

Appendix 3: Corporate Policy Review Plan 2023/24



Agenda Item 9

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

| Document | Last Review | 23/24 | 24/25 | 25/26 | 26/27 | 26/27 |
|--|--------------------------|-------|-------|-------|-------|-------|
| Governance | | | | | | |
| Whistleblowing | 19/20 | | X | | | |
| Complaints | 20/21 | | | X | | |
| Data Protection | 18/19 | X | | | X | |
| Freedom of Information and Environmental Information | 22/23 | | | X | | |
| Digital preservation | Planned for development | | | | | |
| Unacceptable Behaviour | 20/21 | | | | X | |
| Records Management Plan | 22/23 | X | X | X | X | X |
| Records Management Policy | 16/17 | X | | | | |
| Staff Register of Interests | 21/22 | | | | X | |
| Fraud, Bribery and Corruption | 22/23 | | X | | | X |
| Claims Management Policy | 16/17 | X | | X | | |
| Privacy and Cookie Policies | 21/22 | | | | X | |
| Estates | | | | | | |
| Road Transport Fleet User Policy | 23/24 | X | | | X | |
| Road Transport Fleet Managers Policy | 23/24 | X | | | X | |
| Electrical Compliance | 19/20 | | X | | | |
| Business Continuity Plan | 22/23 | X | X | X | X | X |
| Control of Legionella | 18/19 | X | | | | |
| Building Security, CCTV, Access and Key Control | Planned for development* | | | | | |
| Fire Safety | 22/23 | X | X | X | X | X |
| ICT | | | | | | |
| Information Security | 20/21 | X | | | X | |
| Acceptable Use Policy | 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 | | | | |
| Procurement | 18/19* | X | | | X | |
| Best Value | 18/19 | X | | | | |
| Budget and Financial Monitoring | 11/12* | X | | | | |

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|---|-----------|---|---|---|---|---|
| Income Collection and Management | 11/12 | X | | | | |
| VAT | In draft* | | | | | |
| Health & Safety | | | | | | |
| Accident & Near-Miss and Investigation Reporting | 20/21 | X | | | X | |
| Automated External Defibrillator | 22/23 | | | 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) | 22/23 | | | X | | |
| First-Aid | 23/24 | X | | | X | |
| Health and Safety | 22/23 | 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 | 22/23 | | | X | | |
| Whole Body Vibration | 20/21 | X | | | X | |
| Working at Height | 23/24 | X | | | X | |
| Young Persons | 23/24 | X | | | | |
| Manual Handling | 21/22 | | X | | | X |
| PUWER/LOLER | 21/22 | | X | | | X |
| Construction, Design and Management Regulations (CDM) | 22/23 | | | | X | |
| Water Safety | 22/23 | | | | X | |
| Event Management | 22/23 | | | | X | |
| HR | | | | | | |
| Adverse Weather & Disruption | 19/20 | | X | | | |
| Code of Conduct | 22/23 | | | | | 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 | |
| Learning and Development | 22/23 | | | | | X |

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|---|--------|---|---|---|---|---|
| Leave | 19/20 | | X | | | |
| Maternity Procedure | 22/23 | | | | X | |
| My Performance Review | 20/21 | | | X | | |
| Organisational Change Procedure | 22/23 | | | | | 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 | 22/23 | | | | | X |
| Sickness Absence | 19/20 | | X | | | |
| Understanding and Managing Stress | 22/23 | | | | | X |
| Work/Life Balance | 19/20 | | X | | | |
| Menopause | 22/23 | | | | X | |
| Communications | | | | | | |
| Social Media | 18/19* | X | | | X | |
| Sponsorship | 18/19 | X | | | | |
| Visitor Operations | | | | | | |
| Visitor Management Engagement & Enforcement | 20/21 | X | | | X | |
| Safeguarding Policy | 22/23 | | X | | | X |
| Volunteer | 21/22 | | | X | | |
| Business Support | | | | | | |
| Room Booking & Hire | 17/18 | X | | | | |

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review