

Corporate Policy Review Plan 2025/26

Agenda Item 9: Appendix 2

Document	Last Review	25/26	
Governance			
Digital Preservation	n/a		Continued from 24/25
Record Management Policy	24/25		Continued from 24/25
Complaints	20/21	X	On track for completion by 31 st March 2026
Records Management Plan	24/25	X	On track for completion by 31 st March 2026
Freedom of Information and Environmental Information	22/23	X	On track for completion by 31 st March 2026
Estates			
Business Continuity Plan	24/25	X	On track for completion by 31 st March 2026
Fire Safety	24/25	X	On track for completion by 31 st March 2026
Building Security, CCTV, Access and Key Control	n/a		Continued from 2024/25
ICT			
Cyber incident response plan	24/25	X	On track for completion by 31 st March 2026
IS Security Policy	24/25	X	On track for completion by 31 st March 2026
Finance			
Procurement	22/23	X	Continued from 24/25. Review under way in line with Procurement Audit recommendations.
Health & Safety			
Health and Safety	24/25	X	On track for completion by 31 st March 2026
Automated External Defibrillator	22/23	X	On track for completion by 31 st March 2026
Display Screen Equipment (DSE)	22/23	X	On track for completion by 31 st March 2026
Infection at Work	21/22	X	On track for completion by 31 st March 2026
Risk Assessment	22/23	X	On track for completion by 31 st March 2026
HR			
Disciplinary Policy and Procedure	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes
Dignity at Work	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes

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Grievance	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes
My Performance Review	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes
Performance Improvement	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes
Recruitment and Selection	20/21	X	On track for completion by 31 st March 2026 – external recruitment for fixed term position to undertake full review of HR Policies and Processes
Sickness / Absence	24/25		Continued from 24/25
Communications			
Visitor Operations			
Volunteer	21/22	X	On track for completion by 31 st March 2026
Safeguarding Policy	24/25		Continued from 24/25
Business Support			

Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review