

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Director – Strategy and Governance
To: Policy Development Panel – 28 February 2017
Author: Greg Pearson – Corporate Improvement and Performance Manager
Subject: Policy Register – Update Schedule for Policies
Purpose: To provide an update about review schedules of Council policies.

Recommendation:

- 1) To note the content of the report

1.0 BACKGROUND

- 1.0.1 The Policy Register was presented to the Policy Development Panel in December.
- 1.0.2 The register highlighted policies which were overdue; those that are being reviewed currently and those which are approved.
- 1.0.3 An action was taken away from PDP for the inclusion of forward plan of policy updates with a view to bringing all of the policies into an approved state.

1.1 Summary of South Holland District Council Policies

- 1.1.1 Currently 26 of the 36 policies within the Policy Register are approved and within their operating periods. All of these policies have review dates profiled in order to ensure that the policies remain in an authorised state.
- 1.1.2 Whilst financial policies and associated documentation are held within the policy register, and are presented within the appendix of this report, the scrutiny over timelines and adherence is within the remit of the Governance and Audit committee.
- 1.1.3 The Safeguarding Policy is a new policy which is due to be heard by Full Council for approval in June 2017.
- 1.1.4 The Data Retention Policy is not currently being updated as there are core interdependencies with the digitisation and electronic working elements of the Moving Forward programme. The policy is being drawn up in line with the Council's ambitions of utilising new technologies and working methods. This work is being prioritised by a newly formed internal Information Governance Board and a draft will be presented to the Committee in 25 July 2017.
- 1.1.5 There are currently ten policies which are showing as overdue. All of these policies have review dates profiled in order to ensure that these policies are brought up to date as quickly as possible.
- 1.1.6 Using the proposed timetable of policy review, all policies should be within their operational timescale by September 2017.

1.1.7 Policy health-checks and development will become standing items within the Corporate Improvement and Performance workshops that are going to happen on a 6 weekly basis. This will ensure that relevant parties are sighted on policy reviews to ensure that future dates are not breached.

2.0 OPTIONS

2.1 Members are asked to consider the information contained within the report.

3.0 REASONS FOR RECOMMENDATION

3.1 Report for consideration, in order to fulfil the Policy Development Panel's remit.

4.0 EXPECTED BENEFITS

4.1 The Council's policy development and review cycle is properly scrutinised.

5.0 IMPLICATIONS

5.1 Carbon Footprint / Environmental Issues

5.1.1 It is the opinion of the author that there are no carbon footprint or environmental implications.

5.2 Constitution & Legal

5.2.1 The report is made within the terms of reference of the Policy Development Panel. Within the policy register, there are entries for both Constitutional policies and also policies based on statute.

5.3 Contracts

5.3.1 It is the opinion of the author that there are no direct contract implications.

5.4 Corporate Priorities

5.4.1 The policy register includes elements around the refresh cycle of the Corporate Plan and other corporate priorities.

5.5 Crime and Disorder

5.5.1 The policy register includes policy entries around anti-social behaviour, hate crime and safeguarding.

5.6 Equality and Diversity/Human Rights

5.6.1 The policy register includes policy entries around equalities.

5.7 Financial

5.7.1 The policy register contains multiple entries relating to financial policies.

5.8 **Health and Wellbeing**

5.8.1 The policy register contains policies relating to health and safety issues.

5.9 **Reputation**

5.9.1 Policies are required to direct how the Council deals with certain situations. Having up to date policies is a robust way of setting a framework to protect the reputation of the Council.

5.10 **Risk Management**

5.10.1 Policy is often driven by Risk Management and therefore there is a lot of interdependency with the assessment of risk. Policies are part of the management and mitigation of risk.

5.11 **Safeguarding**

5.11.1 The policy register contains a policy relating to safeguarding.

5.12 **Staffing**

5.12.1 The policy register contains policies relating to Human Resources.

5.13 **Stakeholders/Consultation/Timescales**

5.13.1 It is the opinion of the author that there are no direct implications arising from this report.

5.14 **Transformation Programme**

5.14.1 It is the opinion of the author that there are no direct implications arising from this report.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 No Wards or Communities are affected

7.0 **ACRONYMS**

7.1 EMT – Executive Management Team

Background papers:-_None

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Director / Officer who will be attending the Meeting

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Key Decision: No

Exempt Decision: No

Appendices attached to this report:

Appendix A Policy Register – correct as of February 15th 2017