

What	Where is it?	REVISIONS			
		Date drafted	Version	Date	
				circulated to LCC	Date Approved
POLICIES AND PROCEDURES					
General Policies					
Phase 1 General policies in place					
Complaints Policy		17-Jun-21	1	18-Jun-21	22-Jun-21
Conflicting Interests		10-Jun-21	1	18-Jun-21	22-Jun-21
Document Retention Policy		Phase 1 still to do			
GDPR - Employee Privacy Notice		10-Jun-21	1	18-Jun-21	22-Jun-21
GDPR - General Policy		Phase 1 still to do			
GDPR - Mailing Privacy Notice		17-Jun-21	1	18-Jun-21	22-Jun-21
Health and Safety		10-Jun-21	1	18-Jun-21	22-Jun-21
Risk Management		10-Jun-21	1	18-Jun-21	22-Jun-21
Phase 2 General Policies in place					
Volunteer Policy		Phase 2			
Social Media Policy		Phase 2			
Postal Process Procedures		Phase 3			
Media Crisis Management policy		Phase 3			
Public Relations Media policy		Phase 3			
IT Policy		Phase 2			
Safeguarding Policy		10-Jun-21	2	18-Jun-21	22-Jun-21
Employment Policies					
Phase 1 Employment policies in place					
Contract of Employment Template		10-Jun-21	3	18-Jun-21	22-Jun-21
Disciplinary and Code of Conduct		10-Jun-21	1	18-Jun-21	22-Jun-21
Equal Opportunities, Discrimination, Bullying and Harrassment Policy		17-Jun-21	1	18-Jun-21	22-Jun-21
Grievance		10-Jun-21	1	18-Jun-21	22-Jun-21
Learning and Development incl performance management		10-Jun-21	1	18-Jun-21	22-Jun-21
Recruitment Policies and Procedures incl of ex-offenders		10-Jun-21	1	18-Jun-21	22-Jun-21
Whistle Blowing		10-Jun-21	1	18-Jun-21	22-Jun-21
Working from Home and Flexible Working		17-Jun-21	1	18-Jun-21	22-Jun-21
Confidentiality	Contract para 21	N/A			
Smoking, Alcohol and Drugs Policy	Disciplinary - para 6.2	N/A			
Holidays, Holiday Pay and TOIL	Contract - para 14	N/A			
Lone Working	H&S Policy	N/A			
Pensions	Contract - para 17	N/A			
Absence and Sickness (incl. Sick Pay)	Contract - paras 15&16	N/A			
FORMS					
Car insurance declaration form		10-Jun-21	1	18-Jun-21	22-Jun-21
Expenses form		18-Jun-21	2	18-Jun-21	22-Jun-21
Phase 2 Employment policies in place					
Redundancy/Termination of Contract Policy		Phase 2			

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Family Friendly Policy (DBF)		Phase 2			
Pay Policy including Living Wage policy		Phase 2			
Retirement		Phase 2			
Professional Standards		Phase 3			
Study Leave (Sabbatical) Policy		Phase 3			
Finance policies					
Phase 1 Finance policies in place					
Fraud and Tax-evasion prevention / Anti-corruption and bribery		02-Mar-21	1	02-Mar-21	02-Mar-21
Expenses Policy		10-Jun-21	1	18-Jun-21	22-Jun-21
Grant making policy		17-Jun-21	3	18-Jun-21	22-Jun-21
Financial and Purchase Order Process Guidelines and Scheme of Delegation		21-Jul-21			
Phase 2 Finance policies in place					
Reserves		Phase 2			
Gifts and Retiring Gifts		Phase 3			
investment		Phase 3			
INSURANCE		DATE IN PLACE			
Employers Liability	CaSE Charity Combined CC1-5A				10-Jun-21
Public Liability					10-Jun-21
Products Liability					
Property Insurance					10-Jun-21
Volunteer accident and public liability (group personal accident)					10-Jun-21
Trustees Indemnity	Axa Management Liability				10-Jun-21