

## Audit & Risk Committee

### Agenda Item 6 – Appendix 2

#### Policies

Responsibility	Document	Last Review Date	Proposed Review Date	Progress
Governance	Whistleblowing Policy	10-2017	<del>10-2020</del> 11-2021	
	Complaints Policy	04-2018	04-2021	
	Data Protection	11-2018	03-2021	
	Freedom of Information and Environmental Information Policy	11-2017	<del>11-2020</del> 04-2021	
	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	<del>02-2020</del> 04-2021	
	Records Management Plan	09-2017	<del>12-2019</del> 12-2020	On track. Updates to the plan will be submitted to the National Records of Scotland as part of the annual update process.
	Staff Register of Interests	07-2016	<del>07-2019</del> <del>09-2020</del> 12-2020	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	<del>11-2020</del> 11-2021	
Estates	Room Hire & Booking Policy	08-2017	<del>10-2020</del> 10-2021	Delayed due to vacancy in Facilities Manager role, and no need to prioritise given no room hire occurring under current COVID-19 restrictions.
	Driving and Vehicle Policy	04-2020	04-2023	
	Electrical Compliance Policy	06-2019	06-2024	
	Control of Legionella Policy	10-2018	08-2021	
ICT	Information Security	10-2020	10-2023	

## Audit & Risk Committee

### Agenda Item 6 – Appendix 2

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	ICT Policy	11-2019	11-2022	
	Business Continuity Plan	01-2020	01-2023	
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	<del>12-2018</del> <del>09-2019</del> <del>09-2020</del> Under review	To be discussed by Chair of Committee and Director of Corporate Services
	Management Statement & Financial Memorandum	12-2010	04-2021	Discussions underway with Scottish Government sponsor team with a view to presenting to March 2021 Board meeting.
	Procurement Policy	11-2018	<del>11-2020</del> 06-2021	Delayed to enable time to consider impact of EU trade negotiations
Health and Safety	Accident and Near-Miss Reporting Policy	11-2017	<del>03-2020</del> <del>10-2020</del> 12-2020	See update below
	Control of Arm Vibration Syndrome Policy	11-2017	<del>12-2019</del> <del>11-2020</del> 12-2020	See update below
	Control of Noise at Work Policy	11-2017	<del>12-2019</del> <del>11-2020</del> 12-2020	See update below
	Control of Substance Hazardous to Health Policy	10-2017	<del>10-2019</del> <del>10-2020</del> 12-2020	See update below
	Display Screen Equipment (DSE) Policy	11-2017	<del>11-2019</del> <del>11-2020</del> 12-2020	See update below

## Audit & Risk Committee

### Agenda Item 6 – Appendix 2

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	First-Aid Policy	11-2017	<del>11-2020</del> 12-2020	See update below
	Health and Safety Policy	09-2019	<del>09-2020</del> 12-2020	See update below
	Infection at Work Policy	09-2019	09-2022	
	Smoking Policy	08-2019	08-2022	
	Personal Protective Equipment Policy	11-2017	<del>11-2020</del> 12-2020	See update below
	Risk Assessment Policy	09-2017	<del>11-2019</del> <del>09-2020</del> 12-2020	See update below
	Working at Height Policy	12-2019	12-2022	
	Young Persons Policy	11-2017	<del>11-2020</del> 12-2020	See update below
	<i>Due to staff sickness we engaged external Health and Safety advice to help us with policy review, starting October 2020. The external advisor is working with internal 'champions' to review all Health &amp; Safety policies scheduled for a 2020 review. The target completion date is 31<sup>st</sup> December 2020 but there may be some slippage into January due to prioritisation.</i>			
	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	<del>03-2020</del> On hold	Review delayed due to priority work associated with COVID-19.

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### Agenda Item 6 – Appendix 2

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	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	
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	04-2019 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	

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### Agenda Item 6 – Appendix 2

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	Volunteer Policy	10-2018	<del>10-2020</del> 04-2021	Review in progress. Policy will reflect any relevant COVID-19 guidance where relevant.

### 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	