

# Corporate Policy Review Plan Five Year Rolling 2025/26



## Agenda Item 9: Appendix 3

### 5-year Corporate Policy Review Plan (as of May 2025)

Document	Last Review	25/26	26/27	27/28	28/29	29/30
<b>Governance</b>						
Whistleblowing	24/25					X
Complaints	20/21	X				
Data Protection	18/19		X			X
Freedom of Information and Environmental Information	22/23	X			X	
Digital preservation	In Development					
Unacceptable Behaviour	20/21		X			
Records Management Plan	22/23	X	X	X	X	X
Records Management Policy	23/24				X	
Staff Register of Interests	21/22		X			
Fraud, Bribery and Corruption	24/25			X		
Claims Management Policy	23/24		x			x
Privacy and Cookie Policies	21/22		X			
<b>Estates</b>						
Road Transport Fleet User Policy	23/24		X			X
Road Transport Fleet Managers Policy	23/24		X			X
Electrical Compliance	24/25					X
Business Continuity Plan	22/23	X	X	X	X	X
Control of Legionella	23/24				X	
Building Security, CCTV, Access and Key Control	Planned for development*					
Fire Safety	24/25	X	X	X	X	X
<b>ICT</b>						
Information Security	20/21		X			X
IS Security Policy	24/25	X	X	X	X	X
Cyber incident response plan	24/25	X	X	X	X	X
<b>Finance</b>						
Overarching Finance Policy Suite	24/25					x
Procurement	18/19*		X			
<b>Health &amp; Safety</b>						
Accident & Near-Miss and Investigation Reporting	20/21		X			X
Automated External Defibrillator	22/23	X			X	

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Control of Arm Vibration Syndrome	20/21		X			X
Control of Noise at Work	20/21		X			X
Control of Substances Hazardous to Health (COSHH)	20/21		X			X
Display Screen Equipment (DSE)	22/23	X			X	
First-Aid	23/24		X			X
Health and Safety	24/25	X	X	X	X	X
Infection at Work	21/22	X			X	
No Smoking	24/25					X
Personal Protective Equipment	20/21		X			X
Risk Assessment	22/23	X			X	
Whole Body Vibration	20/21		X			X
Working at Height	23/24		X			X
Young Persons	23/24				X	
Manual Handling	24/25			X		
PUWER/LOLER	24/25			X		
Construction, Design and Management Regulations (CDM)	22/23		X			X
Water Safety	22/23		X			X
Event Management	22/23		X			X
<b>HR</b>						
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			
<b>Communications</b>						
Social Media	23/24		X			X
Sponsorship	18/19				X	
<b>Visitor Operations</b>						
Visitor Management Engagement & Enforcement	20/21		X			X
Safeguarding Policy	22/23			X		
Volunteer	21/22	X				
<b>Business Support</b>						
Room Booking & Hire	17/18				X	

### Risk ratings:

High risk – 1 year review

Medium risk – 3 year review

Low risk – 5 year review