

Appendix: Corporate Policy Review Plan 2022/23

Agenda Item 8

Document	Last Review	22/23	Comments
Governance			
Freedom of Information and Environmental Information	17/18	X	Complete.
Digital preservation	Planned for development		Will be developed once M365 is fully rolled out.
Records Management Plan	19/20	X	Complete.
Fraud, Bribery and Corruption	17/18*		Complete – to be uploaded to Park Central
Estates			
Room Hire & Booking	17/18	X	Responsibility for this moving to Exec & Business Support Team from 7/11/22 for them to update
Business Continuity Plan	19/20*	X	Complete (N.B. ICT appendix to be updated by ICT).
Building Security, CCTV, Access and Key Control	Planned for development		First draft underway
Fire Safety	20/21*	X	Complete – to be uploaded to Park Central
Information Services			
Cyber incident response plan	20/21*	X	On Track for Q4 completion
Finance			
Accounting for Property, Plant and Equipment and Intangible Assets	18/19*	X	Will be updated for IFRS16 requirement in line with accounting policies within the statutory accounts. Sign off likely to be post audit sign off (23/24)
Procurement	18/19*		On Track for Q4 completion
Budget and Financial Monitoring	11/12*		On Track for Q4 completion
Income Collection and Management	11/12	X	On Track for Q4 completion
VAT	In draft*		Expected completion by 30/06/2023 (once Finance system upgraded and VAT return performed on new system)
Health & Safety			
Automated External Defibrillator	19/20	X	On Track for Q3 completion
Health and Safety	21/22	X	On Track for Q3 completion

Appendix: Corporate Policy Review Plan 2022/23

Agenda Item 8

Working at Height	19/20	X	On Track for Q3 completion
Contractor Management with CDM	In development		Following internal training on the CDM regulations further work is required on the draft policy, estimated completion date Q1 23/24
Event Management	In development		Complete.
Water Safety	In development		Complete.
HR			
Code of Conduct	18/19	X	On Track for Q3 completion
Learning and Development	18/19	X	On Track for Q4 completion
Maternity Procedure	17/18*		Complete.
Organisational Change Procedure	18/19	X	Complete.
Shared Parental Leave	18/19	X	Complete.
Understanding and Managing Stress	18/19	X	On Track for Q4 completion
Menopause	In development		Complete.
Communications			
Social Media	18/19*		On Track for Q4 completion
Visitor Operations			
Protecting Vulnerable Groups	18/19*		On Track for Q4 completion
Volunteer	20/21*		Complete.

* indicates a policy carried over into 2022/23 review year

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review