

Administration Index

Business Operations

Reference Code	Document
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AB03	Business Expenses Policy and Procedure
AB06	Business Plan Policy and Procedure
AB07	Computer, Email and Internet Usage Policy and Procedure
AB08	Financial Administration Policy and Procedure
AB15	Tender Information Policy and Procedure
AB16	Register of Other Interests Policy and Procedure
AB17	Service User File Policy and Procedure
AB18	Anti-Bribery Policy and Procedure
AB19	Record Keeping Policy and Procedure
AB20	Gifts, Donations, Wills and Bequests From Service Users Policy and Procedure
AB25	Vehicle Insurance Policy and Procedure
AB26	Social Networking Policy and Procedure
AB27	Adverse Weather Policy and Procedure
AB32	Distribution of Safety Alert Broadcasts, Rapid Response Reporting and Safety Notices Policy and Procedure
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EU01	EU Exit Guidance

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AF06	Purchasing Policy and Procedure
AF07	Service Users Finances Policy and Procedure
AF08	Receipt of Delivered Goods Policy and Procedure

Latest Reviewed and Amended dates are available in your online management system

Registration & Compliance

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AR05	Photographs Policy and Procedure
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AR16	Service User Guide
AR21	Statement of Purpose Policy and Procedure
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Communications

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AC04	Communication Policy and Procedure
AC07	Emergency Communication Policy and Procedure
AC09	Information Pack Policy and Procedure
AC10	Monitoring of Business Communications Policy and Procedure
AC14	Monitoring of Business Performance Policy and Procedure
AC16	Registration Authority Notification Policy and Procedure
AC19	Business Mobile Phone Use Policy and Procedure

Latest Reviewed and Amended dates are available in your online management system