

SUBJECT:	CORPORATE DOCUMENT REVIEW
DIRECTORATE:	CHIEF EXECUTIVE'S AND TOWN CLERK
REPORT AUTHOR:	BECKY SCOTT - LEGAL SERVICES MANAGER PAT JUKES – BUSINESS MANAGER – CORPORATE POLICY

1. Purpose of Report

- 1.1 To provide an overview of corporate documents which have been approved by Full Council and Executive.

2. Executive Summary

- 2.1 The Council has many policies and strategies which have been approved by Full Council and the Executive and provide an essential framework for officers and/or members to work to. This report gives an overview of what these policies and strategies are to members.

3. Background

- 3.1 This Committee is, under its terms of reference, tasked with ensuring that the Council's policies meet the 'needs and aspirations' of the citizens of Lincoln. A project was commenced pre-pandemic to consider what corporate documents the Council had approved so that this Committee could review the position and ensure that they were both relevant and up to date, and to identify any gaps which may be evident.
- 3.2 There are a number of documents which also provide advice and guidance to officers and/or members which do not require approval, however support the work undertaken by the Council. These have been highlighted separately with the owners of the documents over the past few months to ensure that the review process is being undertaken as required in specific areas.
- 3.3 Therefore, the attached list has been compiled, at Appendix A, with the assistance of senior managers. The documents can all be found on the Council's system called Netconsent, albeit the Constitution is on the website only.
- 3.4 Members are asked to assist in the review of this list, and provide comments accordingly.

4. Strategic Priorities

- 4.1 By taking stock and thereafter monitoring these documents, the Council can be assured that there is an adequate framework in place to support the work and delivery of services accordingly and that in turn will assist in the delivery of the strategic priorities.

5. Organisational Impacts

5.1 Finance (including whole life costs where applicable)

There are no financial implications arising from this report.

5.2 Legal Implications including Procurement Rules

The corporate documents within the attached list may have a legal framework which is considered during their development and review.

5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

Again, any such impact is considered during the development/review of the corporate documents.

6. Risk Implications

6.1 (i) Options Explored

This work is needed to keep track of the corporate documents we hold as an organisation.

6.2 (ii) Key risks associated with the preferred approach

None

7. Recommendation

7.1 That the list of corporate documents attached is considered and commented on accordingly.

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?

One

List of Background Papers:

None

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