

SALISBURY  
CITY COUNCIL



# Policy Management

Policy Number	Version	Owner	Doc No.	PDF No.	Date Published	Review Due	Review Team
CS040	1	DCC	60455		Sept 2017	Sept 2020	Man

**Distribution**

Internal: All SCC Staff

External: Website/Councillors/Partners

## **1. Introduction**

- 1.1. This policy describes how SCC's policies will be initiated, reviewed and adopted. Policies can also be titled procedures or guidelines.
- 1.2. These documents will also be managed in accordance with this policy.
- 1.3. This policy applies to HR policies and all general policies.

## **2. Officer in Charge of Policy Management**

- 2.1. The officer in charge of Policy Management is the Corporate Services Manager, who reports to the Deputy City Clerk.

## **3. Creation of a Policy**

- 3.1. A policy can be initiated as follows:
  - 3.1.1. By an Officer in response to a legislative change or service development
  - 3.1.2. By the Leader of the Council, Chairman of a committee or Working Group, or group of councillors
- 3.2. Once the need for a policy is identified the appropriate officer will draft the policy.
- 3.3. This will then be circulated for comment to officers/councillors as appropriate.
- 3.4. The final version of the policy will then be adopted in accordance with its type, which will be established as part of the consultative process.

## **4. Adopting a Policy**

- 4.1. The approval and adoption made for a policy will depend on its type. Policies will either be adopted at a designated committee or by the Clerk.
- 4.2. Full details are shown at Annex A.

## **5. Policy Types**

- 5.1. Policies are categorised as Type 1, 2 or 3 according to their status, review process, scope and impact.
- 5.2. The owner of the policy will propose the policy type and this will be agreed by the City Clerk or Deputy City Clerk
- 5.3. Annex A shows details of the policy types.

## **6. Dissemination of Policies**

- 6.1. Staff and councillors will be made aware of policies which are relevant to them in the following ways:
  - 6.1.1. At their induction

- 6.1.2. On election/co-option
- 6.1.3. At Committee meetings or councillor briefing sessions
- 6.1.4. At staff meetings
- 6.1.5. Via Gilbert's Gossip
- 6.1.6. At team meetings, if held
- 6.1.7. At 1:1 reviews as appropriate
- 6.1.8. On SCC's website
- 6.1.9. Via email
- 6.1.10. And via People HR, as appropriate

6.2. Annex A shows further details of this.

## **7. Review Process**

7.1. The review of policies will be overseen by the Corporate Services Manager (CSM).

- 7.1.1. **Type 1** policies will be reviewed at least annually or more frequently if required
- 7.1.2. **Type 2** policies will be reviewed three yearly
- 7.1.3. **Type 3** policies will be reviewed as required

7.2. Review means a thorough re-reading of the policy by the original author or their subsequent successor of the policy to ensure any necessary changes are made, for example as a result of changing legislation or operational delivery and so on.

7.3. Any changes proposed will be agreed by OMG, as appropriate.

7.4. The CSM will then ensure the policy is re-adopted in accordance with its type where the changes are material and significant. Otherwise the policy will be re-adopted and re-published overseen by the CSM.

## **8. Archiving and Storage of Policies in EDMS**

8.1. The CSM will archive old copies of published policies as soon as the new policy is agreed and published.

8.2. The CSM will ensure the extant copy of any policy is available in EDMS as a pdf document to all staff. The underlying word version of the document will have a restricted circulation to those involved in its drafting and review only.

## **9. Format & Considerations**

9.1. Policies are to be presented in the standard policy format as prescribed by the CSM.

9.2. The CSM will assign the policy reference number.

9.3. Every policy must have a designated owner to be responsible for maintaining and updating the policy. This will be assigned to a post, not a person.

9.4. Each policy will also have a nominated member of OMG to retain oversight of the policy. This will be shown on the Corporate Governance Register.

## **10. Freedom of Information**

10.1. The Council's Freedom of Information Policy Scheme as shown on the council's website details the policies that are available to members of the public

## **11. Non – Compliance with Policy**

11.1. **Staff** – non-compliance with the Council's policies is misconduct and can be dealt with under the Disciplinary and Appeal Procedure (Doc 49964).

11.2. **Councillors** – Councillors are required to abide by all council policies, in line with the Code of Conduct and relevant legislation.

## **12. References and Associated Documents**

12.1. Publication Scheme – Doc 51455

12.2. Corporate Governance Register – Doc 44203

12.3. Scheme of Delegation Doc 58535

12.4. Disciplinary and Appeal Procedure Doc 49964

**Types of Policy and their management – Types 1 – 3**

General Description	Likely initiation	Review	Initial Adoption	Dissemination
<b>Type 1 – High Priority</b>				
<ul style="list-style-type: none"> <li>• Constitutional policies required by 1972 LGA, Localism Act 2010 and other legislation and guidance</li> <li>• Key governance policies</li> <li>• Any policy related to Health and Safety</li> <li>• HR Contractual policies</li> <li>• Key HR management policies</li> <li>• Fundamental guidance and control for the organisation</li> </ul>	In response to legislative or external influence	At least annually or more frequently as required	By Full Council or committee law* the Scheme of Delegation	<ul style="list-style-type: none"> <li>• On SCC website</li> <li>• To all councillors in hard copy on election/co-option</li> <li>• Staff - to be signed for on People HR on joining and at periodic interval when changes are made to underlying legislation</li> <li>• Available to all on EDMS although where applicable changes are all subject to the relevant consultation process</li> <li>• Awareness raised via Gilberts Gossip</li> <li>• Awareness raised at staff meetings</li> </ul>
<b>Type 2 – Medium Priority</b>				
<ul style="list-style-type: none"> <li>• Corporate Policies regulating the effective management of the council</li> <li>• HR policies regulating the effective management of staff</li> </ul>	By officer or committee	Every 3 years	The Clerk unless specified in the Scheme of Delegation	<ul style="list-style-type: none"> <li>• On website if agreed by CC/DCC</li> <li>• Staff - to be signed for on People HR on joining and at periodic interval when changes are made to</li> </ul>

<ul style="list-style-type: none"> <li>• HR policies required by legislation which change in infrequently</li> </ul>				<p>underlying legislation if required by HR Manager</p> <ul style="list-style-type: none"> <li>• Via email to all councillors</li> <li>• Via email to all staff</li> <li>• Available to all on EDMS</li> <li>• Awareness raised via Gilberts Gossip</li> <li>• Awareness raised at staff meetings</li> </ul>
<b>Type 3 – Low Priority</b>				
<ul style="list-style-type: none"> <li>• Useful polices and guidelines to allow the effective conduct of the councils' business</li> <li>• HR policies required by legislation which may be static in nature</li> <li>• Useful HR policies and guidelines to support the effective management of the staff team</li> </ul>	By officer in response to operational need	As required	The Clerk unless specified in the Scheme of Delegation	<ul style="list-style-type: none"> <li>• Available to all on EDMS</li> <li>• Awareness raised via Gilberts Gossip</li> <li>• Awareness raised at staff meetings</li> </ul>

*\*law = in accordance with*