

Appendix C Policy Table  
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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 Publica infrastructure Manager	Publica	Corporate Leadership Team	Aug-19	When necessary
Access To Information Policy	Provides guidance on how to handle information requests covered by the FOI act and the EI legislation	Corporate Services	Client Officer and Customer Relations Manager	Chief Execs	Chief Executive	Dec-12	Being updated as part of the GDPR project - outstanding
Allotment Strategy	To provide a policy for provision and management of allotments in Cheltenham	Clean and Green Environment	Green Space Development Manager	Place & Growth	Cabinet	Nov-15	When necessary
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.	Finance	Head of Property Services	Property	Council	Apr-16	Apr-21

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Asset Management – Investment Property Portfolio Policy	To provide criteria for acquisition of investment properties	Finance	Head of Property Services	Property	Council	Dec-17	Feb-19
Business Rates - Discretionary Rate Relief Policy	To provide business rate relief for certain charitable and non- profit making bodies	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	Nov-08	When necessary
Business Rates – Hardship Relief Policy	To provide a policy to support the council's discretionary powers to reduce or remit business rates on the grounds of hardship	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	May-09	When necessary
Car Parking Strategy	To provide a place based approach to town car parking and access	Development and Safety	Executive Director Finance and Assets	Place & Growth	Cabinet	Jun-17	Provides a 5 year strategy
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	Chief Executive	Chief Execs	Chief Executive	Feb-12	As and when required
Corporate Advertising and sponsorship policy	The council's policy on corporate advertising and sponsorship	Development and Safety	Director Resources and Corporate Projects	Resources	Cabinet	Feb-15	When required

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Corporate Business Continuity plan	Provides a framework to assess and respond to incidents that could effect normal business	Corporate Services	Executive Director People and Change	People and Change	Executive Leadership Team	Apr-13	Mar-20
Corporate Enforcement Policy	The policy covers the enforcement activities across all of the Council's Regulatory Services	Development and Safety	Director of Environment / Executive Director People and Change	Enforcement/ Counter Fraud Unit	Cabinet	Sep-19	Sep-22
Corporate Health And Safety Policy	This umbrella policy comprises of a series of policies used to develop a positive health and safety culture	Corporate services	Chief Executive	Publica	Cabinet	Sep-14	Currently under review
Corporate Risk Management Policy	This policy is used to manage negative and positive risks to deliver objectives and reduce costs	Corporate services	Executive Director People and Change	People and Change	Audit, Compliance and Governance Committee / Cabinet	Jul-19	Jul-20
Corporate Strategy (*PF)	Key corporate document that describes the councils objectives and outcomes for a five year period	Leader	Strategy and Engagement Manager	People and Change	Council	Mar-19	Agreed in March each year
Council Tax – Empty Properties	The policy determines the council tax charges on empty properties	Finance	Head of Revenues and Benefits	Revenues and Benefits	Council	Dec-18	When necessary
Council Tax Section 13a Policy	To provide a policy discretionary council tax reduction in exceptional circumstances	Finance	Head of Revenues and Benefits	Revenues and Benefits	Council	Dec-18	When necessary

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Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy	To provide a policy on the Council's approach to prosecution and other sanctions in cases of fraud or misinformation in respect of Council Tax Support, Council Tax and Housing Benefit.	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	01/11/2017 (replaced former Housing and Council Tax Benefits sanctions policy March 2010)	When required in line with legislative changes
Council Tax – support scheme	The policy sets out the Council's local council tax support scheme	Finance	Head of Revenues and Benefits	Revenues and Benefits	Council	Dec-18	Dec-19
Counter Fraud and Anti-Corruption Policy (Formally Anti Fraud and Corruption Policy)	Framework to prevent fraud and corruption with the Council	Corporate Services	Executive Director Finance and Assets	Counter Fraud Unit	Cabinet	May-17	Reviewed April 2019 following data protection changes. Minimal updates approved by Exec Director Finance and Assets
Crime And Disorder Reduction Strategy (*PF)	Strategic assessment to provide knowledge and understanding of community safety problems (via Place Governance Group and The Communities Partnership)	Development and Safety	Strategy and Engagement Manager	People and Change	Council	2008	Community Safety commitments set out annually within corporate strategy

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Data Protection Policy	To provide guidance to ensure personal data is processed fairly and lawfully	Corporate Services	Publica ICT shared service	Finance & Assets	Cabinet	Jun-18	When required
Development Plans/Development Plan Documents (*PF)	These include the JCS, the Cheltenham Plan and Neighbourhood Plans.	Leader	Director of Planning	Place & Growth	Council	Dec-17	When required
Debt Management Policy	Provides a framework for a consistent and sensitive approach to the collection of debt	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	Jul-10	Currently under review
Discretionary Business Rates Reliefs	To provide reliefs related to the 2017 Revaluation	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	Feb-19	Feb-20
Discretionary Housing Payments	The policy covers discretionary housing payments	Finance	Head of Revenues and Benefits	Revenues and Benefits	Cabinet	Feb-18	When required
Economic Development Strategy	This strategy provides a framework to support the business community, with economic development and business growth	Leader	Director of Planning	Planning	Cabinet	2007	Nov-18

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Equality And Diversity Policy (Mar 2008)	Overarching strategy focusing on promoting equality issues to ensure the elimination of discrimination and disadvantage	Corporate Services	Strategy and Engagement Manager	People and Change	Cabinet	Mar-08	Equality commitments set out annually within corporate strategy
Gambling 2005 (*PF)	Act Licensing policy in respect of the regulation of betting, gaming and lotteries	Development and Safety	Director of Environment	Licensing Services	Cabinet	Feb-19	Every 3 years
Homeseeker Allocations Policy	This policy covers allocations of households into social housing	Housing	Lead Commissioner Housing Services	Place & Growth	Cabinet		Oct-19
Housing and Homeless Strategy	Overarching strategy to encompass all aspects of housing	Housing	Lead Commissioner Housing Services	Place & Growth	Cabinet	Jul-18	2023
ICT Strategy	This provides a framework for the identification and delivery of the best and most efficient way to deliver ICT services to meet business needs	Corporate Services	ICT Publica Infrastructure Manager	Publica	Executive Leadership Team	Oct-12	Mar-19

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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	Executive Leadership Team	Oct-11	part of smartworking programme
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 Publica infrastructure Manager	Publica	CMT	Jul-19	when necessary
Licensing policy statements (Licensing Act 2003 (*PF))	Licensing policy in respect of the sale of alcohol, public entertainment and late night refreshment	Development and Safety	Director of Environment	Licensing Services	Cabinet	Dec-15	Every 5 years
Medium Term Financial Strategy	This is key policy document which provides an estimate of the budget requirement and council tax for future years	Finance	Chief Finance Officer	Resources	Council	Feb-19	Agreed annually as part of the budget
Members ICT Policy	To set out the facilities available to Members and the expectations of them and what they can expect in terms of support	Corporate Services	Democratic Services Manager	Chief Executive/ ICT Publica	Cabinet	Cabinet March 2015	Members working group set up and will review by March 2019

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Place Strategy	To set out a longer-term vision for Cheltenham	Leader	Director of Planning / Strategy and Engagement Manager	Chief Executive	Council	Council endorsed the vision in March 2018	Ongoing work to develop the place strategy
Procurement Strategy	The overarching aim of the strategy is to ensure procurement activities are undertaken legally, efficiently and economically	Corporate Services	GO SS Publica Procurement Manager	Resources	Cabinet	Jul-15	As and when required
Property Lettings and Disposals to the Third Sector, Voluntary and Community Groups	A policy to enable VCS groups to rent council properties through a rent support grant scheme	Finance	Head of Property Services	Property	Cabinet	Dec-16	As and when required
Public Art Strategy	Under review	Healthy Lifestyles	Place and Economic Development Manager	Place & Growth	Cabinet	Dec-17	As and when required



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Records Management And Data Quality Policy	To provide guidance on the safe and legal storage and use of data	Corporate Services	Publica ICT shared service	Publica	Executive Leadership Team	Mar-15	Oct-18
Regulation of Investigatory Powers Act 2000 (RIPA) Policies (Two) and Investigatory Powers Act 2016 Policy	RIPA - Surveillance and Covert Human Intelligence Source Policy and Internet and Social Media Research and Investigations Policy / IPA - Acquisition of Communications Data	Corporate Services	Chief Executive	Counter Fraud Unit	Cabinet	2017 - approval for all early 2020	Sept 2019 - March 2020 Refresh of Directed Surveillance Policy underway. Rewrite of Acquisition of Communications Data underway. Introduction of new Social Media Policy underway. As required.
Safeguarding Children and Vulnerable Adults Handbook	To ensure effective safeguarding measures are in place	Healthy Lifestyles	Safeguarding and Partnerships Manager	Chief Executive	Cabinet	Aug-17	As required

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Sexual entertainment venues	To set out the council's policy for SEVs in the borough	Development and Safety	Director of Environment	Place & Growth	Council	Oct-14	As required
Street Trading Licensing Policy	The policy sets out the council's framework and approach for the management of street trading in the borough.	Development and Safety	Director of Environment	Place & Growth	Cabinet	Feb-16	As required
Taxi and Private Hire Licensing Policy	Policy guidance and conditions for private hire and taxis	Development and Safety	Director of Environment	Place & Growth	Cabinet	Mar-18	At least every 3 years
Transparency Policy	A policy to ensure the council conforms with the Local Government Transparency Code (the Code) which is mandatory on all local authorities	Corporate Services	Executive Director People & Change	People & Change	Cabinet	Jan-15	Will be reviewed as part of GDPR project
Visitor economy	Five-year strategy to grow Cheltenham's visitor economy	Leader	MD Place and Economic Development	Place & Growth	Cabinet	Jul-17	As required

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Volunteers policy	This policy set out the volunteers are engaged in supporting council activity	Healthy Lifestyles	Strategy and Engagement Manager	People and Change	Cabinet	May-19	New policy being created
Whistleblowing Policy	This policy sets out the way in which employees, individuals and contractors may raise any concerns that they have and how those concerns will be dealt with	Corporate services	Chief Executive	Counter Fraud Unit	Audit, Compliance and Governance Committee	Sep-16	When required