Compliance Policy	04-2014	<del>03-2018</del> 09-2018	
	Control of Legionella Policy	04-2014	In draft	Consultation underway for implementation in June 2018.
ICT	Information Security	05-2018	05-2020	
	ICT Policy	11-2017	11-2018	
	Business Continuity Plan	11-2017	11-2018	
Finance & Performance & Procurement	Fraud, Bribery and Corruption Policy	11-2017	11-2020	
	Delegated Authority Policy	08-2009	<del>05-2018</del> 08-2018	
	<del>Fixed Assets Policy</del> Accounting for Assets	12-2011	In draft Delayed to	

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	Asset Management		08-2018	
	Management Statement & Financial Memorandum	12-2010	In draft Delayed	Being replaced by Framework Document. In discussions with the Sponsor hub to finalise.
	Procurement Policy	06-2009	In Draft	
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	
	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	
	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	

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	Recruitment and Selection Policy	08-2017	08-2020	
	Redeployment and Redundancy Policy	08-2007	In draft	Delay in process implementation date now anticipated for late June.
	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	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	Withdrawn	Incorporated in to the Code of Conduct.
	Protecting Vulnerable Groups Policy	06-2014	<del>03-2018</del> 07-2018	Currently benchmarking other policies.
	Volunteer Policy	01-2014	In draft	Out for consultation. Anticipated implementation July 2018.