

## Appendix 1:

Document / Policy Title	Responsible	Last Updated	Due for Renewal	
Whistleblowing Policy	Human Resources	Mar-21	Mar-24	
Capability Procedure	Human Resources	Nov-22		No review date is identified in this document.
Employee Code of Conduct	Human Resources	Feb-20	Feb-23	
Harassment and Bullying Policy (Protection from)	Human Resources	Apr-18	Apr-21	Review of this document has commenced, with consultation underway with key stakeholders; anticipated to be finalised in early 2023.
Recruitment Policy	Human Resources	Apr-19	Mar-23	
Expenses	Human Resources	Mar-20	Mar-23	
Register of Personal Interests	Human Resources	Feb-23	Feb-25	
Additional Employment	Human Resources	Sep-21	Sep-24	
DBS Policy	Human Resources	Jan-20		No review date is identified in this document. However, no changes have been made to the Council's DBS arrangements, so the document remains fit for purpose.
Pay Policy	Human Resources	Mar-22	Mar-23	
Councillor Code of Conduct	Legal	Aug-22		Set out in section four of the Council's Constitution.
Data Protection Policy	Corporate Information Unit	Oct-22	Oct-24	
Electronic Communications Policy	IT	Jul-21	Jul-22	Overdue review from July 2022. However, substantively fit for purpose, scheduled to be updated as necessary in January 2023.
Information Security Policy	IT	Jul-21	Jul-22	
Protective Marking Policy	Corporate Information Unit	Jul-21	Jul-23	
Financial Regulations	Finance	May-16	May-17	Overdue review from May 2017. All finance policies are currently being reviewed; revised documentation scheduled to be finalised in early 2023.
Medium Term Financial Strategy	Finance		Feb-23	Reviewed annually, as part of budget setting process; scheduled to go to Full Council in February 2023.
Income and Charging	Finance	Aug-15	Aug-18	
Capital investment	Finance			Replaced by Capital and Investment Strategy; scheduled to go to Full Council in February 2023.
Accountable Body	Finance	Aug-15	Aug-18	Overdue review from August 2018. All finance policies are currently being reviewed; revised documentation scheduled to be finalised in early 2023.
Grants	Finance	Aug-15	Aug-18	
Loans	Finance	Aug-15	Aug-18	

VAT	Finance	Sep-22	Sep-23	
Anti-Money Laundering Policy	Audit	Mar-20	Mar-23	
Corporate Tax Evasion Policy	Audit	Nov-20	Aug-23	
Anti-Fraud Bribery and Corruption Policy	Audit	Jul-21	Jul-24	
Risk Management Framework	Organisational Intelligence	Feb-22	Feb-23	
Performance Management Framework	Organisational Intelligence	Oct-21	Oct-23	
Complaints	Business Centre	May-22	Oct-23	
Community Engagement	Communications	NEW		New document, scheduled to be finalised by May 2023.