

POLICY TABLE 22/3/12

Name	Description	Lead Cabinet Member	Lead officer	Division/Service Responsible for update	Approving body or individual	Date of last approval	Next review date
Acceptable use policy	This document defines what is acceptable use of the council's information and Communications facilities	Corporate Services	ICT infrastructure Manager	Resources	Director Resources	Dec 2011	Dec 2012
Anti fraud and anti corruption policy	Framework to prevent fraud and corruption with the council	Corporate Services	Director Resources	Resources	Cabinet	Jun-07	Currently under review
Arts development strategy	Currently under review	Sport and Culture	Director - Wellbeing & Culture	Wellbeing and Culture	Cabinet	April 2004	March 2013
Asset management plan	Asset management plan outline's how property assets link into longer term service and financial strategies and the approach to property management.	Built Environment	Property Manager	Resources	Cabinet	2010	2015
Corporate Business continuity plan	Provides a framework to assess and respond to incidents that could effect normal business	Finance and Community Development	Executive Director	Strategic	Executive Director	2010	2011
Car parking strategy (draft)	Currently being drafted	Built Environment	Integrated Transport Manager	Built Environment	Lead Member		Under review
Commissioning Protocol	This protocol describes the principles that govern the approach to commissioning and provides a description of the context in which commissioning is undertaken.	Corporate Services	Director Commissioning	Commissioning	Director Commissioning	February 2012	As and when required

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Corporate health and safety policy	This policy is used to develop a positive health and safety culture	Corporate services	Chief Executive	GO Shared Service	Cabinet	Nov-10	Nov-12
Corporate risk management policy	This policy is used to manage negative and positive risks to deliver objectives and reduce costs	Leader	Director Resources	Resources	Director Resources	Mar-11	Mar-12
Corporate strategy (*PF)	Key corporate document that describes the councils objectives and outcomes for a five year period	Leader	Strategy and Engagement Manager	Commissioning	Council	Mar-11	Mar-12
Crime and disorder reduction strategy (*PF)	Strategic assessment to provide knowledge and understanding of community safety problems The strategy for tackling local crime and disorder problems will be set out by the Positive Lives Partnership)	Housing and Safety	Strategy and Engagement Manager	Commissioning	Council	2008	in March 2012.
Data protection policy	To provide guidance to ensure personal data is processed fairly and lawfully	Corporate Services	Corporate Governance, Risk and Compliance Officer	Resources	Director Resources	Nov 2011	Nov 2012
Records management and data quality policy	To provide guidance on the safe and legal storage and use of data	Corporate Services	Corporate Governance, Risk and Compliance Officer	Resources	Director Resources	Dec 2011	December 2012

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Debt management policy	Provides a framework for a consistent and sensitive approach to the collection of debt	Finance and Community Development	Director Resources	Resources	Director Resources	Jul-10	Jul-12
Economic development strategy	This strategy provides a framework to support the business community, with economic development and business growth	Leader	Director Built Environment	Built environment	Cabinet	2007	2017
Access and use of email, internet and intranet Access	Guidance on the acceptable use of these forms of communication	Leader	ICT Infrastructure Manager	Resources	Director Resources	Dec 2011	Dec 2012
Corporate enforcement policy	The policy covers the enforcement activities across all of the council's Regulatory services	Built Environment	Director Built Environment	Built Environment	Covered above	Mar-07	As required
Equality and diversity policy (mar 2008)	Overarching strategy focusing on promoting equality issues to ensure the elimination of discrimination and disadvantaged	Corporate Services	Strategy and Engagement Manager	Commissioning	Cabinet	Mar-08	Under review
Access to information policy	Provides guidance on how to handle information requests covered by the FOI act and the EI legislation	Corporate Services	Customer Relations and Research Manager	Commissioning	Director Commissioning	Dec2011	Current

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Homelessness strategy	Homelessness strategy sets out what is needed to tackle homelessness in Cheltenham over a five year period.	Housing and Safety	Director Built Environment	Built Environment	Cabinet	Jan-08	May 2012 To be incorporated into Housing Strategy
Housing renewal strategy	Policy consideration of works of repair, improvement or Adaptation	Housing and Safety	Director Built Environment	Built Environment	Cabinet	Aug-07	May 2012 To be incorporated into Housing Strategy
Housing Strategy	Overarching strategy to encompass all aspects of housing	Housing and Safety	Director Built Environment	Built Environment	Cabinet	July 2012	Currently being drafted
Information security policy	The purpose of the policy is to allow the council's information assets to be held, used, stored and when appropriate, disposed of in a secure manner	Corporate Services	ICT Infrastructure Manager	Resources	Director Resources	Dec 2011	Dec 2012
ICT strategy	This provides a framework for the identification and delivery of the best and most efficient way to deliver communication and it services	Corporate Services	ICT Infrastructure Manager	Resources	SLT	June 2010	Not due until June 2016 but currently under review because of Go
Information management strategy	The strategy and supporting polices provide a framework for the use and disposal of information in Line with good practice	Corporate Services	Corporate Governance, Risk and Compliance Officer	Resources	SLT	Oct2011	Oct 2013

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Licensing policy statements (Licensing Act 2003 and Gambling Act 2005) (*PF)	Licensing policy in respect of the sale of alcohol, public entertainment and late night refreshment	Housing and Safety	Community Protection Manager	Operations	Council	Mar-09	Feb-12
Local development plan/framework (*PF)	The JCS is a co-ordinated strategic development plan for the area involving Tewkesbury Gloucester City and Cheltenham	Leader	Strategic Land Use Manager	Built Environment	Council	Jun-06	Under review
Medium term financial strategy	This is key policy document which provides an estimate of the budget requirement and council tax for future years	Finance and Community Development	Director Resources	Resources	Council	Mar-11	Mar-12
Procurement strategy	The overarching aim of the strategy is to ensure procurement activities are undertaken legally, efficiently and economically	Corporate Services	Procurement Manager	Resources	Cabinet	Cabinet 2010	2012
Public arts strategy	Under review	Sport and Culture	Director Wellbeing and Culture	Wellbeing and Culture	Cabinet	December 2004	2013
Urban design framework	It is a material consideration in determining planning applications, but beyond this, its technical appendices provide strategic guidance for the future sustainable	Built Environment	Urban Design Manager	Built Environment	Cabinet	Dec-10	Current

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	design of the central area, for traffic management and for the treatment of public spaces and street						
Safeguarding children and vulnerable people policy	To ensure effective child protection measures are in place, we work with the Gloucestershire safeguarding children's board (gscb) and this policy is designed to function within their child protection and policies and procedures	Housing and Safety	Partnership Team Leader	Commissioning	Cabinet	Oct-09	Constant
Sustainable community strategy	Aspirational long-term Vision that sets out a course of action for all Partners to work towards over the next twenty Years	Leader	Strategy and Engagement Manager	Commissioning	Cabinet	Oct-07	Expired – plans for improving quality of life in Cheltenham will be set out by the Positive Lives Partnership in March 2012
Treasury management strategy (*PF)	Treasury Management Strategy Statement, stating the policies, objectives and approach to risk management of its treasury management activities	Finance and Community Development	Director Resources	Resources	Council	Mar-11	Mar-12

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Whistle blowing policy	This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with	Corporate services	Chief Executive Officer	GO Shared Service	Chief Executive	2010	2013

*PF refers to those plans, strategies and policies that form the Policy Framework