

Corporate Policy Review Plan Five Year Rolling 2024/25



Agenda Item 8 : Appendix 3

5-year Corporate Policy Review Plan (as of May 2024)

Document	Last Review	24/25	25/26	26/27	26/27	27/28
Governance						
Whistleblowing	19/20	X				
Complaints	20/21		X			
Data Protection	18/19			X		
Freedom of Information and Environmental Information	22/23		X			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		
Road Transport Fleet Managers Policy	23/24			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		
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		
Best Value	18/19					X
Budget and Financial Monitoring	11/12*					X
Income Collection and Management	11/12					X
VAT	In draft*					

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Health & Safety						
Accident & Near-Miss and Investigation Reporting	20/21			X		
Automated External Defibrillator	22/23		X			X
Control of Arm Vibration Syndrome	20/21			X		
Control of Noise at Work	20/21			X		
Control of Substances Hazardous to Health (COSHH)	20/21			X		
Display Screen Equipment (DSE)	22/23		X			X
First-Aid	23/24			X		
Health and Safety	22/23	X	X	X	X	X
Infection at Work	21/22		X			X
No Smoking	19/20	X				
Personal Protective Equipment	20/21			X		
Risk Assessment	22/23		X			X
Whole Body Vibration	20/21			X		
Working at Height	23/24			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			
Job Evaluation	21/22			X		
Learning and Development	22/23				X	
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		

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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		
Sponsorship	18/19					X
Visitor Operations						
Visitor Management Engagement & Enforcement	20/21			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