

Policy register review programme update

Meeting: Audit, Risk and Finance Committee
Date of meeting: 11 March 2021
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 68 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 (via Executive Team) only, whereas others, in the interest of transparency, are adopted by Council (external).

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 this committee.

There are currently 40 external policies adopted by Council or a Committee which are available at **Attachment A** and 28 internal policies approved by the Chief Executive or the Executive Team at **Attachment B**. Both registers will continue to be reported to this committee six monthly.

Discussion/Ngā kōrerorero

Many of the Council adopted external policies are required by legislation and this needs to be taken into account, when reviewing both the policies themselves and the Long Term/Annual Plans.

External Policies

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

- Non-Elected Member Remuneration Policy
- Financial Contributions Policy

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

- Whistle Blowing Policy
- Fraud Policy

In line with the 2021/31 Long Term Plan the following policies have been reviewed and will be available for public comment as part of the consultation process.

They are the;

- Revenue and Finance Policy
- Sensitive Expenditure Policy
- Significance and Engagement Policy
- Treasury Policy
- Development Contributions Policy
- Early Payment of Rates for Subsequent Years Policy
- Maori Freehold Land Rates Postponement and Remission Policy
- Rates Postponement and Remission Policy

Other policies are under review as follows:

- Gifts for Elected Members Policy
- Petitions Policy (up for adoption at the February Council meeting)
- Roothing Policy
- Health and Safety Policy

The Legislative Compliance Policy is well overdue. The Committee had asked for staff roles to be linked to legislation. This is a huge task as there is a great deal of legislative framework and crossovers for each area. However, a legislative update is provided separately at each meeting.

Internal Policies

Since the last report four internal policies have been reviewed. They are the;

- Customer Privacy Policy
- Employee Privacy Policy
- Recruitment and Selection Policy
- Vehicle Use Policy. This policy was previously called the Vehicle Procedures Policy.

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
- Citizens Awards Policy

The Procurement and Contract Management Manual is still under review and will be approved by the Executive Team based on the Procurement Strategy adopted by Council in February 2020.

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