Appendix 2: Corporate Policy Review Plan 2023/24
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Document	Last Review	23/24	
Governance			
Data Protection	18/19	X	On track for completion by 31st March 2024
Digital preservation	Planned for development		Will be developed once M365 is fully rolled out.
Records Management Plan	22/23	X	On track for completion by 31st March 2024
Record Management Policy	16/17	X	On track for completion by 31st March 2024
Claims Management Policy	16/17	X	On track for completion by 31st March 2024
Estates			
Road Transport Fleet User Policy	20/21	X	Complete. Replaces Driving and Vehicle Policy
Road Transport Fleet Managers Policy	20/21	X	Complete. Replaces Driving and Vehicle Policy
Business Continuity Plan	22/23	X	On track for completion by 31st March 2024
Control of Legionella	18/19	X	On track for completion by 31st March 2024
Building Security, CCTV, Access and Key Control	Planned for development*		
Fire Safety	22/23	X	On track for completion by 31st March 2024
ICT			
Acceptable Use Policy (replacing ICT Policy)	19/20		Awaiting final approval.
Information Security	20/21	X	Review underway.
Cyber incident response plan	22/23	X	Awaiting final approval.
IS Security Policy	In Development*		Awaiting final approval
Finance			
Delegated Authority	18/19	X	On track for completion by 31st March 2024
Accounting for Property, Plant and Equipment and Intangible Assets	18/19*		Will be updated for IFRS16 requirement in line with accounting policies within the statutory accounts. Sign off likely to be post audit sign off.

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Procurement	22/23*		On hold as likely to be significantly impacted by the new framework agreement.
Best Value	18/19	X	On track for completion by 31st March 2024
Budget and Financial Monitoring	22/23*		On track for completion by 31st March 2024
Income Collection and Management	22/23*		In progress, but delayed due to year end.
VAT	In draft*		Expected completion by 30/06/2023 (once Finance system upgraded and VAT return performed on new system)
Health & Safety			
Accident & Near-Miss and Investigation Reporting	20/21	X	On track for completion by 31st March 2024
Control of Arm Vibration Syndrome	20/21	X	On track for completion by 31st March 2024
Control of Noise at Work	20/21	X	On track for completion by 31st March 2024
Control of Substances Hazardous to Health (COSHH)	20/21	X	On track for completion by 31st March 2024
Display Screen Equipment (DSE)	20/21	X	Completed in 22/23.
First-Aid	20/21	X	Complete.
Health and Safety	22/23	X	On track for completion by 31st March 2024
Personal Protective Equipment	20/21	X	On track for completion by 31st March 2024
Risk Assessment	20/21	X	Completed in 22/23.
Whole Body Vibration	20/21	X	On track for completion by 31st March 2024
Working at Height	22/23		Review complete. Not yet published
Young Persons	20/21	X	Complete.
HR			
Communications			
Social Media	22/23*		On track for completion by 31st March 2024
Sponsorship	18/19	X	On track for completion by 31st March 2024
Visitor Operations			
Visitor Management Engagement & Enforcement	20/21	X	On track for completion by 31st March 2024

Business Support			
Room Hire & Booking	22/23*		Expected completion by end July.

* indicates a policy carried over into 2023/24 review year

Risk ratings:
High risk – 1 year review
Medium risk – 3 year review
Low risk – 5 year review