

Policy Register review programme update

Meeting: Audit, Risk and Finance Committee
Date of meeting: 10 September 2020
Reporting officer: Linda Osborne, Administration Manager

Purpose/Ngā whāinga

To update the Committee on the review programme of the Policy Register.

Executive summary/Whakarāpopototanga

The Policy Register contains 63 separate policies which are reviewed as they fall due. It is good practice that the Register is reported to Council on a regular basis. It is placed on the Committee's agenda for information.

Recommendation/Ngā tūtohunga

That the Audit, Risk and Finance Committee:

- a) Notes the update on the Council adopted external policy register and the Executive approved internal policy register.

Context/Horopaki

Council currently maintains 63 separate policies. General Managers have the responsibility of periodically reviewing policies in their area and the General Manager Transformation and Engagement has an over-arching programme to ensure that happens. Some policies (operational and internal) are authorised by the Chief Executive only, whereas others, in the interest of transparency, are adopted by Council.

The Policy Register is available on Council's intranet (Te Kura) which enables all staff easy access to 'a single source of truth'. Every six months the Policy Register's status is reported to the Committee.

At its last meeting the Committee asked to see a separation between those policies adopted by Council or a Council Committee (external) from those policies approved by the Chief Executive or the Executive Team (internal).

There are currently 37 external policies adopted by Council or a Committee which are available at **Attachment A** and 26 internal policies approved by the Chief Executive or the Executive Team at **Attachment B**. Both registers will continue to be reported to the Committee six monthly.

Discussion/Ngā kōrerorero

Since the last Policy Register was reported to the Committee, staff have considered what policies are no longer required. Many of the Council adopted policies are required by legislation and this needed to be taken into account, when reviewing.

External Policies

Since last report, Council has approved new policies, provided overleaf, which have been included in the register:

- Environmental Awards Policy adopted by Council at the February 2020 meeting
- Procurement Strategy adopted by Council at the February 2020 meeting
- Hearing Commissioners Policy adopted by Council at its May 2020 meeting.

Two of the current Council adopted policies have been reviewed and approved by Council. They are the:

- Community Assistance Policy adopted by Council at the April 2020 meeting
- Risk Management Framework Policy and Process adopted by Council at the March 2020 meeting.

Other policies are under review as follows:

- The Whistleblowing Policy is currently being reviewed as the Office of the Auditor General has asked Deloitte to discontinue providing this external service due to the conflict of interest with their auditing requirements.
- Gifts for Elected Members Policy
- Fraud Policy
- Petitions Policy
- Sensitive Expenditure Policy
- Rooding Policy
- Health and Safety Policy.

The Elected Members Allowances and Recovery of Expenses had a review date of August 2020. This date ensures that the policy is reviewed in line with annual changes made by the Remuneration Authority (RA). The RA made no changes to the determination this year governing elected member remuneration, so the policy was not required to be reviewed.

The Legislative Compliance Policy is overdue. However, a legislative update is provided separately at this meeting.

Internal Policies

The internal policies approved by the Chief Executive or Executive Team (Attachment B) are being reviewed as they fall due and when resourcing allows. They are the:

- Disposal of Operational Assets Policy
- Flexible Working Arrangements Policy
- Mobile Phones Policy
- Performance Management Policy
- Professional Development and Training Policy
- Staff Procurement Policy
- Vehicle Procedures Policy.

The Procurement and Contract Management Manual is under review. As reported, Council has approved the Procurement Strategy. The Executive Team will approve the manual based on the Strategy.

Significance and engagement/Hirahira me ngā whakapapa

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Staff will continue to review policies as and when they are due, and report updates to the Committee every six months.

Attachments/Ngā tapiritanga

	Title
A	External Policy Register
B	Internal Policy Register