

	<p><b>REPORT TO CABINET TO BE HELD ON 15 FEBRUARY 2011</b></p>
	<p><b>Key Decision</b>                      <b>YES</b></p> <p><b>Forward Plan Ref No</b>        <b>HHR&amp;P 1</b></p>
<p><b>Corporate Priority</b></p> <p><b>All</b></p>	<p><b>Cabinet Portfolio Holder</b>                              <b>Cllr Mrs P Marsden</b></p>

**REPORT OF: HEAD OF HUMAN RESOURCES AND PERFORMANCE  
11/94**

**WARDS AFFECTED: All**

**SUBJECT: THE POLICY FRAMEWORK OF THE COUNCIL**

**RECOMMENDATION (S):**

It is recommended that Cabinet recommend to Council approval of the overarching policy statements for

- Information and Communication Technology
- Finance, Resources and Governance

**REASON FOR RECOMMENDATION (S):**

To provide a clear Policy Framework to assist with monitoring and improving Council performance.

**HIGHLIGHTED RISKS:** see attached risk matrix

**1. INTRODUCTION**

1.1 Previous reports to Cabinet detailed that, following a review of the Council's policies and strategies, there was a need to ensure that they were organised in a coherent manner, and that a new policy framework be implemented, which would enable more effective monitoring of progress against strategy action plans. It was agreed that, each of the Policies and Strategies be reviewed and where there was a link between the policies and strategies they be brought together under a common theme and an overarching policy statement be produced for that theme. Cabinet approved that, through an agreed review process, 11 overarching policy statements be produced.

- 1.2 A part of a phased approach, a number of overarching policy statements, namely Crime and Disorder (Safer Communities), Environment and Sustainability, Regeneration and Economic Development, Equalities and Community Cohesion, Housing, and Customers and Communications have now been approved by Cabinet/Council.
- 1.3 This report seeks approval for the overarching policy statements for those Policies and Strategies covering Information and Communication Technology, and Finance, Resources and Governance.

## **2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN**

- 2.1 The Policy Framework contributes to the delivery of all the Council's aims and priorities.

## **3. BACKGROUND AND ISSUES**

- 3.1 The new Policy Framework approved by Cabinet brings together the Council's existing Policies and Strategies which have "commonality" under 11 themes. These themes, together with other such policies as may from time to time be required as a matter of law, form the revised policy framework and cover:

1. Crime and Disorder (Safer Communities)
2. Customers and Communication
3. Environment and Sustainability
4. Finance, Resources and Governance
5. Housing
6. Human Resources (inc Members)
7. ICT
8. Plans and strategies which together comprise the Development Plan/Local Development Framework
9. Regeneration and Economic Development
10. Equalities and Community Cohesion
11. Tourism, Leisure and Culture

- 3.2 For each of the themes identified above, an overarching policy statement has been/is being developed, which illustrates the links to the Corporate Plan, sets out the key themes and priorities as a series of Policy Statements, and details key actions, performance measures and targets against which progress would be measured. The policy and strategy documents under each of the themes are to be rationalised, redrafted as necessary and form subsidiary documents to the overarching policy statement.

## **4. CONSULTATION**

- 4.1 No specific consultation has been undertaken in respect of the overarching thematic policy statements, however, the subsidiary policy and strategy documents have been the subject of separate consultation during their development.

## **5. ASSESSMENT**

- 5.1 As stated previously, a further two policy areas have been reviewed and the overarching policy statements have now been completed. The policy statements are attached as appendices 1 and 2, for approval by Members. The remaining thematic policy statements, as they are completed, will be presented to future meetings of Cabinet for approval.
- 5.2 Progress against the key actions detailed in the Policy statement and actions in the subsidiary policies and strategies will be through the processes previously agreed by Cabinet.
- 5.3 The overarching policy statements will be monitored, reviewed and revised to take into account of any new policies/strategies which may need to be introduced. Reports will be presented to Cabinet detailing the revisions as necessary.

## **6. IMPLICATIONS**

### **(a) Policy**

- 6.1 If adopted, the overarching statements will become the Policy Framework of the Council, together with the policies and strategies that must as a matter of law form part of the Policy Framework.

### **(b) Financial**

- 6.2 There are no financial implications.

### **(c) Risk**

- 6.3 The risks are shown on the matrix attached to this report.

### **(d) Legal**

- 6.4 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000, made under section 13 of the Local Government Act 2000, specify certain policies and strategies which must form part of the Policy Framework. The Regulations also provide for the Council to choose other plans or strategies to form part of the Policy Framework. The Council is required to maintain a list of the policies which comprise the Policy Framework, and this forms part of Article 4 of the Council's Constitution. The Policy Framework provides the framework within which executive decisions can be taken.

### **(e) Environmental and Sustainable Development**

- 6.5 There are no specific implications.



**Head of Human Resources and Performance**

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**Background Papers:**  
None

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT ALAN LAYTON 01723 232318, e-mail alan.layton@scarborough.gov.uk

## Risk Matrix

<b>Risk Ref</b>	<b>Date</b>	<b>Risk</b>	<b>Consequences</b>	<b>Mitigation</b>	<b>Current Risk Score</b>	<b>Target Score</b>	<b>Service Unit Manager/ Responsible Officer</b>	<b>Action Plan</b>
1		The Council's Policy Framework is maintained not up to date	Decisions requiring Council approval are not referred to full Council	Introduction of a simplified policy framework that identifies the key policy themes	B3	A3	HLS/Policy and Performance Manager	None
2		No clear identification of the policy framework of the Council	Time engaged in all policy documents being referred to full Council to ensure effective approval	Establish Rational structure for Policy Framework	B4	A3	HLS/Policy and Performance Manager	None
3		Performance against action plans identified in Policy documents not effectively monitored	Weak performance score in external audit assessment. Undermining of regional assessment of performance	Introduce a clear Policy Framework with clear action plans that can be monitored through the scrutiny process	C3	A3	HLS/Policy and Performance Manager	None

## Glossary of Terms

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified.
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan	The proposed actions to be implemented in order to reduce the risk to the target score

## Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

### Likelihood:

A = Very Low  
 B = Not Likely  
 C = Likely  
 D = Very Likely  
 E = Almost Certain

### Impact

1 = Low  
 2 = Minor  
 3 = Medium  
 4 = Major  
 5 = Disaster