

Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Communications Policies	Advertising Policy	Steve Welsby (communications@lincoln.gov.uk)	30/06/2023	-63 Days	Review commenced, to be completed by end of September 2023. Review date amended.
Corporate Food, Health and Safety Policies	Tree of Responsibility	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/07/2023	-62 Days	Review ongoing due to go to JCC and Exec end of September 2023. This is an appendix to Health and Safety Policy.
Corporate Policy Guidance	Equality Objectives Action Plan	Graham Rose (graham.rose@lincoln.gov.uk)	03/07/2023	-60 Days	Action plan being developed. Review date pushed back to January 2024.
Corporate Policy Guidance	Current top languages & alternative formats - Word	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/08/2023	-31 Days	Review date amended to end of December 2023
Corporate Policy Guidance	Current top languages & alternative formats - PDF	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/08/2023	-31 Days	Review date amended to end of December 2023
Corporate Policy Guidance	A Guide to Undertaking Equality Analysis	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality Analysis Toolkit	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality & Diversity - Tree of Responsibility	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Guidance	Equality Monitoring Form	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Corporate Policy Policies	Equality, Diversity and Human Rights Policy	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2023	0 Days	Initial review completed with no changes. Extensive review to take place in March 2024.
Customer Services Guidance	Corporate customer care standards	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/08/2023	-2 Days	Review date amended to April 2024
Customer Services Policies	Conflict of Interests Policy (Welfare officers)	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Policies	Treating customers fairly policy	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Policies	Confidentiality Policy (Welfare Team)	Jo Crookes (jo.crookes@lincoln.gov.uk)	30/04/2023	-124 Days	Review date amended to April 2024
Customer Services Strategies	Customer Experience Strategy	Jo Crookes (jo.crookes@lincoln.gov.uk)	03/04/2023	-151 Days	Review date amended to April 2024
Finance Policies	Counter Fraud Policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	03/07/2023	-60 Days	Review date amended to January 2024 as agreed by Jaclyn Gibson
Finance Strategies	Medium Term Financial Strategy 2022-2027	Laura Shipley (laura.shipley@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Finance Strategies	Treasury Management Strategy	Laura Shipley (laura.shipley@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Finance Strategies	Risk Management Strategy	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	03/04/2023	-151 Days	Updated to the latest version
Housing Policies	Rent Arrears Recovery Policy	Keeley Johnson (keeley.johnson@lincoln.gov.uk)	03/10/2022	-333 Days	Policy preparation is complete and awaiting formal approval/adoption. Review date has been amended to January 2024 to account for approval/adoption process
Housing Strategies	Homelessness Strategy	Alison Timmins (alison.timmins@lincoln.gov.uk)	30/04/2023	-124 Days	First draft done as confirmed by Alison. Document needs to go through approval so requested to amend review date to end of December 2023
Housing Strategies	Rough Sleeping Strategy	Alison Timmins (alison.timmins@lincoln.gov.uk)	30/04/2023	-124 Days	First draft done as confirmed by Alison. Document needs to go through approval so requested to amend review date to end of December 2023
Housing Strategies	Tenancy Strategy	Paula Burton (paula.burton@lincoln.gov.uk)	03/10/2022	-333 Days	A Central Lincolnshire Tenancy Strategy is in place, and works are in progress to develop a Tenancy Strategy specific to City of Lincoln. A Tenancy Policy is also being developed.
Human Resources Policies	Trade Union Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review in progress involving trade unions
Human Resources Policies	Substance Misuse Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Sickness Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Retirement Gift Procedure	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Recruitment Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Probation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	31/03/2023	-154 Days	Policy review in progress - updated version to be uploaded to Netconsent when review completed
Human Resources Policies	Death in Service Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/08/2023	-31 Days	Latest version already on Netconsent
Human Resources Policies	Job Evaluation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Flexible Retirement Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Latest version already on Netconsent
Human Resources Policies	Management of Change	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review ongoing - awaiting presentation to JCC in due course
Human Resources Policies	Disturbance Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Policy review ongoing - linked to Management of Change Policy
Human Resources Policies	Flexible Working Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Legislative changes awaited, therefore Policy to review deadline to be extended to June 2024
Human Resources Policies	Homeworking Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Linked to Corporate Health and Safety Policy - the status of this document will be changed to 'guidance'
Human Resources Policies	Stress Policy	Ali Thacker (humanresources@lincoln.gov.uk)	30/08/2023	-2 Days	Linked to Corporate Health and Safety Policy - the status of this document will be changed to 'guidance'
Human Resources Strategies	People Strategy	Claire Burroughs (HumanResources@lincoln.gov.uk)	31/03/2023	-154 Days	Policy review in progress - updated version to be uploaded to Netconsent when review complete
Procurement Guidance	Appendix 2 - Procedures for Financial Matters	Laura Shipley (laura.shipley@lincoln.gov.uk)	01/09/2023	0 Days	Latest version already on Netconsent
Revenues and Benefits Policies	West Lindsey Discretionary Rate Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2023	-62 Days	Review is ongoing; policy review and approval is led by West Lindsey DC.
Accessibility Guidance	Accessibility video	John D'arcy (john.d'arcy@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Building Control Policies	Building Control General Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Dangerous Structure and Demolition Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Enforcement Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Plans assessment and advisory service policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Building Control Policies	Site Inspection Policy	Marcus Tasker (Marcus.Tasker@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Business Development Guidance	IQ PostMe Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
CCTV Policies	Code of Practice	Jonathan Hammond (jonathan.hammond@lincoln.gov.uk)	01/10/2025	760 Days	Latest version already on Netconsent
Communications Policies	Yammer Policy	Lara Trickett (communications@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Communications Policies	Social Media Policy	Steve Welsby (communications@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Corporate Food, Health and Safety Policies	Health, Safety and Welfare Policy	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent

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Corporate Food, Health and Safety Policies	Corporate H&S Policy 2019-2023	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Corporate Food, Health and Safety Policies	Food Sampling Policy	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/03/2027	1276 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Unacceptable Behaviour Procedures for Managers	Holly Arrowsmith (holly.arrowsmith@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	City Hall Evacuation Procedure and Plan	Martin Kerrigan (martin.kerrigan@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	City Hall Evacuation Procedure and Plans Appendix	Martin Kerrigan (martin.kerrigan@lincoln.gov.uk)	30/04/2024	241 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Homeworking Electrical User Check	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Management of Homeworking	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/04/2026	942 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Asbestos Management Plan	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Unacceptable Behaviour Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/09/2024	365 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Control of Contractors Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2024	426 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Legionella Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Corporate Health & Safety Procedures	Risk Assessment Procedures	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/11/2026	1156 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Homeworking Health and Safety Guidance	Paul Rohowsky (paul.rohowsky@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Reliance Responsibilities - Users	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Reliance responsibilities - Managers	Rebecca Hankinson (rebecca.hankinson@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Corporate Health and Safety Guidance	Root to Fruit employee leaflet	Sara Boothright (sara.boothright@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Corporate Policy Guidance	Equality & Diversity Journal	Graham Rose (graham.rose@lincoln.gov.uk)	31/10/2023	59 Days	Latest version already on Netconsent
Corporate Policy Guidance	Corporate Governance Framework (Code)	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 1 - Project Scope	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Project Initiation document (PID)	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support8-Sustainability in Project Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 2 - Project Brief	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 3 - Financials	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 4 - Project Plan - Work Breakdown	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 4a - Gantt Chart Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 5 - Change Register	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 5a - Change Request Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 2 - Outline for a Feasibility Study	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 3 - Procurement & Contract Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 4 - Procurement & Contract Flow Chart	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 6 - Lessons Learned Log	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 8 - Risk Register	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 9 - Responsibility Matrix	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 9 - Corporate Social Responsibility	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 10 - Communication Plan Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 11 - Useful Tools and Techniques	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 13 - Closure Activities	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 14 - Post Implementation Review	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 1 - Process Flow Diagram	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 10 - Resource Map	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 11 - Stakeholder Mapping	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 12 - Progress Report	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Appendix 7 - Equality & Human Rights Analysis	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 12 - Commissioning Template	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	Project Risk Management	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Mega Project Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 5 - Partnership Guidance	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 6 - Roles and Responsibilities	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Support 7 - Construction Regulations 2015	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	LPMM Guide Post New PID Changes	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Guidance	Local Performance Management Framework	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	Corporate Data Quality Policy/Guidelines	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	Compliance with Public Sector Equality Duty	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Corporate Policy Guidance	PIMS Guide and Troubleshooting	Scott Lea (scott.lea@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Corporate Policy Policies	Protection from Source of Crime and Disorder	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Remote Technical Standards Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent

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Corporate Policy Policies	Social Responsibility in Gambling Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Children and Vulnerable Persons Protection Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Fair and Open Gambling Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Implementation Procedures Policy	Graham Rose (graham.rose@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Corporate Policy Policies	Anti-Money Laundering Risk Assessment for Lottery	Graham Rose (graham.rose@lincoln.gov.uk)	31/03/2024	211 Days	Latest version already on Netconsent
Corporate Policy Policies	COLC Fairtrade Policy	Graham Rose (graham.rose@lincoln.gov.uk)	03/06/2024	275 Days	Latest version already on Netconsent
Corporate Policy Policies	Gatherwell Data Protection Policy	Graham Rose (graham.rose@lincoln.gov.uk)	03/07/2024	305 Days	Latest version already on Netconsent
Corporate Policy Strategies	Corporate Consultation Strategy	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/09/2025	730 Days	Latest version already on Netconsent
Corporate Policy Strategies	Vision 2025 Strategic Plan	Michelle Hoyles (michelle.hoyles@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Customer Services Guidance	Telephone Interpreting Service	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Customer Services Guidance	Corporate Complaints Guidance	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/09/2024	365 Days	Latest version already on Netconsent
Customer Services Policies	Financial crime prevention policy (welfare team)	Jo Crookes (jo.crookes@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Environmental Health Policies	Air Quality Action Plan	Ian Wicks (ian.wicks@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Environmental Health Strategies	Contaminated Land Inspection Strategy	Jonathan English (jonathan.english@lincoln.gov.uk)	01/03/2027	1276 Days	Latest version already on Netconsent
Environmental Policies	Environmental Policy	Kate Bell (kate.bell@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Environmental Strategies	Decarbonisation Strategy and Action Plan	Kate Bell (kate.bell@lincoln.gov.uk)	01/03/2030	2372 Days	Latest version already on Netconsent
Finance Guidance	Budget Holder Manual	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Capital Expenditure Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Manual Receipting Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Debtor Account Insertion Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Invoice Authorisation Guidance	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Guidance	Value for Money Statement	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Finance Policies	National Fraud Initiative	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	02/12/2024	457 Days	Latest version already on Netconsent
Finance Policies	Anti-Money Laundering	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	03/02/2025	520 Days	Latest version already on Netconsent
Finance Policies	Procurement Card Policy	Carol West (Carol.West@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Finance Policies	Corporate Fees and Charges Policy	Laura Shipley (laura.shipley@lincoln.gov.uk)	30/03/2024	210 Days	Latest version already on Netconsent
Finance Policies	Financial Procedure Rules	Jaclyn Gibson (jaclyn.gibson@lincoln.gov.uk)	01/03/2026	911 Days	Latest version already on Netconsent
Finance Policies	Anti bribery policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Housing Guidance	Trusted Landlord Scheme	Hannah Cann (hannah.cann@lincoln.gov.uk)	21/09/2025	750 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix A	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix B	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix C	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Policies	Allocations Policy - Appendix D	Dan Sharp (dan.sharp@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Housing Strategies	Tenant Involvement Strategy	Donna Lyons (donna.lyons@lincoln.gov.uk)	30/09/2024	394 Days	Latest version already on Netconsent
Housing Strategies	Housing Strategy	Paula Burton (paula.burton@lincoln.gov.uk)	01/02/2025	518 Days	Latest version already on Netconsent
Human Resources Guidance	Employee Privacy Notice	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Guidance	Safeguarding - Professional Curiosity	Joanne Smith (joanne.smith@lincoln.gov.uk)	30/04/2024	241 Days	Latest version already on Netconsent
Human Resources Guidance	Menopause Awareness	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Human Resources Policies	Dignity at Work Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Code of Conduct	Ali Thacker (humanresources@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Human Resources Policies	Acting Up Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Human Resources Policies	Transgender Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Secondment policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/10/2024	395 Days	Latest version already on Netconsent
Human Resources Policies	Whistleblowing Policy	Amanda Stanislawski (amanda.stanislawski@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Human Resources Policies	Training Policy	Claire Burroughs (HumanResources@lincoln.gov.uk)	01/07/2024	303 Days	Latest version already on Netconsent
Human Resources Policies	Smoking Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Policies	Volunteer and Work Experience Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Human Resources Policies	Severe Weather Disruption Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/02/2024	152 Days	Latest version already on Netconsent
Human Resources Policies	Maternity/Paternity/Adoption Leave Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Human Resources Policies	Relocation Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Human Resources Policies	Miscarriage and Stillbirth Policy	Ali Thacker (humanresources@lincoln.gov.uk)	28/02/2025	545 Days	Latest version already on Netconsent
Human Resources Policies	Gift and Hospitality Corporate Guidance	Ali Thacker (humanresources@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent
Human Resources Policies	Redundancy Compensation Payments Scheme	Ali Thacker (humanresources@lincoln.gov.uk)	04/01/2024	124 Days	Latest version already on Netconsent
Human Resources Policies	Pensions Policy Statement	Ali Thacker (humanresources@lincoln.gov.uk)	04/01/2024	124 Days	Latest version already on Netconsent
Human Resources Policies	Mutually Agreed Resignation Scheme (MARS)	Ali Thacker (humanresources@lincoln.gov.uk)	31/03/2024	211 Days	Latest version already on Netconsent
Human Resources Policies	Grievance Procedure	Ali Thacker (humanresources@lincoln.gov.uk)	01/05/2024	242 Days	Latest version already on Netconsent
Human Resources Policies	Travel Policy	Ali Thacker (humanresources@lincoln.gov.uk)	31/07/2024	333 Days	Latest version already on Netconsent
Human Resources Policies	Long Service Award and Retirement Gift Policy	Ali Thacker (humanresources@lincoln.gov.uk)	28/02/2025	545 Days	Latest version already on Netconsent

Document Type	Document Name	Author	Review Date	Due (As of 1st September 2023)	Additional Comments
Human Resources Policies	Disciplinary Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/12/2025	821 Days	Latest version already on Netconsent
Human Resources Policies	Leave Entitlement Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/04/2026	942 Days	Latest version already on Netconsent
Human Resources Policies	Performance Management Policy	Ali Thacker (humanresources@lincoln.gov.uk)	01/07/2026	1033 Days	Latest version already on Netconsent
Human Resources Procedures	Management of Change Business Case Template	Ali Thacker (humanresources@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
ICT Policies	Elected Members ICT Usage Agreement	Cheryl Evans (cheryl.evans@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
ICT Policies	IT Security Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	Access Control Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	Development and Acquisition Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	ICT User Security Standard	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
ICT Policies	IT Security Policy	Matt Smith (matt.smith@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Data Protection and requests- Summary sheet	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Redaction Procedures	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Information Asset Owner Handbook	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Guidance for REMOVAL of personal data	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Guidance	Retention & Disposal Guidelines	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Information Sharing Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Quality Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Protection Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Special Category and Criminal Offence Data Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Information Governance Policy	Sally Brooks (dpo@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Legal Responsibilities Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Data Protection Breach Management Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Information Governance and Data Protection Policies	Records Management Policy	Sally Brooks (dpo@lincoln.gov.uk)	01/03/2025	546 Days	Latest version already on Netconsent
Legal and Freedom of Information Guidance	Freedom of Information Summary Sheet	Becky Scott (becky.scott@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Legal and Freedom of Information Policies	RIPA Policy	Becky Scott (becky.scott@lincoln.gov.uk)	03/06/2024	275 Days	Latest version already on Netconsent
Legal and Freedom of Information Policies	Freedom of Information & EIR Policy	Becky Scott (becky.scott@lincoln.gov.uk)	03/01/2025	489 Days	Latest version already on Netconsent
Licensing Guidance	Guidance on the keeping of venomous snakes and lizards	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of practice for welfare of dogs	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of Practice for the welfare of cats	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Guidance	Code of Practice to the Welfare of Horses	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Licensing Policies	Animal Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
Licensing Policies	Statement of Licensing Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/10/2024	395 Days	Latest version already on Netconsent
Licensing Policies	Sex Establishment Policy	Ian Cullen (licensing@lincoln.gov.uk)	02/06/2025	639 Days	Latest version already on Netconsent
Licensing Policies	Hackney Carriage & Private Hire Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
Licensing Policies	Gambling Policy	Ian Cullen (licensing@lincoln.gov.uk)	01/01/2025	487 Days	Latest version already on Netconsent
Major Developments Strategies	Town Investment Plan	Gill Wilson (gill.wilson@lincoln.gov.uk)	01/10/2025	760 Days	Latest version already on Netconsent
Major Developments Strategies	Growth Strategy 2014-2034	Kate Ellis (kate.ellis@lincoln.gov.uk)	01/04/2024	212 Days	Latest version already on Netconsent
Planning Strategies	Central Lincolnshire Local Plan	Toby Forbes-Turner (toby.forbes-turner@lincoln.gov.uk)	31/12/2023	120 Days	Latest version already on Netconsent
PPASB Policies	Fixed Penalty Notice Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/01/2024	121 Days	Latest version already on Netconsent
PPASB Policies	Noise Nuisance Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
PPASB Policies	Domestic Abuse Workplace Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/08/2024	334 Days	Latest version already on Netconsent
PPASB Policies	Anti-Social Behaviour Policy	Ben Jackson (ben.jackson@lincoln.gov.uk)	01/06/2025	638 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 4 - Addendum to Contract	Becky Scott (becky.scott@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 5 - Signing and Sealing Guidelines	Becky Scott (becky.scott@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 6 - Sealing Authority	Becky Scott (becky.scott@lincoln.gov.uk)	01/11/2023	60 Days	Latest version already on Netconsent

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Procurement Guidance	Appendix 1 - Contracts Requirements Checklist	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Procurement Flowchart	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Procurement protocol	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Contract Manager Checklist	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Appendix 3 - Contract Management Meeting Agenda	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Guidance	Contract Manager Procedure Rules	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Policies	Social Value Policy	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Procurement Strategies	Local Purchasing Strategy	Heather Carmichael (Heather.Carmichael@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent
Recreation and Leisure Strategies	Physical Activity Strategy	Steve Lockwood (steve.lockwood@lincoln.gov.uk)	01/01/2026	852 Days	Latest version already on Netconsent
Revenues and Benefits Guidance	Hardship Scheme	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Revenues and Benefits Policies	COLC Discretionary Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/03/2024	181 Days	Latest version already on Netconsent
Revenues and Benefits Policies	North Kesteven Discretionary Relief Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	15/03/2024	195 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Fair Collection and Debt Recovery Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/06/2024	273 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Business Rates Growth Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/11/2024	426 Days	Latest version already on Netconsent
Revenues and Benefits Policies	LHA Safeguarding Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	COLC Electronic Communications Order	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	NKDC Electronic Communications Order	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2025	607 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Fraud Sanction Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Section 13A Policy	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/07/2025	668 Days	Latest version already on Netconsent
Revenues and Benefits Policies	Constitution and TOR - Shared Revenues and Benefit	Tracey Parker (tracey.parker@lincoln.gov.uk)	01/05/2026	972 Days	Latest version already on Netconsent
Safeguarding Policies	Safeguarding Policy	Joanne Smith (joanne.smith@lincoln.gov.uk)	01/12/2023	90 Days	Latest version already on Netconsent, although full review to be undertaken by March 2024