

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
Community Engagement <u>Action Plan</u>	Head of Communities and Governance	Mar-15	CWB - PDG	Mar-16	Cabinet	Annually
Community Engagement <u>Strategy</u> 2015/16	Head of Communities and Governance	Mar-15	CWB - PDG	Mar-16	Cabinet	Annually
Community Safety Partnership Plan 2015 2017	Head of Housing and Propoerty Services	Jun-15	CWB - PDG	Jun-17	Council	2 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
Regulation of Investigatory Powers	Head of Human Resources and Learning and Development	Oct-15	CWB - PDG	Oct-16	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 and Equilaity Objective	Head of Communities and Governance	Jan-15	CWB - PDG	Jan-16	Cabinet	Annually
Town and Parish Charter	Head of Communities and Governance	Jun-16	CWB - PDG	Jun-16	Cabinet	4 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
Climate Strategy and Action Plan	Head of Housing and Property Services	Jan-14	ME - PDG	Mar-16	Cabinet	2 yearly
Contaminated Land Cost Recovery Policy	Head of Human Resources and Learning and Development	Mar-15	ME - PDG	Mar-20	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 (2013 - 2033)	Head of Housing and Property Services	Jan-15	ME - PDG	Jan-33	Cabinet	18 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	Jul-15	ME - PDG	Jul-16	Council	Annually
Waste Education and Enforcement Policy	Head of Finance	Sep-15	ME - PDG	Sep-18	Cabinet - Council	3 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
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
Asbestos Policy, Corporate	Head of Housing and Property Services	Oct-15	DAH - PDG	Aug-18	Cabinet	3 yearly
Asbestos Management Plan	Head of Housing and Property Services	October 2015	DAH - PDG	Aug-18	Cabinet	3 yearly
ASB Policy and Procedures	Head of Housing and Property Services	Jul-15	DAH - PDG	Jul-18	Cabinet	3 yearly
Car Parking Management Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	5 yearly
Compensation Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-17	Cabinet	2 yearly
Decant Policy	Head of Housing and Property Services	Mar-14	DAH - PDG	Mar-18	Cabinet	4 yearly
Domestic Abuse Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Empty Homes Strategy	Head of Environmental Services	Mar-10	DAH - PDG	Apr-16	Cabinet	5 yearly
Fire Safety policy	Head of Housing and Property Services	May-12	DAH - PDG	Jun-16	Cabinet	4 yearly

## Decent and Affordable Homes - Policy Development Group

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Garage Management Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	5 yearly
Gas Safety Policy	Head of Housing and Property Services	Sep-13	DAH - PDG	Sep-17	Cabinet	4 yearly
Harrassment Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Hoarding Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	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 Strategy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-21	Cabinet	5 yearly
Improvements to Council Property Policy	Head of Housing and Property Services	Dec-15	DAH - PDG	Dec-19	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 policy	Head of Housing and Property Services	Dec-15	DAH - PDG	Dec-19	Cabinet	4 yearly
Neighbourhood Management Policy	Head of Housing and Property Services	Sep-14	DAH - PDG	Sep-18	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
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	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Private Sector Housing Renewal Policy	Head of Environmental Services	Nov-12	DAH - PDG	Mar-16	Cabinet	3 yearly
Recharge Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	4 yearly
Income Management Policy	Head of Housing and Property Services	Aug-15	DAH - PDG	Aug-19	Cabinet	4 yearly
Severe Weather Emergency Protocol and Extended Winter Provision Protocol	Head of Housing and Property Services	December 2015 Ne	DAH - PDG	Sep-17	Cabinet	2 yearly
Tenancy Policy	Head of Housing and Property Services	Aug-15	DAH - PDG	Aug-19	Cabinet	4 yearly
Succession and Assignment Policy	Head of Housing and Property Services	Apr-12	DAH - PDG	Mar-16	Cabinet	4 yearly
Supply and Demand Policy	Head of Housing and Property Services	December 2015 Ne	DAH - PDG	Dec-16	Cabinet	Annually or sooner if legislation changes
Tenancy Agreement	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-21	Cabinet	5 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	Jun-15	DAH - PDG	Feb-18	Cabinet	3 yearly
Tenant Involvement Strategy	Head of Housing and Property Services	Jun-15	DAH - PDG	Feb-18	Cabinet	3 yearly
Void Management Policy	Head of Housing and Property Services	December 2015 Ne	DAH - PDG	Dec-17	Cabinet	2 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
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	Feb-16	Planning	10 years

## Licensing Committee

Policy	Responsible Officer	Last Approved	Group/Committee to review/development	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	May-16	Council	5 yearly
Statement of Principles for Gambling Act 2005	Head of Human Resources and Learning and Development	Oct-15	Licensing Committee	Oct-18	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
Annual Governance Statement	Head of Communities and Governance	Jun-15	Audit Committee	Jun-16	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-15	Audit Committee	Mar-16	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-15	Audit Committee	Mar-16	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-15	Audit Committee	Mar-16	Audit Committee	Annually
Risk and Opportunity Management Strategy	Head of Communities and Governance	Mar-15	Audit Committee	Mar-16	Audit Committee	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
Asset Management and Capital Strategy Plan (Corporate)	Head of Housing and Property Services	Nov-08	Cabinet	Mar-16	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
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
Communication Strategy	Head of Customer Services	Jun-15	Cabinet	Jun-19	Cabinet	4 years
Communication Strategy Action Plan	Head of Customer Services	Jun-15	Cabinet	Jun-16	Cabinet	Annually
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-15	Cabinet	Sep-18	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	Mar-16	Cabinet - Council	3 yearly
Council Tax Reduction Scheme	Head of Finance	Dec-15	Cabinet	Dec-16	Council	Annually

**Cabinet**

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Data Protection Policy	Head of BIS	Feb-13	Cabinet	Mar-16	Cabinet	3 yearly
Economic Development Strategy	Head of Communités and Governance	Oct-13	Cabinet	Jul-16	Cabinet	2 Yearly
Email Policy	Head of BIS	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
The Establishment	Head of HR	Feb-15	Cabinet	Feb-16	Cabinet	Annually
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	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
Leisure Pricing Policy	Head of Human Resources and Learning and Development	Mar-15	Individual Decision by the Cabinet Member for Community Well Being	Feb-16	Cabinet	Annually
Local Development Scheme	Head of Planning and Regeneration	Oct-14	PPAG	Oct-16	Cabinet	2 yearly
Media and Social Media Policy	Head of BIS	Jun-15	Cabinet	May-19	Cabinet	4 yearly
Medium Term Financial Strategy	Head of Finance	Oct-15	Cabinet	Oct-16	Cabinet	Annually

**Cabinet**

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Meeting Housing Needs Supplementary Planning Document	Head of Planning and Regeneration	Jun-12	PPAG	2017	Cabinet - Council	5 yearly
Pay Policy	Head of Human Resources and Learning and Development	Mar-15	Cabinet	Mar-16	Cabinet - Council	Annually
Treasury Management Strategy and Annual Investment Strategy	Head of Finance	Mar-15	Cabinet	Mar-16	Cabinet	Annually
Workforce Planning and Human Resource Strategy	Head of Human Resources and Learning and Development	Jul-15	Cabinet	Jul-16	Cabinet	Annually