

Community 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 Customer Services	Mar-15	Community PDG	Mar-17	Cabinet	2 yearly	
Community Engagement <u>Strategy</u> 2016/17	Head of Customer Services	Mar-15	Community PDG	Mar-17	Cabinet	2 yearly	
Community Safety Partnership Plan 2015 2017	Head of Housing and Property Services	Jun-15	Community PDG	Jun-17	Council	2 yearly	
Corporate Anti Social Behaviour Policy	Head of Housing and Property Services	Jul-13	Community PDG	Jul-17	Cabinet	4 Yearly	
Customer Care Policy	Head of Customer Services	Sep-14	Community PDG	Sep-17	Cabinet	3 yearly	
Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures	Director of Corporate Affairs and Business Transformation	Jun-16	Community PDG	May-17	Cabinet	Annually or whenever there is a change in the legislation.	
Grant payments to external organisations (the strategic grants review process)	Economic Development & Regeneration Manager	Oct-16	Community PDG	Mar-20	Cabinet	4 yearly	Cabinet decision on 27 Oct 2016 - grants be paid on an annual basis for the duration of the 2015-2020 Corporate Plan.
Health and Safety Policy	Director of Corporate Affairs and Business Transformation	May-13	Community PDG	Mar-17	Cabinet	3 yearly	Slight delay due to management restructure
Public Health Enforcment Policy	Director of Corporate Affairs and Business Transformation	Aug-16	CWB and DAH (joint meeting)	Aug-18	Cabinet	2 yearly	
Regulation of Investigatory Powers	Director of Corporate Affairs and Business Transformation	Jan-17	Community PDG	Jan-18	Cabinet	Annually	
Single Equalities Policy and Equality Objective	Economic Development & Regeneration Manager	Mar-16	Community PDG	Mar-17	Cabinet	Annually	
Town and Parish Charter	Director of Corporate Affairs and Business Transformation	Jun-12	Community PDG	May-17	Cabinet	4 yearly	Slight delay due to management restructure

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	Summary notes	Detailed notes
Climate Strategy and Action Plan	Head of Housing and Property Services	Mar-16	Environment PDG	Mar-20	Cabinet	4 yearly		
Contaminated Land Cost Recovery Policy	Director of Corporate Affairs and Business Transformation	Mar-15	Environment PDG	Mar-20	Cabinet	5 yearly		
High Hedges Policy	Head of Housing and Property Services	Aug-16	Environment PDG	Aug-23	Cabinet	7 yearly		
National Assistance Burial Procedure	Head of Housing and Property Services	Jun-16	Environment PDG	Jun-19	Cabinet	3 yearly		
Open Space and Play Area Strategy (2013 - 2033)	Head of Housing and Property Services	Jan-15	Environment PDG	Jan-33	Cabinet	18 yearly	Now aligned with the Local Plan review	
Play Area Safety Inspection Policy	Head of Housing and Property Services	Mar-16	Environment PDG	Mar-19	Cabinet	3 yearly		
Tree Policy	Head of Housing and Property Services	May-16	Environment PDG	May-21	Cabinet	5 yearly		
Waste Education and Enforcement Policy	Director of Finance, Assets and Resources	Sep-15	Environment PDG	Sep-18	Cabinet - Council	3 yearly	New policy Sept 2015	

Economy - 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
Joint Exeter and the Heart of Devon (EHOD) Economic Development Strategy (review progress against action plan only, Strategy to be reviewed by the Cabinet)	Chief Executive and Director of Growth	Jan-17	Economy PDG	Jan-18	Economy PDG - Cabinet	Annually
Tiverton Town Centre Action Plan and Market Strategy	Chief Executive and Director of Growth	Jan-17	Economy PDG	Jan-18	Economy PDG - Cabinet	Annually

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	Summary Notes
Aids and Adaptations Policy	Head of Housing and Property Services	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly	
Allocations Policy and Procedures	Head of Housing and Property Services	March 2016	Homes PDG	Mar-19	Cabinet	3 yearly	
Asbestos Policy, Corporate	Head of Housing and Property Services	Oct-15	Homes PDG	Aug-18	Cabinet	3 yearly	
Asbestos Management Plan	Head of Housing and Property Services	October 2015	Homes PDG	Aug-18	Cabinet	3 yearly	
ASB Policy and Procedures	Head of Housing and Property Services	Jul-15	Homes PDG	Jul-18	Cabinet	3 yearly	
Car Parking Management Policy (housing amenity, residential and permit holder car parks).	Head of Housing and Property Services	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly	
Compensation Policy	Head of Housing and Property Services	Jul-15	Homes PDG	Jun-17	Cabinet	2 yearly	
Decant Policy	Head of Housing and Property Services	Feb-17	Homes PDG	Jan-21	Cabinet	4 yearly	
Domestic Abuse Policy	Head of Housing and Property Services	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly	
Fire Risk in Communal Areas Policy	Head of Housing and Property Services	Jul-16	Homes PDG	Jul-20	Cabinet	4 yearly	
Garage Management Policy	Head of Housing and Property Services	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly	
Gas Safety Policy	Head of Housing and Property Services	Sep-13	Homes PDG	Sep-17	Cabinet	4 yearly	

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Harrasment Policy	Head of Housing and Property Services	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly	
Hoarding Policy	Head of Housing and Property Services	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly	
Homelessness Strategy	Head of Housing and Property Services	Mar-14	Homes PDG	Mar-19	Cabinet	5 yearly	
Housing Revenue Account Asset Management Strategy	Head of Housing and Property Services	May-14	Homes PDG	May-19	Cabinet	5 Yearly	
Housing Strategy	Head of Housing and Property Services	Jan-16	Homes PDG	Jan-21	Cabinet	5 yearly	
Improvements to Council Property Policy	Head of Housing and Property Services	Dec-15	Homes PDG	Dec-19	Cabinet	4 yearly	
Income Management Policy	Head of Housing and Property Services	Aug-15	Homes PDG	Aug-19	Cabinet	4 yearly	
Introductory Tenancies Policy	Head of Housing and Property Services	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly	
Landlord Tenancy Policy	Head of Housing and Property Services	Jan-13	Homes PDG	Jan-17	Cabinet	4 yearly	
Leasehold Management policy	Head of Housing and Property Services	Dec-15	Homes PDG	Dec-19	Cabinet	4 yearly	
Neighbourhood Management Policy	Head of Housing and Property Services	Sep-14	Homes PDG	Sep-18	Cabinet	4 yearly	
Older Persons' Housing and Services Strategy 2011 - 2016	Head of Housing and Property Services	Apr-12	Homes PDG	Mar-17	Cabinet	5 yearly	
Pets and Animals policy	Head of Housing and Property Services	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly	

Homes Policy Development Group

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Recharge Policy	Head of Housing and Property Services	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly	
Service Standards Review	Head of Housing and Property Services	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly	
Severe Weather Emergency Protocol and Extended Winter Provision Protocol	Head of Housing and Property Services	Dec-15	Homes PDG	Sep-17	Cabinet	2 yearly	
Supply and Demand Policy	Head of Housing and Property Services	Dec-15	Homes PDG	Dec-18	Cabinet	3 yearly	
Tenancy Policy	Head of Housing and Property Services	Aug-15	Homes PDG	Aug-19	Cabinet	4 yearly	
Tenancy Changes Policy (formerly known as the 'Succession and Assignment Policy')	Head of Housing and Property Services	Jun-16	Homes PDG	May-20	Cabinet	4 yearly	
Tenancy Agreement	Head of Housing and Property Services	Jul-16	Homes PDG	Jul-21	Cabinet	5 yearly	
Tenancy Inspection Policy	Head of Housing and Property Services	Jul-16	Homes PDG	Jul-20	Cabinet	4 yearly	
Tenant Involvement Policy	Head of Housing and Property Services	Jun-15	Homes PDG	Feb-18	Cabinet	3 yearly	
Tenant Involvement Strategy	Head of Housing and Property Services	Jun-15	Homes PDG	Feb-18	Cabinet	3 yearly	
Tenancy Strategy (Formerly known as the Strategic Tenancy Policy)	Head of Housing and Property Services	Nov-12	Homes PDG	Sep-17	Cabinet	4 yearly	Delay due to having to wait for the Regulations to the Housing & Planning Act 2016
Void Management Policy	Head of Housing and Property Services	Jul-16	Homes PDG	Jul-18	Cabinet	2 yearly	

Licensing Committee							
Policy	Responsible Officer	Last Approved	Group/Committee to review/development	Expected date for next approval	Approval required from	Frequency to be reviewed	Notes
Hackney Carriage and Private Hire Policy and Conditions	Director of Corporate Affairs and Business Transformation	Mar-16	Regulatory Committee	Mar-19	Regulatory Committee	3 Yearly	
Licensing Policy	Director of Corporate Affairs and Business Transformation	Dec-13	Licensing Committee	Dec-18	Council	5 yearly	
Sex Establishment Policy	Director of Corporate Affairs and Business Transformation	New Policy January 2011	Licensing Committee	Dec-17	Council	5 yearly	There is no statutory obligation upon the Council to have this policy
Statement of Principles for Gambling Act 2005	Director of Corporate Affairs and Business Transformation	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	Director of Corporate Affairs and Business Transformation	Jun-16	Audit Committee	Jun-17	Audit Committee	Annually
Anti-fraud and Corruption, Whistle-Blowing and Anti-Money Laundering Policies	Director of Corporate Affairs and Business Transformation	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Code of Corporate Governance	Director of Corporate Affairs and Business Transformation	Mar-16	Audit Committee	Mar-17	Audit Committee	Annually
Corporate Debt Recovery Policy	Director of Finance, Assets and Resources	Sep-14	Audit Committee	Sep-17	Cabinet	3 yearly
Data Quality Policy	Director of Corporate Affairs and Business Transformation	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Financial and Contract Procedure Rules	Director of Finance, Assets and Resources	Oct-16	Audit Committee	Sep-19	Audit Committee - Full Council	3 yearly
Four year Strategic Audit Plan and Work Programme	Director of Corporate Affairs and Business Transformation	Mar-16	Audit Committee	Mar-17	Audit Committee	Annually
Internal Audit Charter	Director of Corporate Affairs and Business Transformation	Jan-17	Audit Committee	Jan-20	Audit Committee	3 yearly
Internal Audit Strategy	Director of Corporate Affairs and Business Transformation	Mar-15	Audit Committee	Mar-17	Audit Committee	When legislation changes
Risk and Opportunity Management Strategy	Director of Corporate Affairs and Business Transformation	Mar-16	Audit Committee	Mar-17	Audit Committee	Annually

Cabinet

Annexe 1

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed	Summary notes
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	01/12/2017 (Delayed agreed)	Cabinet - Council	5 years	
Asset Management and Capital Strategy Plan 2016-2020	Head of Housing and Property Services	Jul-16	Cabinet	Jul-20	Cabinet	4 years	
Capital Strategy & Asset management Plan 2016 - 2020	Head of Housing and Property Services	Jul-16	Cabinet	Jul-20	Cabinet	4 yearly	
Channel Access Strategy 2014-2017	Head of Customer Services	Jan-15	Cabinet	Jan-18	Cabinet	3 years	
Communication Strategy	Head of Customer Services	Feb-16	Cabinet	Feb-20	Cabinet	4 years	
Communication Strategy Action Plan	Head of Customer Services	Feb-16	Cabinet	Mar-17	Cabinet	Annually	
Community Infrastructure Levy	Head of Planning and Regeneration	Dec-16	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	Director of Finance, Assets and Resources	Oct-14	Audit Committee - Cabinet	Oct-17	Cabinet	3 years	
Corporate Plan (2016 - 2020)	Director of Corporate Affairs and Business Transformation	Mar-16	Cabinet	Mar-20	Cabinet - Council	4 yearly	
Council Tax Reduction Scheme	Director of Finance, Assets and Resources	Dec-16	Cabinet	Dec-17	Council	Annually	
Data Protection Policy	Head of Customer Services	Mar-16	Cabinet	Jan-19	Cabinet	3 yearly	

Cabinet

Annexe 1

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Email Policy	Head of Customer Services	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly	
The Establishment	Director of Corporate Affairs and Business Transformation	Feb-16	Cabinet	Feb-17	Cabinet	Annually	
Freedom of Information Policy	Head of Customer Services	Dec-16	Cabinet or Cabinet Member	Dec-19	Cabinet	3 Yearly	
ICT Strategy	Head of Customer Services	Oct-11	Cabinet	Mar-17	Cabinet	5 yearly	Slight delay due to restructure
Internet Policy	Head of Customer Services	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly	
Joint Exeter and Heart of Devon (EHOD) Economic Development Strategy	Chief Executive and Director of Growth	Jan-17	Cabinet	Jan-20	Cabinet	3 Yearly	
Leisure Pricing Policy	Director of Corporate Affairs and Business Transformation	Mar-16	Individual Decision by the Cabinet Member for Community Well Being	Mar-17	Cabinet	Annually	
Local Development Scheme	Head of Planning and Regeneration	Dec-16	PPAG	Dec-18	Cabinet	2 yearly	
Local Enforcement Plan (replaces Development Control Enforcement Policy)	Head of Planning and Regeneration	April 2017 - approved for consultation	PPAG	Jun-20	Cabinet - Council	3 yearly	
Media and Social Media Policy	Head of Customer Services	Jun-15	Cabinet	May-19	Cabinet	4 yearly	
Medium Term Financial Strategy	Director of Finance, Assets and Resources	Oct-16	Cabinet	Oct-17	Cabinet	Annually	
Meeting Housing Needs Supplementary Planning Document	Head of Planning and Regeneration	Jun-12	PPAG	2017	Cabinet - Council	5 yearly	
Pay Policy	Director of Corporate Affairs and Business Transformation	Mar-16	Cabinet	Mar-17	Cabinet - Council	Annually	
Treasury Management Strategy and Annual Investment Strategy	Director of Finance, Assets and Resources	Oct-16	Cabinet	Mar-17	Cabinet	Annually	