

Corporate Policy Review Plan 2024/25

Agenda Item 8 : Appendix 2

Document	Last Review	24/25	
Governance			
Digital preservation	Planned for development*	X	Under Review - On track for completion by 31 st March 2025
Records Management Plan	23/24		On track for completion by 31 st March 2025
Record Management Policy	16/17*	X	In conversation with National Records of Scotland - On track for completion by 31 st March 2025
Whistleblowing	19/20		On track for completion by 31 st March 2025
Fraud, Bribery and Corruption	22/23		On track for completion by 31 st March 2025
Estates			
Business Continuity Plan	23/24		On track for completion by 31 st March 2025
Control of Legionella	18/19*	X	Facilities to lead - On track for completion by 31 st March 2025
Building Security, CCTV, Access and Key Control	Planned for development*	X	In development but paused - On track for completion by 31 st March 2025
Fire Safety	23/24		On track for completion by 31 st March 2025
Electrical Compliance	19/20		
ICT			
Information Security	20/21*	X	Responsibility update to Information Manager w/ input from IS -On track for completion by 31 st March 2025
Cyber incident response plan	23/24		On track for completion by 31 st March 2025
IS Security Policy	23/24		On track for completion by 31 st March 2025
Finance			
Delegated Authority	18/19	X	On track for completion by 30 th September 2024
Accounting for Property, Plant and Equipment and Intangible Assets	18/19*	X	On track for completion by 31 st December 2024
Procurement	22/23*	X	Review under way in line with Procurement Audit recommendations.
Best Value	18/19	X	On track for completion by 31 st March 2025
Budget and Financial Monitoring	22/23*	X	On track for completion by 31 st December 2024
Income Collection and Management	22/23*	X	On track for completion by 31 st December 2024

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VAT	In draft*	X	On track for completion by 31 st March 2025
Health & Safety			
Health and Safety	23/24		On track for completion by 31 st March 2025
No Smoking	19/20		On track for completion by 31 st March 2025
Manual Handling	21/22		On track for completion by 31 st March 2025
PUWER/LOLER	21/22		On track for completion by 31 st March 2025
HR			
Adverse Weather	19/20		On track for completion by 31 st March 2025
Equal Opportunities	19/20		On track for completion by 31 st March 2025
Flexitime	19/20		On track for completion by 31 st March 2025
Leave	19/20		On track for completion by 31 st March 2025
Sickness Absence	19/20		On track for completion by 31 st March 2025
Work/Life Balance	19/20		On track for completion by 31 st March 2025
Communications			
Visitor Operations			
Visitor Management Engagement & Enforcement	20/21*	X	On track for completion by 31 st July 2024
Safeguarding Policy	22/23		On track for completion by 31 st March 2025
Business Support			

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

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review