

<b>SUBJECT:</b>	<b>REVIEW OF CORPORATE DOCUMENTS</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>BECKY SCOTT – LEGAL &amp; DEMOCRATIC SERVICES MANAGER</b>

## **1. Purpose of Report**

- 1.1 To present a proposal of a review of corporate documents to the committee for consideration

## **2. Background**

- 2.1 There are many policies and strategies of the council which have been approved by Executive/Full Council. The Chair of this Committee and the Leader of the Council have requested that this Committee undertake a role to monitor and review these documents periodically.
- 2.2 It will be beneficial to carry out a review of these documents. The council can then ensure that it has a comprehensive list of documents on which to base a review and ongoing monitoring. This is required to make sure the Council's formal policies and strategies are robust in order to inform the decision making processes of officers, as well as the members.

## **3. Policies Breakdown**

- 3.1 A spreadsheet has been developed showing all corporate documents which will be considered by Service Managers and then Assistant Directors to ensure this is complete. It will be provided to a future meeting of Policy Scrutiny Committee for consideration and any documents needing to be formally reviewed will then be included on the agenda for the relevant committee (normally a scrutiny committee and Executive) as appropriate.

## **4. Strategic Priorities**

### **4.1 High performing services**

Ensuring that there are robust formal policies/strategies in place will make sure that the Council can perform at a high level and its decision making process is thorough and in accordance with the legal framework.

## **5. Organisational Impacts**

### **5.1 Finance**

There are no financial implications in this report.

## 5.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report aside from ensuring that the decision making processes used in the Council are robust.

## 5.3 Equality, Diversity and Human Rights

There are no additional equality, diversity and human rights issues arising from this report as officers will consider this aspect for each corporate document separately.

## 6. Recommendation

- 6.1 That members consider the approach to be taken in this review and monitoring process of corporate documents and provide any comments.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None

**List of Background Papers:** None

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