

Corporate Policy Review Plan 2024/25

Agreed at Audit and Risk Committee 04/06/2024

Agenda Item 9 : Appendix 1

Document		
Governance	Previous Update	May 2025 Update
Digital preservation	In Development	In Development – continued to 25/26
Records Management Plan	On track for completion by 31 st March 2025	Complete
Record Management Policy	In conversation with National Records of Scotland	Ongoing – continued to 25/26
Whistleblowing	On track for completion by 31 st March 2025	Complete
Fraud, Bribery and Corruption	On track for completion by 31 st March 2025	Complete
Estates		
Business Continuity Plan	On track for completion by 31 st March 2025	Complete
Control of Legionella	Facilities to lead - On track for completion by 31 st March 2025	Complete
Building Security, CCTV, Access and Key Control	In development but paused - On track for completion by 31 st March 2025	Ongoing- continued to 25/26
Fire Safety	On track for completion by 31 st March 2025	Complete
Electrical Compliance	On track for completion by 31 st March 2025	Complete
ICT		
Information Security	Responsibility update to Information Manager w/ input from IS -On track for completion by 31 st March 2025	Complete
Cyber incident response plan	On track for completion by 31 st March 2025	Complete

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IS Security Policy	On track for completion by 31 st March 2025	Complete
Finance		
Delegated Authority	On track for completion by 30 th September 2024	Complete – as part of revised approach to Finance policy following review
Accounting for Property, Plant and Equipment and Intangible Assets	On track for completion by 31 st December 2024	Complete – as part of revised approach to Finance policy following review
Procurement	Review under way in line with Procurement Audit recommendations.	Ongoing – continued to 25/26
Best Value	On track for completion by 31 st March 2025	Complete – as part of revised approach to Finance policy following review
Budget and Financial Monitoring	On track for completion by 31 st December 2024	Complete – as part of revised approach to Finance policy following review
Income Collection and Management	On track for completion by 31 st December 2024	Complete – as part of revised approach to Finance policy following review
VAT	On track for completion by 31 st March 2025	Complete – as part of revised approach to Finance policy following review
Health & Safety		
Health and Safety	On track for completion by 31 st March 2025	Complete
No Smoking	On track for completion by 31 st March 2025	Complete
Manual Handling	On track for completion by 31 st March 2025	Complete
PUWER/LOLER	On track for completion by 31 st March 2025	Complete
HR		
Adverse Weather	On track for completion by 31 st March 2025	Complete

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Equal Opportunities	On track for completion by 31 st March 2025	Complete
Flexitime	On track for completion by 31 st March 2025	Complete
Leave	On track for completion by 31 st March 2025	Complete
Sickness Absence	Delayed - capacity	Ongoing – continued to 25/26
Work/Life Balance	On track for completion by 31 st March 2025	Complete
Communications		
Visitor Operations		
Visitor Management Engagement & Enforcement	On track for completion by 31 st July 2025	Complete
Safeguarding Policy	On track for completion by 31 st March 2025	Ongoing – continued to 25/26
Business Support		

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review