

Audit & Risk Committee
Agenda Item 7 – 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	04-2014	03-2018 05-2018 07-2018 09-2018	This was circulated to the Policy and Review Group in July. Feedback has been received but not yet assessed.
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	n/a	03-2018 10-2018	
	Unacceptable Behaviour	02-2017	02-2020	
	Records Management Plan	09-2017	09-2018 03-2019	An update on changes made to the plan will be sent to the Keeper of the Records by the end of September. There will be a public consultation taking place in October on proposed changes and it is therefore proposed that this is postponed until next year to allow time to deal with any changes made to the Plan.
	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	Delayed due to resources.

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	Control of Legionella Policy	04-2014	08-2021	Now finalised and currently being updated on system.
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	05-2018 08-2018 10-2018	Updated policy and procedure August 2018. Will be issued October 2018 once final review complete
	Fixed Assets Policy split into two policies Accounting for Property, Plant and Equipment and Intangible Assets	08-2018	08-2021	Updated and issued August 2018.
	Asset Management	12-2011	12-2018	Asset Management Policy will be updated as part of the Asset Programme (Audit & Risk Committee agreed extension to December 2018)
	Management Statement & Financial Memorandum	12-2010	Delayed	Being replaced by Framework Document, awaiting responses from the Sponsor hub on the on the latest version.
	Procurement Policy	06-2009	08-2019	Procurement Strategy prepared and policy will follow on.
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	

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	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 Understanding and Managing Stress	11-2017	10-2018	Reviewing earlier than planned. Currently out for consultation.
	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		08-2007	In draft	Revised policy issued for consultation, implementation scheduled for September 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	05-2018	05-2021	
	Sponsorship Policy	08-2018	08-2021	

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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	
	Protecting Vulnerable Groups Policy	06-2014	03-2018 09-2018	In draft – awaiting feedback
	Volunteer Policy	01-2014	In draft	Feedback received, implementation scheduled for September 2018.