

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	This policy has been targeted for completion in 2019/20, and the delay in development of the policy presents low risk to the organisation. An initial draft will be created for discussion with the ICT Manager in the first instance. ICT support will be required for the implementation of practical aspects of this policy in the ongoing storage and proactive deletion of digital records.
	Unacceptable Behaviour	02-2017	02-2020	
	Records Management Plan	09-2017	09-2018 03-2019 08-2019	The public consultation on proposed changes to the Records Management Plan has been completed. The Information Officer attended a conference hosted by the National Records of Scotland (NRS) on 31 st May 2019.

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				There have been some changes made to the model records management plan, and we are due to submit an update to our plan by September 2019.
	Staff Register of Interests	07-2016	07-2019	A review of this plan will be undertaken in collaboration with the Legal and HR teams. Due to the current vacant post of Governance Manager this work is currently on hold, however existing processes for staff to register interests are being maintained and the delay in reviewing this policy represents low risk to the organisation.
Estates	Room Hire & Booking Policy	08-2017	10-2020	
	Your Safe Driving Policy	08-2017	11-2020	
	Electrical Compliance Policy	06-2019	06-2024	
	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	

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	Asset Management	12-2011	12-2018 09-2019 09-2020	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. Asset register updated and agreed by external audit, with significant write off of old assets. Given resources and wider aspects of this project, including systems requirements, the scope is to be reviewed and the date has been deferred to allow sufficient time to assess the project requirements
	Management Statement & Financial Memorandum	12-2010	Delayed	Being replaced by Framework Document, decisions ongoing with the Sponsor hub to finalise.
	Procurement Policy	11-2018	11-2020	
Health and Safety	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	

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	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	05-2019	05-2022
Dignity at Work Policy		11-2017	06-2019 09-2019	This policy is scheduled to be updated between June and September
Equal Opportunities Policy		11-2017	06-2019 09-2019	This policy is scheduled to be updated between June and September
Flexitime Policy		11-2017	06-2019 09-2019	This policy is scheduled to be updated between June and September
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	
Retirement Policy		02-2018	02-2021	
Shared Parental Leave Policy		05-2019	05-2022	

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	Work/Life Balance Policy	11-2017	06-2019 09-2019	This policy is scheduled to be updated between June and September
Communications	Social Media	05-2018	05-2021	
	Sponsorship Policy	08-2018	08-2021	
Planning - Development Management	Internal Advice Policy	04-2016	04-2019 11-2019	Progress is being made and the policy will be available towards the end of the year.
Visitor Operations	Fixed Penalty Notice Policy	01-2016	01-2019 06-2019 09-2019	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	