

SUBJECT:	CORPORATE DOCUMENT REVIEW 2023
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
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1. Purpose of Report

- 1.1 To provide an overview of this year's corporate document review, and to summarise how the Council continues to ensure its corporate strategies, policies and other key documents are regularly reviewed and updated.

2. Background

- 2.1 The Council has numerous policies and strategies that provide the essential framework upon which officers and members carry out their duties and functions. The way the Council runs its services inevitably evolves and changes over time; to ensure that the Council's duties and functions remain effective, and that they continue to meet the needs and aspirations of the city and its communities, these key documents need to be reviewed and updated regularly.
- 2.2 A project was undertaken pre-pandemic, to identify and collate a list of all corporate documents approved by the Council, and to develop a means to regularly review and update them. This current report constitutes this year's annual corporate document review.
- 2.3 In addition to key strategies and policies, the corporate document review also includes many key documents used by officers and members that do not require formal committee approval. Examples of these include operational policies, procedures, guidance documents and codes of practice used across the Council that support both consistency in the safety and wellbeing of staff; and consistency in how customers access services.
- 2.4 The Council uses Netconsent software to store its corporate strategies, policies and other key corporate documents. Netconsent enables the Council to manage its suite of corporate documents effectively through scheduling regular reviews, version control and reporting.

3 Corporate Document Review 2023

- 3.1 A list of all corporate documents and their review status is attached as '**Appendix 1**' to this report. All corporate documents listed in '**Appendix 1**' are available on the Council's Netconsent document storage system. Of those listed in '**Appendix 1**', most have been reviewed and updated this year with latest versions available on Netconsent.

- 3.2 A small proportion of documents listed in '**Appendix 1**' are either complete and awaiting formal approval for any required changes; or a review is currently underway. This includes some HR policies, some Housing policies, and policies related to equality and diversity. The review deadlines for some documents have also been moderately extended, including those related to Customer Services in acknowledgement of recent staffing pressures and the need for some activities to be reprioritised.
- 3.3 Notwithstanding the small proportion of pending reviews remaining, this report and '**Appendix 1**' demonstrate the value added by the Council's corporate document review process; providing assurance that the Council's corporate documents remain up to date and continue to reflect the needs and aspirations of the city.

4. Strategic Priorities

- 4.1 This report provides assurance that there continues to be an adequate framework in place to support the regular review of key corporate documents which, in turn, helps to ensure the effective delivery of the Council's strategic priorities and services.

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

Some of the corporate documents within '**Appendix 1**' may be subject to an overarching legal framework. Where this applies, the relevant service areas consider this as part of the review process.

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

Any such impacts are considered during the development and review of the corporate documents.

6. Risk Implications

6.1 (i) Options Explored

The corporate document review process seeks to minimise risk to the Council, by identifying and reviewing key documents to ensure they remain relevant and up to date. Cessation of this review process, or reducing its frequency, would increase this risk and as such these options are not considered feasible.

6.2 (ii) Key risks associated with the preferred approach

There are no risks identified with the approach taken.

7. Recommendation

- 7.1 That the list of corporate documents attached as '**Appendix 1**' be noted, and comments/feedback provided 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 – 'Appendix 1'

List of Background Papers:

None

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