
Report To:	Policy & Resources Committee	Date:	26 March 2024
Report By:	Interim Head of Legal & Democratic Services/ Head of OD, Policy & Communications	Report No:	LS/015/24/IS
Contact Officer:	Vicky Pollock/Morna Rae	Contact No:	01475 712710
Subject:	Review of Council Policy Framework		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 Council policies are the key link between the Council's vision and values, its strategic objectives, and its day to day operations. In many cases, policies are critical to ensure the Council complies with its legislative and regulatory obligations and applicable standards. It is also essential for good governance, and the efficient and effective running of the Council, that officers clearly understand the policies applicable to their role, and their responsibilities in relation to the implementation of Council policy.

1.3 The purpose of this report is to refresh the Council's policy framework, and fulfil an action from its 2022/23 external audit.

1.4 Firstly, the report recommends the approval of a policy hierarchy, to ensure a consistent approach across the Council to the creation, and application, of policies.

1.5 Secondly, and linked to the above, the report recommends the approval of a refreshed Council Policy Template, to again ensure a consistent approach to the creation and review of policies.

1.6 Thirdly, following recent work by all Directorates, a list of all current Council policies has been compiled. It is proposed that this forms the basis of a single publicly accessible list of all Council policies. This would enable all interested parties, including Council staff and citizens, to be sure of the applicable policies that are in place at any given time. In addition, this list will be used to ensure all policies are kept under regular review, with the review of some more historic policies prioritised.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Policy & Resources Committee approves the Council policy hierarchy included in Appendix 1.

2.2 It is recommended that the Policy & Resources Committee approves the Council Policy Template included in Appendix 2, which will be rolled out across Council service areas by the Corporate Quality Improvement Group, together with guidance and training.

- 2.3 It is recommended that the Policy & Resources Committee notes the list of policies and strategies included in Appendix 3, provides such feedback as it considers appropriate, and notes that officers will take forward the review of those policies in accordance with the planned review dates, subject to such adjustment as the relevant Director considers appropriate.
- 2.4 It is recommended that the Council otherwise notes the content of this report, the actions that officers are intending to take and that an update on progress will be reported back to the Committee every other cycle.

Vicky Pollock
Interim Head of Legal & Democratic Services

Morna Rae
Head of OD, Policy & Communications

3.0 BACKGROUND AND CONTEXT

- 3.1 Council policies are the key link between the Council's vision and values, its strategic objectives, and its day to day operations. In many cases, policies are critical to ensure the Council complies with its legislative and regulatory obligations and applicable standards. It is also essential for good governance, and the efficient and effective running of the Council, that officers clearly understand the policies applicable to their role, and their responsibilities in relation to the implementation of Council policy.
- 3.2 In addition to the policies set by the Council, which will have been agreed by elected members, sitting as Inverclyde Council or Committee, the Council will also have a large number of procedures and guidelines, which help to set out and advise on operational actions to be taken to implement policy.
- 3.3 Currently, the Council does not have a single publicly accessible list of all its policies. In the absence of such a list, no-one, be it Elected Members, officers or the public, can be sure of the applicable policies that are in place at any given time. In addition, the absence of such a list means the Council is unable to ensure its policy framework is kept under regular review. The Council's policy template is also not consistently used, and has not been reviewed for some years.
- 3.4 KPMG, the Council's external auditors, also highlighted this in its annual audit report for FY 2022/23, which was reported to the meeting of Inverclyde Council on 16 November 2023. Specifically, their report highlighted a number of policies which were beyond their due date for review, including the following:-
- Anti Fraud, Corruption & Irregularity Policy
 - Code of Practice on Teacher Competence
 - Employee Code of Conduct
 - Health & Safety Policy
 - Records Management Policy
 - Recruitment Selection Policy
 - Dignity & Respect at Work Policy
 - Whistleblowing Policy
- 3.5 KPMG recommended that all out of date policies are prioritised for updating and review/approval by the Council/relevant Committee as soon as is practicable. Whilst it is to be noted that the Records Management Policy was the subject to review in August 2023, Officers agreed that following a review of all policies and their next review dates an update would go to this meeting of the Policy & Resources Committee, including a timetable for updating all policies, with suitable prioritisation. A link to the November 2023 Council report is included here:- <https://www.inverclyde.gov.uk/meetings/meeting/2607>

4.0 PROPOSALS

- 4.1 To address the issues identified in this report, as summarised above, it is proposed that a number of actions are taken forward.
- 4.2 In the first place, however, it is important that the Council has an agreed policy hierarchy. Such a hierarchy will promote consistency and good governance, by clearly defining what is meant by "a policy", the levels of authorisation related to it, the key elements that must be included, and how that differs to strategies, procedures and guidance. A proposed policy hierarchy is set out in Appendix 1 to this report.

- 4.3 In the second place, and as noted in the above report by KPMG, the Council's Corporate Quality Improvement Group has approved a refreshed corporate template for Council policies. This is included in Appendix 2 to this report. Subject to the Committee's approval, this will be rolled out across Council service areas by the Corporate Quality Improvement Group, together with a guidance note and staff training, to assist services in the drafting and development of new policies, and the review of existing ones.
- 4.4 The remaining actions relate to a recent review of all Council policies, and the creation of a Council wide policy register. Once created this register would be available on the Council's website, so that all interested parties can search and have access to the current Council policies that might be of interest to them. This will ensure suitable transparency and accountability around the creation and use of these key elements of Council service delivery. Once created, the policy register will be maintained by the Policy team, and updated by service areas submitting new/updated policies to it, once approved by Council/Committee.
- 4.5 Following a review by Directorates and the Corporate Management Team, Appendix 3 includes details of all current Council policies, as categorised in accordance with the above-mentioned policy hierarchy. Also included are the lead service area, the date of the last review and the date of the next planned review. The CMT have reviewed this, and their views around the prioritisation of these reviews factored into the planned review dates. In the usual way, updated policies will be submitted to the relevant Committee/Board for review and approval. Subject to the nature of the Policy in question, and relevant legislative and regulatory considerations, it is expected that going forward, the default review period for Council policies will be 5 years. In addition, going forward when approval is sought for a new/revised policy to be adopted, authority will be sought for officers to make any minor changes that are required for operational reasons or to reflect changes in the relevant legislative/regulatory framework or changes in the Council's management structure.
- 4.6 Having all the Council's policies identified and captured in this way will also enable the CDIPs to be updated to include the policies overseen by each Committee.
- 4.7 The policy review exercise has identified a number of policies which have not been reviewed for a significant period. Officers have no operational concerns over the continued application of these policies, having regularly taken into account any relevant local or national updates and guidance and any legislative developments. These policies will be prioritised for review.
- 4.8 Given the HSCP's separate governance arrangements, it will conduct its own review of those policies and strategies that are specific to the delivery of those services the Inverclyde Integration Joint Board is responsible for.
- 4.9 The actions that this report proposes are important, as evidenced by their inclusion in KPMG's annual audit report. However, it must be recognised that the work involved in updating these policies, including any necessary public/third party consultation, will potentially have an impact on officer capacity, and also the capacity of the Council's Committees, given a policy requires the approval of Council/Committee. As noted above, this has been taken account of in the proposed planned review dates, but these will likely need adjustment as this work moves forward, given competing officer priorities. In addition, following review it may be that certain policies are no longer required, are proposed to be merged with others or else should be categorised as procedures or guidance, and as such not require Committee approval. It should also be noted that not all policies will need detailed discussion at Committee prior to approval, and it is likely the majority will only involve more minor changes/updates, and as such could be dealt with under the Routine Decisions/Items for Noting section of the agenda.
- 4.10 It is proposed that an update on progress on this work will be reported back to the Committee every other cycle.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		x
Legal/Risk	x	
Human Resources		x
Strategic (Partnership Plan/Council Plan)	x	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing	x	
Environmental & Sustainability	x	
Data Protection		x

5.2 Finance

There are no financial implications arising directly from this report, and it is envisaged that the required resources will be contained within existing budgets.

5.3 Legal/Risk

The review of the Council's policy framework will assist the Council in ensuring that its policies are regularly reviewed and kept up to date, in accordance with regulatory changes and best practice. This will, in turn, help mitigate regulatory and other risks to the delivery of Council services.

5.4 Human Resources

There are no human resources implications arising directly from this report, and it is envisaged that the required resources will be contained within existing budgets. However, as noted above, there may be an impact on officer time which will need to be factored into the prioritisation of this over other competing work.

5.5 Strategic

The proposals in this report will assist the Council in delivering its strategic objectives, by ensuring that its policy framework is regularly reviewed. In particular it will help deliver Theme 3 of the Council Plan, namely that the Council will provide high quality and innovative service, giving value for money.

5.6 Equalities, Fairer Scotland Duty & Children/Young People

There are no such implications arising directly from this report, but the proposals set out in this report will help ensure the Council's duties in respect of these are met in its policy framework.

5.7 Environmental/Sustainability

There are no such implications arising directly from this report, but the proposals set out in this report will help ensure the Council's duties in respect of these are met in its policy framework.

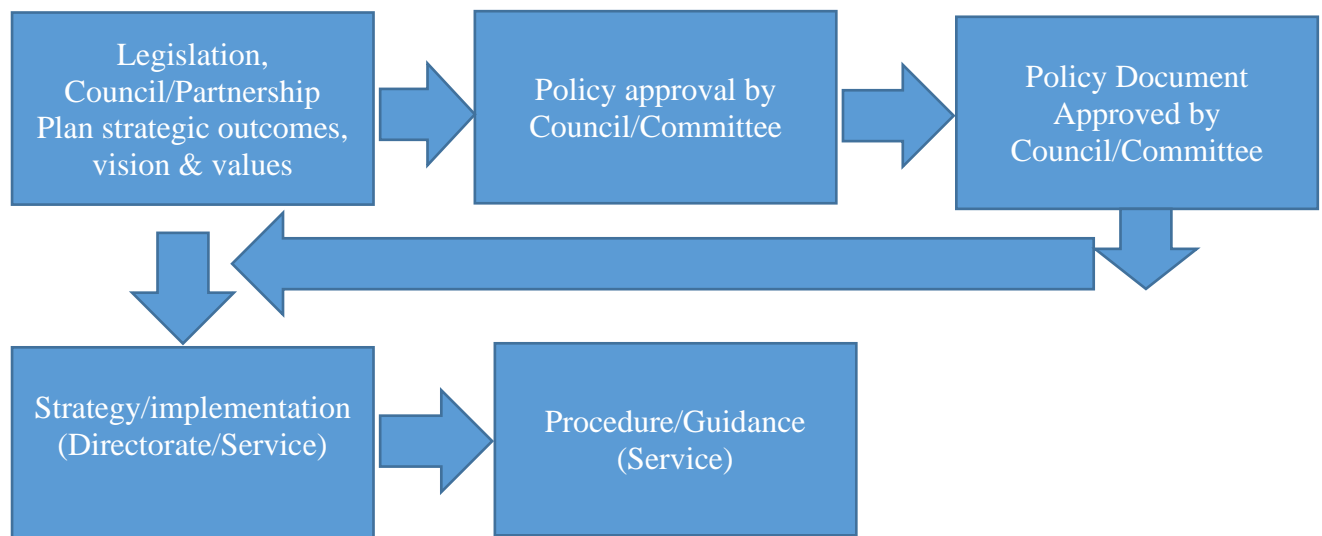
6.0 CONSULTATION

- 6.1 The Corporate Management Team has been consulted on this report, and support it. Subject to the Committee's decision, the relevant Convenors/Vice-Convenors of the Council's other Committees/boards will be consulted on the timing of when individual policies and strategies come forward for review.

7.0 BACKGROUND PAPERS

- 7.1 N/A

APPENDIX 1 – Policy Hierarchy



Council Policy – Approved by Council/Committee

- Requires a minuted decision of the Council/Committee;
- The decision will be logged in the Council's policy register. The policy register will be maintained by the Policy team and published on-line.
- The CDIP for each Committee will include a list of all those policies and strategies that particular Committee has oversight on.

Documentation – Policy

- A policy document is required by legislation or Council//Committee decision;
- It is agreed by Council, Committee/Board;
- Council staff will be required to understand their responsibilities and comply with the policy when carrying out their duties. Additional training and written guidance for staff may be required.

Policies:-

- Are mandatory;
- Ensure the Council complies with legislation, Council/Committee decisions and applicable standards;
- Ensures a consistent approach to management of staff and/or treatment of citizens/service users;
- Promotes operational efficiency, internal controls and helps mitigate risk;
- States guiding principles of management and operation;
- Will likely give authority to nominated officers to establish related strategies, procedures and guidelines; and
- Will be included on the Council's policy register together with a link to the report through which it was approved, on the Council's website.

Strategies

- Are a method of implementation of Council policy and/or the Council Plan, and take the form of a plan for the implementation of a certain strategic direction, such as the Council's Net Zero Strategy or the Digital Strategy; and
- Will generally have been approved by the Council/Committee/Board.

Procedures

- A procedure outlines detailed operational action to be taken in relation to a particular matter;
- Agreed by service SMT/DMTs and are mandatory within the designated area;
- Unlikely to have been approved by Council/Committee/Board, given operational nature;
- Describes comprehensively and concisely the steps to be taken to complete an operational activity and actions required to satisfy any relevant external compliance requirements;
- Clearly distinguished from policy and strategy by addressing operational actions rather than principles underpinning those actions; and
- Assign responsibilities for implementation and maintenance.

Guidelines

- Provide guidance and advice on the implementation of key areas that may be the subject of legislation, policy, strategy or procedure.
- Agreed by service SMT/DMTs and are mandatory within the designated area;
- Unlikely to have been approved by Council/Committee/Board, given operational nature;
- Have the following features:-
 - Provide specific details on particular matters;
 - Are advisory but not mandatory;
 - Include context applicable to a specific service;
 - Are based on good or best practice; and
 - May include checklists or proformas.

APPENDIX 2 – Council Policy Template

Name of Policy

Inverclyde Council is an Equal Opportunities employer

This document can be made available in other languages, large print, and audio format upon request.

Document control

Document responsibility		
Policy title	Corporate group	Service

Change history		
Version	Date	Comments

Distribution		

Policy review		
Updating frequency	Next review due	Responsible Officer

Policy review and approval			
Name	Action	Date	Communication

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ENVIRONMENT & REGENERATION DIRECTORATE POLICY/STRATEGY REGISTER – CURRENT STATE TRACKER

NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Corporate Asset Management Strategy 2019/22	Head of Physical Assets	Physical Assets	Environment & Regeneration	December 2019	31 March 2024 - (is an item in current E&R CDIP – Performance item 4)	Y – E&R Committee 29 th Oct 2020
Net Zero Strategy 2021/2045	Head of Physical Assets	Physical Assets	Environment & Regeneration	n/a	No planned review, managed via action plan(s)	Y – E&R Committee 28 th Oct 2021
Procurement Strategy 2022/25	Procurement & Building Services Manager	Procurement	Environment & Regeneration	March 2022	Annual Procurement Reporting with new strategy due late 2025	Y – P&R Committee 22 nd Mar 2022
Roads Asset Management Strategy 2018/2023	Environmental Services Manager	Roads Services	Environment & Regeneration	January 2017	Ongoing by March 2024	Y – E&R Committee 12 th Jan 2017
Winter Maintenance Policy, Procedures & Resources 2023/24	Environmental Services Manager	Physical Assets	Environment & Regeneration	September 2023 – reviewed annually	September 2024 – reviewed annually	Y – E&R Committee
Traffic Calming Policy	Environmental Services Manager	Roads Services	Environment & Regeneration	August 2017	N/K	Y – E&R Committee 31 st Aug 2017
Local Development Plan	Service Manager – Planning &	Planning and Building Standards	Environment & Regeneration	June 2021	April 2026	Y- various

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	Building Standards					
Economic Regeneration Strategy	Regeneration Manager	Regeneration	Environment & Regeneration	October 2021	2026	E+R Committee
Local Housing Strategy	Service Manager – Safer Communities	Public Protection	Environment & Regeneration	November 2023	October 2024	E+R Committee – October 2023
Business Continuity Policy	Service Manager – Safer Communities	Public Protection	Environment and Regeneration	November 2023	2026	P+R Committee November 2023
Local Heat and Energy Efficiency Strategy	Head of Physical Assets	Physical	Environment and Regeneration	December 2023	December 2028	E&R Committee January 2024

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OD, POLICY & COMMUNICATIONS POLICY/STRATEGY REGISTER – CURRENT STATE TRACKER

NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Code of Conduct (Employees)	Service Manager - HR & OD	OD, Policy & Communications	ECOD	December 2018	June 2024	Yes – P&R Committee 2000
Confidential Reporting Policy (Whistleblowing)	Service Manager - HR & OD	OD, Policy & Communications	ECOD	February 2012	June 2024	Yes – P&R Committee Feb 2012
Dignity & Respect at Work Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	March 2017	June 2024 (likely combine with Grievance Policy)	Yes - P&R Committee March 2017
Discipline Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	September 13 Updated 2017	Sept 24	Yes - P&R Committee Sep 2013
Domestic Abuse	Service Manager - HR & OD	OD, Policy & Communications	ECOD	April 09	June 24	Yes – P&R Committee 2009
Equality & Diversity	Service Manager - HR & OD	OD, Policy & Communications	ECOD	February 18	June 24	Yes - P&R Committee 2018
Family Friendly	Service Manager - HR & OD	OD, Policy & Communications	ECOD	December 12(last update July 22 – but statutory)	December 24	Yes – P&R Committee Dec 2012
Flexible Working Policy	Service Manager – People & Change	OD, Policy & Communications	ECOD	September 2023	September 2026	Yes – P&R Committee September 2023

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NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
	Management					
Grievance Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	April - 2008	June 2024 (likely combine with Dignity & Respect at Work Policy)	Yes – P&R Committee 2008
Health & Wellbeing Strategy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	2021	March 2024 (likely combine with People and Organisational Development Strategy)	Yes – P&R Committee 2021
Job Evaluation Maintenance of the Scheme	Service Manager - HR & OD	OD, Policy & Communications	ECOD	September 09 (reviewed against national changes Oct 23)	December 24	Yes – P&R Committee 2009
Media and Social Media Protocol	Service Manager – Communications, Tourism and Health and Safety	OD, Policy & Communications	ECOD	January 19 (operational update)	December 24	Yes – P&R Committee Nov 2015
Menopause Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	Mar 19	2025	Yes – P&R Committee Nov 2019
Overpayment of Wages	Service Manager - HR & OD	OD, Policy & Communications	ECOD	April 16	September 24	Yes - P&R Committee Jan 2004

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NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Pension and Retirement Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	November 21	2025 (likely combine with Voluntary Severance Policy)	Yes - P&R Committee Nov 2021
Recruitment & Selection Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	October 20 (operational update)	September 2024 (likely combine with Redeployment Policy and Relocation Policy)	Yes - Jan P&R Committee Jan 2017
People & Organisational Development Strategy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	2020	March 2024 (likely combine with Health & Wellbeing Strategy)	Yes – P&R Committee 2020
Redeployment Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	May 2014	September 2024 (likely combine with Recruitment & Selection Policy and Relocation Policy)	Yes- P&R Committee 2009
Relocation Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	January 2011	September 2024 (likely combine with Recruitment & Selection Policy and Redeployment Policy)	Yes- P&R Committee Jan 2011
Reservist Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	January 17	December 2024	Yes – P&R Committee Jan 2017
Supporting Employee Attendance Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	June 17	September 2024	Yes - P&R Committee June 2017

INVERCLYDE COUNCIL POLICY/STRATEGY REGISTER – P&R COMMITTEE 26 MARCH 2024

NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Voluntary Severance Policy	Service Manager - HR & OD	OD, Policy & Communications	ECOD	June 2017	2025 (likely combine with Pension & Retirement Policy)	Yes – P&R Committee June 2017
Performance Management Framework	Service Manager – Communications, Tourism and Health and Safety	OD, Policy & Communications	ECOD	March 2023	September 2025	Yes – P&R Committee March 2023
Corporate Health and Safety Policy	Health & Safety Team Leader	OD, Policy & Communications	ECOD	February 2024	2028	Y - P+R Committee Feb 2024
Infection Control	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2015	2024	Y – P+R Committee 2015
Water Quality & Legionella	Health & Safety Team Leader	OD, Policy & Communications	ECOD	March 2024	2028	Schedule for March P&R Committee
Construction Design and Management Regulations	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2009	2025	Y – P&R Committee 2009
First Aid	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2018	2024	Y – P+R Committee 2016
Fire Risk Assessment and Fire Safety	Health & Safety Team Leader	OD, Policy & Communications	ECOD	February 2024	2028	Y - P+R Committee Feb 2024

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NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Management of Asbestos	Health & Safety Team Leader	OD, Policy & Communications	ECOD	March 2024	2028	–Schedule for March P&R Committee
Smoke Free Policy	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2017	2025	Y – P&R Committee 2017
Moving & Handling	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2016	2024	Y - Schedule for March P&R Committee 2016
Violence, Managing Aggression and Lone Working in the Workplace	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2012	June 2024	Y – 2012
Workplace Transport and Occupational Road Risk	Health & Safety Team Leader	OD, Policy & Communications	ECOD	2015	2024	Y - 2009

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EDUCATION/CULTURE, COMMUNITIES & EDUCATIONAL RESIOURCES POLICY REGISTER – CURRENT STATE TRACKER

NAME OF POLICY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Promoting Positive Relationships	Principal Educational Psychologist	Education	ECOD	November 2019	June 2024	Y – E and C Committee Nov 2019
Anti-Bullying	Principal Educational Psychologist	Education	ECOD	March 2020	August 2025 (in line with Respect Me review)	Y – E and C Mar 2020
Schools Financial Scheme of delegation	Head of Education	Education	ECOD	March 2024	March 2026	Y – E and C Mar 2024
Early Learning Centres - Admissions	Quality Improvement manager – Early Years	Education	ECOD	January 2023	January 2024	Annual refresh review takes place, will take full policy to committee for approval November 2024
Additional Support for Learning Policy	Education Officer - Inclusion	Education	ECOD	October 2022	June 2025	Y – E and C November 2022
Policy on Admissions and Pupil Placement in Mainstream Schools	Head of Education	Education	ECOD	September 2023	2028	Y E and C Sept 2023
Review of Parental	Education Officer	Education	ECOD	September 2022	2026	Y – E and C Sept 2022

INVERCLYDE COUNCIL POLICY/STRATEGY REGISTER – P&R COMMITTEE 26 MARCH 2024

NAME OF POLICY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Involvement Strategy 2022						
Protecting Children and Supporting their Wellbeing	Head of Education	Education	ECOD	2024	March 2025	Y – E and C March 2024
Attendance strategy	Depute Principal Educational Psychologist	Education	ECOD	New policy	May 2024	Y – will be taken to E and C
Bereavement and loss guidance	Principal Educational Psychologist	Education	ECOD	Jan 2020	Jan 2025	Y E and C Jan 2020
Management rules for museums and libraries	Cultural Services Manager	Libraries	ECOD	2024	February 2034	Y – E and C 21 Jan 2014 (and subsequently full Council)
Acceptable Usage policy	Cultural Services Manager	Libraries	ECOD	2018	2022	N
Collection development policy	Cultural Services Manager	Watt Institution (Museum)	ECOD	2021	November 2024	Y – E and C 2 November 2021 (and full council)
Collections care and conservation policy	Cultural Services Manager	Watt Institution (Museum)	ECOD	2022	March 2025	Y – E and C 8 March 2022 (and full Council)

INVERCLYDE COUNCIL POLICY/STRATEGY REGISTER – P&R COMMITTEE 26 MARCH 2024

NAME OF POLICY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Documentation policy	Cultural Services Manager	Watt Institution (Museum)	ECOD	2022	2025	Y – E and C 8 March 2022 (and full Council)
Collecting policy	Cultural Services Manager	Watt Institution (Archives)	ECOD	2021	November 2024	Y – 2 November 2021 (and full Council)
School transport Policy	Tony McEwan	Education	ECOD	2019	November 2024	Y – E and C Sept 2019
Community Safety & Reliance Strategy (Alliance)	Service Manager - CLD	Communities	ECOD	June 2023	June 2026	Y – Alliance Board 2023
Violence against Women and Girls Strategy (Alliance)	Service Manager - CLD	Communities	ECOD	June 2023	June 2026	Y – Alliance Board 2023
CLD 3 year strategy (Alliance)	Service Manager - CLD	Communities	ECOD	2021	June 2024	Y – Alliance Board October 2021
Community GTVO	Service Manager - CLD	Communities	ECOD	Feb 2021	May 2024	Y – E and C May 2021

INVERCLYDE COUNCIL POLICY/STRATEGY REGISTER – P&R COMMITTEE 26 MARCH 2024

FINANCE POLICY/STRATEGY REGISTER – CURRENT STATE TRACKER

NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Non Domestic Rates – Empty Property Relief	Revenues & Benefits Manager	Finance	CES	February 2024	February 2026	Y – P&R Committee 6 February 2024
Discretionary Non Domestic Rates Relief	Revenues & Benefits Manager	Finance	CES	April 2018	May 2024	Y – P&R Committee 6 th February 2018
Long Term Empty and Second Homes Council Tax	Revenues & Benefits Manager	Finance	CES	February 2024	February 2027	Y – P&R Committee 6 February 2024
Discretionary Housing Payment	Revenues & Benefits Manager	Finance	CES	November 2023	February 2026	Y – P&R Committee November, 2023
Housing Benefit War Pension Disregard	Revenues & Benefits Manager	Finance	CES	April 2023	April 2027	Y – P&R Committee 23 May 2023
Treasury Policy Statement	Finance Manager	Finance	CES	March 2023	March 2024	Y – 20 April 2023 Full Council
Reserves Policy	Chief Financial Officer	Finance	CES	April 2023	April 2026	Y – P&R Committee 23 May 2023
Corporate Debt Policy	Revenues & Benefits Manager	Finance	CES	January 2023	December 2026	Y – P&R Committee 31 January 2023
Capital Strategy 2023/33, Treasury Management Strategy	Chief Financial Officer	Finance	CES	April 2023	April 2024	Y – 20 April 2023 Full Council

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Statement & Annual Investment Strategy 23/24 – 26/27						
2023/33 Financial Strategy	Chief Financial Officer	Finance	CES	6 monthly update to Full Council	6 monthly update to Full Council	Y – 1 December 2023 Full Council

INVERCLYDE COUNCIL POLICY/STRATEGY REGISTER – P&R COMMITTEE 26 MARCH 2024

LEGAL, DEMOCRATIC, DIGITAL & CUSTOMER SERVICES

POLICY/STRATEGY REGISTER – CURRENT STATE TRACKER

NAME OF POLICY/STRATEGY	LEAD OFFICER	SERVICE AREA	DIRECTORATE	DATE OF LAST REVIEW	DATE OF NEXT PLANNED REVIEW	COMMITTEE APPROVAL – Y/N, AND DATE
Anti Fraud, Corruption and Irregularity Policy	Chief Internal Auditor	Internal Audit	Chief Executive Service	June 2017	September 2024	Yes, Audit Committee June 2017
Risk Management Strategy	Head of Legal, Democratic, Digital & Customer Services	Legal Services (Information Governance)	Chief Executive Service	November 2023	November 2026	Yes, Policy & Resources Committee November 2023
Data Protection Policy	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	May 2023	May 2026	Yes, P & R Committee May 2023
Policy for the Retention and Disposal of Documents and Records Paper and Electronic	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	September 2020	June 2024	Yes, P & R Committee September 2020
Records Management Policy	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	August 2023	August 2026	Yes, P & R Committee August 2023
Acceptable Use of Information Systems Policy	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	November 2022	November 2025	Yes, P & R Committee November 2022
Unacceptable Actions Policy	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	September 2015	November 2024	Yes, P&R Committee September 2015

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Information Classification Policy	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	September 2017	March 2025	Yes, P&R Committee September 2017
Policy and Procedures for Authorisation of Covert Surveillance and Covert Human Intelligence Services (RIPSA)	Legal Services Manager	Legal Services (Information Governance)	Chief Executive Service	November 2023	November 2024	Yes, P & R Committee November 2023, annual report
Scheme of Establishment of Community Councils	Legal Services Manager	Legal Services (Community Councils)	Chief Executive Service	December 2023	December 2028	Yes, Full Council December 2023
Petitions Criteria	Legal Services Manager	Legal Services (Committee Services)	Chief Executive Service	November 2017	December 2024	Yes, Full Council November 2017
Inverclyde Council - Scheme of Funding for Community Councils	Legal Services Manager	Legal Services (Community Councils)	Chief Executive Service	December 2023	December 2028	Yes, Full Council December 2023
Licensing Board Alcohol Policy Statement	Legal Services Manager	Legal Services (Licensing)	Chief Executive Service	October 2023	October 2028	Yes, Inverclyde Licensing Board October 2023
Licensing Board Gambling Policy Statement	Legal Services Manager	Legal Services (Licensing)	Chief Executive Service	December 2021	December 2024	Yes, Inverclyde Licensing Board December 2021
Sexual Entertainment Policy	Legal Services Manager	Legal Services (Licensing)	Chief Executive Service	April 2022	October 2024	Yes, General Purposes Board April 2022
Short Terms Lets Policy	Legal Services Manager	Legal Services (Licensing)	Chief Executive Service	September 2022	June 2024	Yes, General Purposes Board September 2022

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ICT Strategy	Service Manager – ICT & Customer Services	ICT & Customer Services	Chief Executive Service	May 2021	June 2024 (likely combine with Digital Strategy)	Yes, P&R Committee, May 2021
Digital Strategy	Service Manager – ICT & Customer Services	ICT & Customer Services	Chief Executive Service	May 2021	June 2024 (likely combine with ICT Strategy)	Yes, P & R Committee, May 2021