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| **Meeting & Date** | 25th October 2021 |
| **Agenda Item & Title** | Item 10 - Policy Review Schedule |
| **Report Author** | Chief Officer |

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| **Background** |
| All of VAMT’s policies were developed or reviewed as VAMT prepared for the PQASSO Quality Mark assessment. PQASSO (now called Trusted Charity) was achieved in May 2018 and will need to be reassessed by May 2021. All policies must be marked with the date approved by the Board and a review date. Since then additional policies eg Data Protection has also been developed. |
| **Issues for the Boards Attention** |
| A situation report was first presented to the Board in September 2019. Priorities were agreed and some reviews have been completed. The policies have been given RAG status and an updated report is detailed below in the table.

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| **Policy** | **Renewal Date** | **Status**  | **Responsibility** |
| Employee Handbook  | n/a | Supported by Peninsula. Review completed and published in January 2020 | Chief Officer |
| Statements of Main Terms and Conditions | n/a | Supported by Peninsula. Review completed and published in January 2020 | Chief Officer |
| Deductions from Pay Agreement | n/a | Supported by Peninsula. Implemented from January 2020. Form required to be signed by new starters. | Chief Officer |
| Health and Safety | n/a | Supported by Peninsula (review due) awaiting an online meeting  | Administration and Finance Manager |
| Covid Workplace Risk Assessment  | Phase 4 to be implemented when restrictions ease | Phase 3 in place | Administration and Finance Manager |
| Adverts Policy | Sept 2022 | Current | Chief Officer |
| Anti-fraud Policy | n/a | Now incorporated into Employee Handbook | Chief Officer |
| Budgetary and Financial Procedures | Overdue | Awaiting comments from new Auditor | Administration and Finance Manager and Treasurer |
| Business Continuity Plan | March 2023 | Current | Chief Officer |
| Code of Conduct for staff and trustees | Sept 2022 | Current | Chief Officer |
| Comments and Complaints Procedure | Sept 2022 | Current | Chief Officer |
| Communication Plan | Overdue | Needs review | Chief Officer |
| Confidentiality Policy | April 2019 | Needs review (GDPR) | Chief Officer |
| Conflict of Interest Policy | April 2019 | Needs review (GDPR) | Chief Officer |
| [Data Protection Policy](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Data-Protection-Policy-July-2018.docx)[Document Retention Policy](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Document-Retention-Policy-July-2018.docx) [Employee Privacy Notice](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Employee-Privacy-Notice-July-2018-1.docx)[Form for Making a Subject Access Request](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Form-for-Making-a-Subject-Access-Request-July-2018.docx)[Privacy Notice (Generic)](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Privacy-Notice-Generic-July-2018.docx) [Privacy Notice (Job Applicants)](http://www.vamtintranet.org.uk/wp-content/uploads/2018/05/VAMT-Privacy-Notice-Job-Applicants-July-2018.docx)  | July 2021 | Needs review | Chief Officer |
| Emergency Protocol | Jan 2024 | Current | Chief Officer |
| Employer Supported Volunteering Policy | May 2022 | Current | Chief Officer |
| Environmental Sustainability Policy | Overdue | Needs review | Chief Officer |
| Gifts and Hospitality Anti Bribery Policy | Sept 2022 | Current | Chief Officer |
| Part time Staff and Public Holidays | Sept 2022 | Current | Chief Officer |
| Quotations and Tendering Policy | Sept 2022 | Current | Chief Officer |
| Recruitment Policy | Sept 2022 | Current | Chief Officer |
| Redundancy Policy and Procedure | Sept 2022 | Current | Chief Officer |
| Reserves Policy Statement | Sept 2022 | Current | Chief Officer |
| Safeguarding  | Jan 2021 | Current. Marked for annual review | Chief Officer |
| Supervision and Appraisals* Supervision
* Appraisals
 | June 2023Overdue | CurrentAgreed that Appraisal Policy be picked up by Chief Officer is in place  | Chief OfficerChief Officer |
| Training and Development Policy and Procedure | Overdue | Needs review | Chief Officer |
| Transparency and Accountability Policy | Overdue | Needs review | Chief Officer |
| Volunteering Policy | Sept 2022 | Current | Chief Officer |
| Welsh Language Policy | Overdue | Promotion Plan completed in 2018 when expectation was that VAMT will be required to meet Welsh Language Standards.  | Chief Officer |
| Working from Home (Home Working Policy) | New Policy Required | Draft being developed | Chief Officer |

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| **Risks (financial or otherwise)** |
| GovernanceNon-complianceProcedural failureFinancial controlLegislative |
| **Documents Attached to Report** |
| None |
| **Related Documents** |
| All available to staff and trustees on the VAMT Intranet |
| **Recommendations** |
| That the Board;* Set the priorities for review
* Set deadlines
* Agree mechanisms e.g. working group?, trustee involvement?, staff involvement?
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