

## ALCC policies

Below is a table showing a list of our current policies and those listed as possible ones to consider, taken from Theme B of the Finance and Governance Toolkit.

| <b>Current Policy</b>                | <b>Review Date</b> | <b>Policies to Consider</b>                  |
|--------------------------------------|--------------------|----------------------------------------------|
| Standing Orders                      | May 2026           | <b>Adoption &amp; Paternity</b>              |
| Financial Regulations                | October 2025*      | <b>Alcohol, Drugs &amp; Substance Misuse</b> |
| Code of Conduct                      | May 2027           | <b>Annual Leave</b>                          |
| Publication Scheme                   | May 2026           | <b>Bullying &amp; Harassment</b>             |
| Training Plan                        | May 2026           | <b>Capability Policy</b>                     |
| Annual Report                        | October 2025       | <b>Code of Conduct for Employees</b>         |
| Biodiversity Plan                    | July 2027          | <b>Dignity at Work</b>                       |
| Well-being Report                    | July 2027          | <b>Maternity Leave</b>                       |
| Public Questions Policy              | Sept 2026          | <b>Member/Officer Relations Protocol</b>     |
| Investment Policy                    | Sept 2026          | <b>Recruitment Procedure</b>                 |
| Eye Test Policy                      | Nov 2027           | <b>Shared Parental Leave</b>                 |
| Information & Data Protection Policy | Sept 2026          | <b>Attendance Management</b>                 |
| Disciplinary & Grievance Policy      | ASAP (HR)*         | <b>Stress Management</b>                     |
| Staff Equality & Diversity Policy    | Sept 2026          |                                              |
| Social Media Policy                  | Sept 2026          |                                              |

| Current Policy                       | Review Date                                           | Policies to Consider |
|--------------------------------------|-------------------------------------------------------|----------------------|
| Document Retention & Disposal Policy | Sept 2026                                             |                      |
| Vexatious Complaints Policy          | ASAP (Combine Vexatious and Complaints into 1 policy) |                      |
| Councillor Surgeries                 | Dec 2025                                              |                      |
| Risk Management                      | Oct 2025                                              |                      |
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\*Financial Regs – to be reviewed at the next Finance committee meeting on 14 Nov

\* Disciplinary and Grievance - to be reviewed by the HR Committee on 29 Nov