

# Appendix 1: Corporate Policy Review 2021/22

## Progress Update

### Agenda Item 14a



Document	Last Review	Status	Comments
<b>Governance</b>			
Digital preservation	Planned for development	Behind Schedule	Due to other workload priorities this policy is currently in draft and on hold. It will be progressed with input from ICT Manager , reflecting the planned implementation of new tools including Microsoft 365
Unacceptable Behaviour	20/21	Complete	
Records Management Plan	19/20	On Track	Next update to National Records Scotland is scheduled for March 2022
Staff Register of Interests	16/17	Complete	
Fraud, Bribery and Corruption	17/18	On Track	Currently with our external legal advisers for review.
<b>Estates</b>			
Business Continuity Plan	19/20	Behind Schedule	Awaiting outcome of recent Business Continuity Plan audit before finalisation of the update is completed.
Building Security, CCTV, Access and Key Control	Planned for development	On Track	
Fire Safety	20/21	On Track	
<b>ICT</b>			
Cyber incident response plan	20/21	On Track	Was created in 21/22 and is just needing to be formally signed off
<b>Finance</b>			
Accounting for Property, Plant and Equipment and Intangible Assets	18/19	Delayed to 2022/23	Need to identify resource and project plan for new leasing standard IFRS16 - project risk re resource availability. Policy will be amended following analysis of standard and amendments to current accounting policy.
Asset Management (need under review)	17/18	Cancelled	As part of the AOP 2022/23, we are developing an Estates Strategy that will incorporate this.
Procurement	18/19	On Track	
Budget and Financial Monitoring	17/18	At Risk	Work on this has been delayed due to capacity within the Finance team.
VAT	In draft	Behind Schedule	Small risk that capacity may delay update

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<b>Health &amp; Safety</b>			
Health and Safety	20/21	Complete	
Infection at Work	16/17	Complete	
<b>HR</b>			
Drug, Alcohol and Substance Misuse	17/18	Complete	
Job Evaluation	17/18	Complete	
Maternity Procedure	17/18	On Track	On track but delayed due to other priorities
Pay and Allowance	17/18	Complete	
Retirement	17/18	Complete	
<b>Communications</b>			
Social Media	18/19	On Track	
<b>Visitor Operations</b>			
Protecting Vulnerable Groups	18/19	On Track	
Volunteer	20/21	Behind Schedule	Further comments have been received from our Legal team which mean that finalisation of this review is no longer on track.
<b><u>Risk ratings:</u></b>			
<b>High Risk - 1 year review</b>			
<b>Medium risk – 3 year review</b>			
<b>Low risk – 5 year review</b>			