

Audit & Risk Committee
Agenda Item 13 – Appendix 2

Policies

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Governance	Whistleblowing Policy	10-2017	10-2020 11-2021	Delayed to next year due to limited staff capacity and no known issues indicating a need to prioritise.
	Complaints Policy	04-2018	04-2021	
	Data Protection	11-2018	03-2021	
	Freedom of Information and Environmental Information Policy	11-2017	11-2020 04-2021	Delayed to April 2021 to enable time to consider whether the end of the EU Exit transition period in Dec 2020 impacts the Environmental Information Regulations
	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 COVID-19
	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 12-2020	Timescale delayed. Initial review of this policy has been completed. Recommendations have been made for some updates to existing processes in this policy which are now under consideration.
	Fraud, Bribery and Corruption Policy	11-2017	11-2020 11-2021	Delayed to next year due to limited staff capacity and no known issues indicating a need to prioritise.
Estates	Room Hire & Booking Policy	08-2017	10-2020	
	Driving and Vehicle Policy	04-2020	04-2023	Your Safe Driving Policy was updated and replaced with the new 'Driving and Vehicle Policy' in April 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	

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Finance & Performance	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	To be discussed by Chair of Committee and Director of Corporate Services
	Management Statement & Financial Memorandum	12-2010	Delayed	Scottish Government sponsor team has indicated further work is being undertaken on the Framework Document
	Procurement Policy	11-2018	11-2020	
Health and Safety	Accident and Near-Miss Reporting Policy	11-2017	03-2020 10-2020	
	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	12-2019	12-2022	
	Young Persons Policy	11-2017	11-2020	

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	Adverse Weather & Travel Disruption Policy	01-2019	01-2021	
HR	Alcohol, Drug and Substance Misuse	09-2020	09-2023	
	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	08-2020	08-2023	
	Recruitment and Selection Policy	08-2020	08-2023	
	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	

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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 12-2020	Redraft now in progress, delayed due to COVID-19 reopening 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	