

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	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 08-2019	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 2019/20. The delay in the development of this policy presents low risk to the organisation.
	Unacceptable Behaviour	02-2017	02-2020	
	Records Management Plan	09-2017	09-2018 03-2019 08-2019	A public consultation is currently underway on proposed changes to the Records Management Plan. Our completed plan is kept under review, and will be updated in line with any recommendations arising from the current consultation process. It is anticipated that we will receive an invitation to provide an update to our plan later in 2019.

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Estates	Staff Register of Interests	07-2016	07-2019	
	Room Hire & Booking Policy	08-2017	10-2020	
	Your Safe Driving Policy	08-2017	11-2020	
	Electrical Compliance Policy	04-2014	03-2018 09-2018 12-2018 ????	Additional resource is being deployed into the Estates team to support the revision of policies. A new date has not yet been proposed.
	Control of Legionella Policy	10-2018	08-2021	
ICT	Information Security	05-2018	05-2020	
	ICT Policy	11-2017	11-2019	
	Business Continuity Plan	11-2017	12-2019	
Finance & Performance	Fraud, Bribery and Corruption Policy	11-2017	11-2020	
	Delegated Authority Policy	01-2019	01-2022	
	Accounting for Property, Plant and Equipment and Intangible Assets	08-2018	08-2021	
	Asset Management	12-2011	12-2018 09-2019	Priority is being given to the asset register 'house-keeping' and the asset management policy will follow once the register has been updated. Given the year end timetable work on the policy will recommence in quarter 2 of 2019/20
	Management Statement & Financial Memorandum	12-2010	Delayed	Being replaced by Framework Document, decisions ongoing with the Sponsor hub to finalise.

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Health and Safety	Procurement Policy	11-2018	11-2020	
	Accident and Near-Miss Reporting Policy	11-2017	12-2019	
	Adverse Weather & Travel Disruption Policy	01-2019	01-2021	
	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	02-2022	
	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	

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	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 06-2019	Currently reviewing alongside the Engagement Enforcement Policy with the potential of merging both of these policies.
	Visitor Management Engagement & Enforcement Policy	02-2017	02-2020	
	Protecting Vulnerable Groups Policy	10-2018	03-2021	
	Volunteer Policy	10-2018	10-2020	

Other

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Finance & Performance	Internal Audit Charter	09-2018	09-2023	
ICT	Cyber Incidence Response Plan	In Draft	In Draft	