

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 Policy	04-2018	04-2021	
	Data Protection	11-2018	03-2021	
	Freedom of Information and Environmental Information Policy	11-2017	11-2020	
	Digital preservation policy	N/A	N/A	The review stage of this policy has been paused to allow for other matters to take precedence arising from the current lockdown.
	Unacceptable Behaviour	02-2015	02-2020 04 - 2021	
	Records Management Plan	09-2017	12-2019 12-2020	
	Staff Register of Interests	07-2016	07-2019 09-2020	
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 10-2020	Review process not yet started due to COVID-19 priorities.
	ICT Policy	11-2019	11-2022	
	Business Continuity Plan	01-2020	01-2023	
Finance & Performance	Fraud, Bribery and Corruption Policy	11-2017	11-2020	
	Delegated Authority Policy	01-2019	01-2022	

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	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	03-2020 10-2020	Review delayed due to priority work associated with COVID-19.
	Control of Arm Vibration Syndrome Policy	11-2017	12-2019 11-2020	
	Control of Noise at Work Policy	11-2017	12-2019 11-2020	
	Control of Substance Hazardous to Health Policy	10-2017	10-2019 10-2020	
	Display Screen Equipment (DSE) Policy	11-2017	11-2019 11-2020	
	First-Aid Policy	11-2017	11-2020	
	Health and Safety Policy	09-2019	09-2020	
	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	
	Working at Height Policy (new policy)	12-2019	12-2022	
	Young Persons Policy	11-2017	11-2020	
HR	Adverse Weather & Travel Disruption Policy	01-2019	01-2021	

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	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	02-2018	03-2020 On hold	Review delayed due to priority work associated with COVID-19.
	Leave Policy	02-2020	02-2023	
	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 03-2021	Delayed due to staff shortages.
Visitor Operations	Fixed Penalty Notice Policy	01-2016	01-2019 06-2019 09-2019 03-2020 06-2020 12-2020	The Fixed Penalty Notice Policy will be incorporated into the Visitor Management Engagement & Enforcement Policy and associated procedures.
	Visitor Management Engagement & Enforcement Policy	02-2017	02-2020 06-2020	Redraft now in progress, delayed due to COVID-19 reopening

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			12-2020	planning. Policy will also now reflect any relevant COVID-19 guidance.
	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	