

Appendix 2: Corporate Policy Review Plan 2022/23



Agenda Item 14b

5-year Corporate Policy Review Plan (as of Feb 2022)

Document	Last Review	22/23	23/24	24/25	25/26	26/27
Governance						
Whistleblowing	19/20			X		
Complaints	20/21*				X	
Data Protection	18/19		X			X
Freedom of Information and Environmental Information	17/18	X			X	
Digital preservation	Planned for development					
Unacceptable Behaviour	20/21					X
Records Management Plan	19/20*	X	X	X	X	X
Staff Register of Interests	21/22					X
Fraud, Bribery and Corruption	17/18*			X		
Claims Management Policy	16/17		X		X	
Privacy and Cookie Policies	21/22					X
Estates						
Room Hire & Booking	17/18	X				
Driving and Vehicle	20/21		X			X
Electrical Compliance	19/20			X		
Business Continuity Plan	19/20*	X	X	X	X	X
Control of Legionella	18/19		X			
Building Security, CCTV, Access and Key Control	Planned for development*					X
Fire Safety	20/21*	X	X	X	X	X
ICT						
Information Security	20/21		X			X
ICT	19/20			X		
Cyber incident response plan	20/21*	X	X	X	X	X
Finance						
Delegated Authority	18/19		X			
Accounting for Property, Plant and Equipment and Intangible Assets	18/19*	X				

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Asset Management (need under review)	11/12					
Procurement	18/19*			X		
Best Value	18/19		X			
Budget and Financial Monitoring	11/12*					X
Income Collection and Management	11/12	X				
VAT	In draft*					X
Health & Safety						
Accident & Near-Miss and Investigation Reporting	20/21		X			X
Automated External Defibrillator	19/20	X			X	
Control of Arm Vibration Syndrome	20/21		X			X
Control of Noise at Work	20/21		X			X
Control of Substances Hazardous to Health (COSHH)	20/21		X			X
Display Screen Equipment (DSE)	20/21		X			X
First-Aid	20/21		X			X
Health and Safety	21/22	X	X	X	X	X
Infection at Work	21/22				X	
No Smoking	19/20			X		
Personal Protective Equipment	20/21		X			X
Risk Assessment	20/21		X			X
Whole Body Vibration	20/21		X			X
Working at Height	19/20	X			X	
Young Persons	20/21		X			X
Manual Handling	21/22			X		
PUWER/LOLER	21/22			X		
Contractor Management with CDM	In development					
Event Management	In development					
HR						
Adverse Weather & Disruption	19/20			X		
Code of Conduct	18/19	X				
Disciplinary Policy and Procedure	20/21				X	
Dignity at Work	20/21				X	
Drug, Alcohol and Substance Misuse	21/22					X
Equal Opportunities	19/20			X		
Flexitime	19/20			X		
Grievance	20/21				X	
Homeworking	19/20			X		
Job Evaluation	21/22					X

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Learning and Development	18/19	X				
Leave	19/20			X		
Maternity Procedure	17/18*					X
My Performance Review	20/21				X	
Organisational Change Procedure	18/19	X				
Pay and Allowance	21/22					X
Performance Improvement	20/21				X	
Recruitment and Selection	20/21				X	
Retirement	21/22					X
Shared Parental Leave	18/19	X				
Sickness Absence	19/20			X		
Understanding and Managing Stress	18/19	X				
Work/Life Balance	19/20			X		
Menopause	21/22					X
Communications						
Social Media	18/19*			X		
Sponsorship	18/19		X			
Visitor Operations						
Visitor Management Engagement & Enforcement	20/21		X			
Protecting Vulnerable Groups	18/19*			X		
Volunteer	20/21*				X	

* Review underway, expected completion by March 2022

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review