

Community Well Being - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Community Engagement <u>Action Plan</u>	Head of Communities and Governance	May-14	CWB - PDG	Mar-15	Cabinet	Annually	
Community Engagement <u>Strategy</u> 2013 - 2016	Head of Communities and Governance	Mar-13	CWB - PDG	Mar-16	Cabinet	3 Yearly	
Community Safety Partnership Plan 2012 - 2015	Head of Housing and Propoerty Services	May-12	CWB - PDG	May-15	Council	3 yearly	
Corporate Anti Social Behaviour Policy	Head of Housing and Propoerty Services	Jul-13	CWB - PDG	Jul-17	Cabinet	4 Yearly	
Customer Care Policy	Head of Customer Services	Sep-14	CWB - PDG	Sep-17	Cabinet	3 yearly	
Grant payments to external organisations 2015/16 (the strategic grants review process)	Head of Communities and Governance	Sep-14	CWB - PDG	Sep-16	Cabinet	2 yearly	
Health and Safety Policy	Head of Human Resources and Learning and Development	May-13	CWB - PDG	May-16	Cabinet	3 yearly	
Leisure Pricing Policy	Head of Human Resources and Learning and Development	Jan-14	CWB - PDG	Jan-15	Cabinet	Annually	
Safeguarding Children and Vulnerable Adults <u>Policy and Procedures</u>	Head of Communities and Governance	Jul-13	CWB - PDG	Jul-16	Cabinet	3 yearly	
Single Equalities Policy	Head of Communities and Governance	Mar-13	CWB - PDG	Jan-15	Cabinet	2 yearly	

Managing the Environment - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Climate Strategy and Action Plan	Head of Housing and Property Services	Jan-14	ME - PDG	Jan-16	Cabinet	2 yearly	
Contaminated Land Cost Recovery Policy	Head of Human Resources and Learning and Development	Jul-09	ME - PDG	Mar-15	Cabinet	5 yearly	
High Hedges Policy	Head of Housing and Property Services	Sep-12	ME - PDG	Sep-19	Cabinet	7 yearly	
Open Space and Play Area Strategy	Head of Housing and Property Services	Mar-11	ME - PDG	Mar-16	Cabinet	5 yearly	
Play Area Safety Inspection Policy	Head of Housing and Property Services	Mar-13	ME - PDG	Mar-16	Cabinet	3 yearly	
Tree Policy	Head of Housing and Property Services	Sep-12	ME - PDG	Sep-17	Cabinet	5 yearly	
Waste Collection and Recycling Plan	Head of Finance	Sep-08	ME - PDG	Oct-15	Council	5 yearly	

Decent and Affordable Homes - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Aids and Adaptations Policy	Head of Housing and Property Services	Jul-13	DAH - PDG	Jul-17	Cabinet	4 yearly	
Allocations Policy and Procedures	Head of Housing and Property Services	2011	DAH - PDG	Mar-16	Cabinet	5 yearly	
ASB Policy and Procedures	Head of Housing and Property Services	Jul-12	DAH - PDG	Mar-15	Cabinet	3 yearly	
Car Parking Management Policy	Head of Housing and Property Services	May-11	DAH - PDG	Jan-16	Cabinet	5 yearly	
Cash Incentive Scheme	Head of Housing and Property Services	Jul-14	DAH - PDG	Jul-15	Cabinet	Annually	
Community Housing Strategy 2010-2015	Head of Housing and Property Services	Dec-10	DAH - PDG	Dec-15	Cabinet	5 yearly	
Compensation Policy	Head of Housing and Property Services	New policy	DAH - PDG	Mar-16	Cabinet - Council	5 yearly	
Corporate Asbestos Policy	Head of Housing and Property Services	Sep-12	DAH - PDG	Feb-15	Cabinet	3 yearly	
Decant Policy	Head of Housing and Property Services	Mar-14	DAH - PDG	Mar-18	Cabinet	4 yearly	
Empty Homes Strategy	Head of Environmental Services	Mar-10	DAH - PDG	Dec-15	Cabinet	5 yearly	
Fire Safety policy	Head of Housing and Property Services	May-12	DAH - PDG	Jun-16	Cabinet	4 yearly	
Garage Management Policy	Head of Housing and Property Services	May-11	DAH - PDG	Jan-16	Cabinet	5 yearly	

Decent and Affordable Homes - Policy Development Group

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Gas Safety Policy	Head of Housing and Property Services	Sep-13	DAH - PDG	Sep-17	Cabinet	4 yearly	
Hoarding Policy	Head of Housing and Property Services	New Policy	DAH - PDG	Jun-15	Cabinet - Council	4 yearly	
Homelessness Strategy	Head of Housing and Property Services	Mar-14	DAH - PDG	Mar-19	Cabinet	5 yearly	
Housing Revenue Account Asset Management Strategy	Head of Housing and Property Services	May-14	DAH - PDG	May-19	Cabinet	5 Yearly	
Housing Revenue Account Business Plan	Head of Housing and Property Services	Jul-14	DAH - PDG	Jul-15	Cabinet	Annually	
Housing Services Car Park Management Policy	Head of Housing and Property Services	Jun-11	DAH - PDG	May-15	Cabinet	4 yearly	
Housing Services Garage Management Policy	Head of Housing and Property Services	Jun-11	DAH - PDG	May-15	Cabinet	4 yearly	
Housing Services Recharge Policy	Head of Housing and Property Services	Jun-11	DAH - PDG	May-15	Cabinet	4 yearly	
Housing Strategy	Head of Housing and Property Services	New policy	DAH - PDG	Jun-15	Cabinet - Council	5 yearly	
Improvements to Council Property Policy	Head of Housing and Property Services	Aug-11	DAH - PDG	Oct-15	Cabinet	4 yearly	
Introductory Tenancies Policy	Head of Housing and Property Services	Sep-13	DAH - PDG	Sep-17	Cabinet	4 yearly	
Landlord Tenancy Policy	Head of Housing and Property Services	Jan-13	DAH - PDG	Jan-17	Cabinet	4 yearly	
Leasehold Management (including service charges) policy	Head of Housing and Property Services	Aug-11	DAH - PDG	Oct-15	Cabinet	4 yearly	

Decent and Affordable Homes - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Neighbourhood Management Policy	Head of Housing and Property Services	Sep-14	DAH - PDG	Sep-18	Cabinet	4 yearly	
Older Persons' Housing and Services Strategy 2011 - 2016	Head of Housing and Property Services	Apr-12	DAH - PDG	Mar-17	Cabinet	5 yearly	
Pets and Animals policy	Head of Housing and Property Services	Aug-11	DAH - PDG	Oct-15	Cabinet	4 yearly	
Private Sector Housing Renewal Policy	Head of Environmental Services	Nov-12	DAH - PDG	Dec-15	Cabinet	3 yearly	
Recharge Policy	Head of Housing and Property Services	May-11	DAH - PDG	Jan-16	Cabinet	5 yearly	
Rent Arrears Management Policy	Head of Housing and Property Services	May-11	DAH - PDG	Jun-15	Cabinet	4 yearly	
Strategic Tenancy Policy	Head of Housing and Property Services	Nov-12	DAH - PDG	Dec-16	Cabinet	4 yearly	
Succession and Assignment Policy	Head of Housing and Property Services	Apr-12	DAH - PDG	Jun-16	Cabinet	4 yearly	
Tenancy Agreement	Head of Housing and Property Services	Nov-09	DAH - PDG	Dec-15	Cabinet	6 yearly	
Tenancy Inspection Policy	Head of Housing and Property Services	Jul-12	DAH - PDG	Jul-16	Cabinet	4 yearly	
Tenant Involvement Policy	Head of Housing and Property Services	Jan-12	DAH - PDG	Mar-15	Cabinet	3 yearly	
Tenant Involvement Strategy	Head of Housing and Property Services	Jan-12	DAH - PDG	Mar-15	Cabinet	3 yearly	
Voids Policy	Head of Housing and Property Services	New policy	DAH - PDG	Mar-16	Cabinet - Council	5 yearly	

Planning Committee							
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Conservation Area Appraisals	Head of Planning and Regeneration	Various dates	Planning Committee	5 years from approval	Planning	5 yearly	
Development Control Enforcement Policy	Head of Planning and Regeneration	2005	Planning Committee	Jul-15	Planning	10 years	

Licensing Committee

Policy	Responsible Officer	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Hackney Carriage and Private Hire Policy and Conditions	Head of Human Resources and Learning and Development	Feb-13	Regulatory Committee	Mar-16	Regulatory Committee	3 Yearly
Licensing Policy	Head of Human Resources and Learning and Development	Dec-13	Licensing Committee	Dec-18	Council	5 yearly
Sex Establishment Policy	Head of Human Resources and Learning and Development	New Policy January 2011	Licensing Committee	Jan-16	Council	5 yearly
Statement of Principles for Gambling Act 2005	Head of Human Resources and Learning and Development	Dec-12	Licensing Committee	Dec-15	Council	3 Yearly

Audit Committee							
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Annual Governance Statement	Head of Communities and Governance	Sep-14	Audit Committee	Sep-15	Audit Committee	Annually	
Anti-fraud and Corruption, Whistle-Blowing and Anti-Money Laundering Policies	Head of Communities and Governance	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly	
Code of Corporate Governance	Head of Communities and Governance	Mar-14	Audit Committee	Mar-15	Audit Committee	Annually	
Corporate Debt Recovery Policy	Head of Finance	Sep-14	Audit Committee	Sep-17	Cabinet	3 yearly	
Data Quality Policy	Head of Communities and Governance	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly	
Financial and Contract Procedure Rules	Head of Finance	Apr-13	Audit Committee	May-16	Audit Committee	3 yearly	
Four year Strategic Audit Plan and Work Programme	Head of Communities and Governance	Mar-14	Audit Committee	Mar-15	Audit Committee	Annually	
Internal Audit Charter	Head of Communities and Governance	Mar-13	Audit Committee	Mar-16	Audit Committee	3 yearly	
Internal Audit Strategy	Head of Communities and Governance	Mar-14	Audit Committee	Mar-15	Audit Committee	Anually	

Risk and Opportunity Management Strategy	Head of Communities and Governance	Sep-14	Audit Committee	Sep-15	Audit Committee	Annually	
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Scrutiny							
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Town and Parish Charter	Head of Communities and Governance	May-12	Scrutiny	Oct-15	Scrutiny	After the next District Council election in 2015 then 4 yearly after that.	
Regulatory Investigatory Powers Act	Legal Services Manager	Jul-14	Scrutiny	Jul-15	Scrutiny	Annually	

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Asset Management and Capital Strategy Plan (Corporate)	Head of Housing and Property Services	Nov-08	Cabinet	Mar-15	Cabinet	7 yearly	
Adopted Local Development Framework Statement of Community Involvement	Head of Planning and Regeneration	Aug-12	PPAG	Aug-17	Cabinet - Council	5+ years	
Allocations and Infrastructure DPD	Head of Planning and Regeneration	Jan-11	PPAG	Jan-16	Cabinet - Council	5 years	
Annual Monitoring Report	Head of Planning and Regeneration	Jan-14	Cabinet	Feb-15	Cabinet	Annually	
Area of Special Control for advertisements	Head of Planning and Regeneration	Dec-11	PPAG	Dec-16	Cabinet - Council	5 years	
Channel Access Strategy 2014-2017	Head of Customer Services	Jan-15	Cabinet	Dec-17	Cabinet	3 years	
Community Infrastructure Levy	Head of Planning and Regeneration	Feb-14	PPAG	As and when required as part of the Local Plan	Cabinet - Council	As and when required as part of the Local Plan	
Complaints and Feedback policy	Head of Customer Services	Sep-12	Cabinet	Sep-15	Cabinet	3 years	
Corporate Debt Recovery Policy	Head of Finance	Oct-14	Audit Committee - Cabinet	Oct-17	Cabinet	3 years	
Corporate Plan	Head of Communities and Governance	May-12	Cabinet	May-15	Cabinet - Council	3 yearly	
Devon Wide Procurement Strategy	Head of Finance	Nov-08	Cabinet	Mar-15	Cabinet	3 yearly	Moved from being the 'Corporate Procurement Strategy' to the 'Devon Wide Procurement Strategy' - hence delay.

Cabinet

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Council Tax Support Scheme	Head of Finance	Nov-12	Cabinet	Nov-15	Council	3 years	
Data Protection Policy (1998)	Head of BIS	Feb-13	Cabinet	Feb-16	Cabinet	3 yearly	
Economic Development Strategy	Head of Communities and Governance	Oct-13	Cabinet	Oct-15	Cabinet	2 Yearly	
Email Policy	Head of BIS	Jun-12	Cabinet Member for the Working Environment and Head of ICT	Jun-15	Cabinet Member for the Working Environment	3 Yearly	
Freedom of Information Policy 2004	Head of BIS	Feb-13	Cabinet or Cabinet Member	Dec-16	Cabinet	3 Yearly	
ICT Strategy	Head of BIS	Oct-11	Cabinet	Oct-16	Cabinet	5 yearly	
Internet Policy	Head of BIS	Jun-12	Cabinet Member for the Working Environment and Head of ICT	Jun-15	Cabinet Member for the Working Environment	3 Yearly	
Local Development Framework Core Strategy 2007	Head of Planning and Regeneration	2007	PPAG	2015	Cabinet - Council	8 yearly	
Local Development Scheme	Head of Planning and Regeneration	Oct-14	PPAG	Oct-16	Cabinet	2 yearly	
Medium Term Financial Strategy	Head of Finance	Oct-14	Cabinet	Oct-15	Cabinet	Annually	
Meeting Housing Needs Supplementary Planning Document	Head of Planning and Regeneration	Jun-12	PPAG	2017	Cabinet - Council	5 yearly	

Cabinet

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Pay Policy	Head of Human Resources and Learning and Development	Mar-14	Cabinet	Mar-15	Cabinet - Council	Annually	
Regulation of Investigatory Powers	Head of Human Resources and Learning and Development	Jul-14	Scrutiny	Jul-15	Cabinet	Annually	
Social Media Policy	Head of BIS	Sep-13	Cabinet	Sep-15	Cabinet	2 yearly	
Treasury Management Strategy and Annual Investment Strategy	Head of Finance	Mar-14	Cabinet	Mar-15	Cabinet	Annually	
Workforce Planning and Human Resource Strategy	Head of Human Resources and Learning and Development	Oct-14	Cabinet	Apr-15	Cabinet	Annually	