

Corporate Policy Review Plan 2023/24

Agreed at Audit and Risk Committee 06/06/2023

Agenda Item 8 : Appendix 1

Document	Last Review	23/24	Previous Update	May 2024 Update
Governance				
Data Protection	18/19	X	On track for completion by 31 st March 2024	Complete
Digital preservation	Planned for development		Will be developed once M365 is fully rolled out. Updated Retention information required.	Under Review
Records Management Plan	22/23	X	On track for completion by 31 st March 2024	Complete
Record Management Policy	16/17	X	On track for completion by 31 st March 2024	In conversation with National Records of Scotland
Claims Management Policy	16/17	X	On track for completion by 31 st March 2024	Complete – moved to process
Estates				
Road Transport Fleet User Policy	20/21	X	Complete. Replaces Driving and Vehicle Policy	Complete. Replaces Driving and Vehicle Policy
Road Transport Fleet Managers Policy	20/21	X	Complete. Replaces Driving and Vehicle Policy	Complete. Replaces Driving and Vehicle Policy
Business Continuity Plan	22/23	X	On track for completion by 31 st March 2024	Complete
Control of Legionella	18/19	X	On track for completion by 31 st March 2024	Facilities to lead – staffing resource has prevented progress
Building Security, CCTV, Access and Key Control	Planned for development*			In development – but paused
Fire Safety	22/23	X	On track for completion by 31 st March 2024	Complete
ICT				
Acceptable Use Policy (replacing ICT Policy)	May 2023		Approved in 2023. Will be reviewed in 2024.	Complete

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Information Security	20/21	X	Unsure – was under the impression this was the Information Managers responsibility, with input from IS.	Responsibility update to Information Manager w/ input from IS
Cyber incident response plan	23		Approved and released in August/September 2023. Will be reviewed annually.	Complete
IS Security Policy	May 23		Approved in May 2023. Will be reviewed Annually.	Complete
Finance				
Delegated Authority	18/19	X	On track for completion by 31 st March 2024	Review to completed by September 24
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.	Ongoing post 23/24 Audit will be completed by Dec 24
Procurement	22/23*		On hold as likely to be significantly impacted by the new framework agreement.	Review under way in line with Procurement Audit recommendations
Best Value	18/19	X	On track for completion by 31 st March 2024	Not complete
Budget and Financial Monitoring	22/23*		On track for completion by 31 st March 2024	Ongoing post 23/24 Audit will be completed. Dec 24
Income Collection and Management	22/23*		In progress, but delayed due to year end.	Ongoing post 23/24 Audit will be completed. Dec 24
VAT	In draft*		Expected completion by 30/06/2023 (once Finance system upgraded and VAT return performed on new system)	Not complete

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Health & Safety				
Accident & Near-Miss and Investigation Reporting	20/21	X	On track for completion by 31 st March 2024	Complete
Control of Arm Vibration Syndrome	20/21	X	On track for completion by 31 st March 2024	Complete
Control of Noise at Work	20/21	X	On track for completion by 31 st March 2024	Complete
Control of Substances Hazardous to Health (COSHH)	20/21	X	On track for completion by 31 st March 2024	Complete
Display Screen Equipment (DSE)	20/21	X	Completed in 22/23.	Complete
First-Aid	20/21	X	Complete.	Complete
Health and Safety	22/23	X	On track for completion by 31 st March 2024	Complete
Personal Protective Equipment	20/21	X	On track for completion by 31 st March 2024	Complete
Risk Assessment	20/21	X	Completed in 22/23.	Complete
Whole Body Vibration	20/21	X	On track for completion by 31 st March 2024	Complete
Working at Height	22/23		Review complete. Not yet published	Complete
Young Persons	20/21	X	Complete.	Complete
HR				
Communications				
Social Media	22/23*		On track for completion by 31 st March 2024	Complete
Sponsorship	18/19	X	On track for completion by 31 st March 2024	Complete
Visitor Operations				

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Visitor Management Engagement & Enforcement	20/21	X	On track for completion by 31 st March 2024	Delayed due to focus on Loch Lomond Byelaw Review - To be signed off by July 2024
Business Support				
Room Hire & Booking	22/23*		Expected completion by end July.	Complete

* 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