

# Policy Register review programme update

**Meeting:** Audit, Risk and Finance Committee  
**Date of meeting:** 12 March 2020  
**Reporting officer:** Linda Osborne, Administration Manager

## Purpose/Ngā whāinga

To update the Audit, Risk and Finance Committee (the Committee) on the review programme of the Policy Register.

## Executive summary/Whakarāpopototanga

The Policy Register contains 61 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. Since the last report in June four policies have been reviewed and updated, and staff have assessed other policies and updated the future review programme.

## Recommendation/Ngā tūtohunga

That the Audit, Risk and Finance Committee:

- a) Notes the updated Policy Register.

## Context/Horopaki

Council currently maintains 60 separate policies, available at **Attachment A**. 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) 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.

## Discussion/Ngā kōrerorero

Since the last report in June 2019, four policies have been reviewed and updated. They are:

- Elected Member Customer Queries
- Elected Members Allowances and Recovery of Expenses
- Policy on Dogs and Dog Management Bylaw
- Staff Election Protocols.

There are twelve overdue policies. One is due for adoption at this meeting, the Risk Management Policy and Framework. Six policies are currently undergoing a review process. These are the Vehicle Procedures Policy, Performance Management Policy, Mobile Phones Policy, Flexible Working Arrangements Policy, Roading Policy and the Health and Safety Policy.

The ICT Data and Information Compliance Policy was reviewed in 2018, with a review date of June 2019. This has been amended to reflect a more realistic date due to the on-going digital transformation projects.

A new Procurement Strategy was adopted at the February 2020 Council meeting. The Procurement and Contract Management Manual will be reviewed in line with the new Strategy. A new Policy called the Environmental Awards Policy was also adopted at the February 2020 Council meeting.

The remaining policies will be reviewed as resources allow.

### **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	Policy Register February 2020