

Audit & Risk Committee
Agenda Item 6 – 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 03-2020	Work is ongoing to create an initial draft for discussion with the ICT Manager.
	Unacceptable Behaviour	02-2015	02-2020	
	Records Management Plan	09-2017	09-2018 03-2019 08-2019 12-2019	We have now received the invitation from the National Records of Scotland to submit an update to our Records Management Plan, with a deadline of 10 th December for the submission. This work is on track for completion by the required deadline.
Staff Register of Interests	07-2016	07-2019 02-2020	This work remains on hold and existing processes for staff to register interests are being maintained. The Legal and HR teams are aiming to review this policy by the end of the year.	
Estates	Room Hire & Booking Policy	08-2017	10-2020	
	Your Safe Driving Policy	08-2017	11-2020	

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Responsibility	Document	Last Review Date	Proposed Review Date	Progress
	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	In progress and due for completion December 2019
	Business Continuity Plan	11-2017	12-2019	In progress and due for completion December 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 09-2020	
	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 03-2020	Based on organisational needs other H&S policies are taking priority for review or development. We have revised review dates so that it still meets the maximum review period of every three years.
	Control of Arm Vibration Syndrome Policy	11-2017	12-2019 11-2020	Based on organisational needs other H&S policies are taking priority for review or development. We have revised review dates so

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Responsibility	Document	Last Review Date	Proposed Review Date	Progress
				that it still meets the maximum review period of every three years.
	Control of Noise at Work Policy	11-2017	12-2019 11-2020	Based on organisational needs other H&S policies are taking priority for review or development. We have revised review dates so that it still meets the maximum review period of every three years.
	Control of Substance Hazardous to Health Policy	10-2017	10-2019 10-2020	Based on organisational needs other H&S policies are taking priority for review or development. We have revised review dates so that it still meets the maximum review period of every three years.
	Display Screen Equipment (DSE) Policy	11-2017	11-2019 11-2020	As above
	First-Aid Policy	11-2017	11-2020	
	Health and Safety Policy	02-2017	02-2020	
	Infection at Work Policy	09-2019	09-2022	
	Smoking Policy	08-2019	08-2022	
	Personal Protective Equipment Policy	11-2017	11-2020	
	Risk Assessment Policy	09-2017	11-2019 09-2020	Based on organisational needs other H&S policies are taking priority for review or development. We have revised review dates so that it still meets the maximum review period of every three

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				years.
	Working at Height Policy (new policy)	12-2019	12-2022	Policy developed and will be rolled out in November for December implementation.
	Young Persons Policy	11-2017	11-2020	
HR	Adverse Weather & Travel Disruption Policy	01-2019	01-2021	
	Alcohol, Drug and Substance Misuse	09-2017	09-2020	
	Code of Conduct for Employees	05-2019	05-2022	
	Dignity at Work Policy	07-2019	07-2022	
	Equal Opportunities Policy	08-2019	08-2022	
	Flexitime Policy	07-2019	07-2022	
	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	
	Organisational Change Procedure	11-2018	11-2021	
	Retirement Policy	02-2018	02-2021	
	Shared Parental Leave Policy	05-2019	05-2022	
	Understanding and Managing Stress	10-2018	10-2021	
	Work/Life Balance Policy	07-2019	07-2022	
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 03-2020	The update of the procedures will be updated by 03-2020 and the reviewed policy will be signed off by 03-2020
Visitor Operations	Fixed Penalty Notice Policy	01-2016	01-2019	The requirement for merging

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			06-2019 09-2019 03-2020	principles of this policy into the Visitor Management Engagement and Enforcement Policy has been reassessed. With the 3 Year Report on the Camping Management Byelaws 2017 and associated data analysis that is ongoing it would be appropriate to update that policy for the start of the 2020 visitor season for March 2020. This will be accompanied by a refreshed Fixed Penalty Notice procedure.
	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	