

Policy register review programme update

Meeting: Audit, Risk and Finance Committee
Date of meeting: 10 June 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 68 separate policies which are reviewed as they fall due. It is good practice that the Register is reported to the committee on a regular basis. It is placed on the Committee's agenda for information.

Recommendation/Ngā tūhunga

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'.

There are currently 40 external policies adopted by Council or a Committee and 28 internal policies approved by the Chief Executive or the Executive Team. At the last Audit, Risk and Finance meeting the Committee asked for only the recently reviewed policies to be displayed on the registers.

The relevant external policies are available at **Attachment A** and the relevant internal policies available at **Attachment B**. The Committee also asked for the registers to be reported at each meeting. As such both registers will be reported to this Committee quarterly.

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

- Gifts for Elected Members Policy
- Petitions Policy

In line with the 2021/31 Long Term Plan the following policies have been reviewed and will be adopted as part of the Long Term Plan process.

They are the;

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

Other policies currently under review are the:

- Roading Policy
- Health and Safety Policy
- Citizens Awards Policy
- Class 4 Gaming Venues Policy
- Code of conduct – Staff
- Easter Sunday Shop Trading Policy
- Land Sale and Acquisitions Policy
- Reserves Contributions (Use of) Policy
- Totalisator Agency Board (TAB) Venue Policy

The Legislative Compliance Policy continues to be overdue. However, a legislative update is provided separately to this committee meeting.

The Procurement and Contract Management Manual was adopted by Council in 2014. It is still under review and will be based on the Procurement Strategy which was adopted by Council in February 2020.

Internal Policies

Since the last report three internal policies have been reviewed. They are as follows;

- Performance Management Policy
- Flexible Working Arrangements Policy
- Professional Development and Training Policy

The following internal policies are overdue and will be reviewed as resourcing allows. They are:

- Disposal of Operational Assets Policy
- Mobile Phones Policy
- Staff Procurement Policy

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 three months.

Attachments/Ngā tapiritanga

	Title
A	External Policy Register
B	Internal Policy Register