

POLICY DEVELOPMENT AND REVIEW COMMITTEE

3 June 2015	Agenda Item 5
Work programme 2015/16	
Report author:	Bob Pullen – Policy and Performance Officer
Recommendations	
That the Committee:	
(i) notes the Committee's terms of reference which were adopted by Council in 2014/15 (Appendix i); and	
(ii) considers and agrees the schedule at Appendix ii as a basis for its work programme to review the council's existing policies, strategies and plans and help develop new ones.	

1 Purpose of report and executive summary

- 1.1 This report is concerned with the Committee's work programme for 2015/16. It considers how the Committee can exercise its terms of reference.

2 Background

- 2.1 The Policy Development and Review Committee was established in 2014/15.
- 2.2 The Committee's terms of reference were approved by Council on 19 February 2014 and are reproduced at **Appendix i**. The terms of reference form part of the Council's Constitution.
- 2.3 In summary, the purpose of the Committee is to assist the Cabinet in developing or reviewing either new or existing policies, strategies or plans. Its workload is expected to be driven by the natural cycle of considering existing policies, strategies or plans of the council as they come up for review or providing advice to Cabinet on proposals for new council policy referred by Cabinet, Council or the Scrutiny Committee.
- 2.4 The Committee does not have the formal legal responsibilities to discharge the Council's overview and scrutiny function. Those responsibilities fall to the Council's Scrutiny Committee. Neither does it have the power to initiate reviews itself.

3 Discussion

- 3.1 The Council has developed a Policy Register to track all of its key policies, strategies and plans. This is reproduced at **Appendix ii** along with details of when these are due to be reviewed, a calendar of future Committee meeting dates, the relevant Service Unit with responsibility for the policy and any relevant commentary.

3.2 As well as reviewing existing policies, plans and strategies, the Committee may be asked to consider proposals for new council policy referred by a Cabinet Member or by resolution of Cabinet, the Scrutiny Committee or Full Council.

4 Conclusion

4.1 It is recommended that the Committee:

- (i) **notes** the terms of reference that were agreed by Council on 19 February 2014 (Appendix i); and
- (ii) **considers and agrees** the schedule at Appendix ii as a basis for its work programme to review the Council's existing policies, strategies and plans and help develop new ones.

5 Appendices and background papers

Appendix i: the Committee's terms of reference as agreed by Council on 19 February 2014;

Appendix ii: Policies, plans and strategies due for review in 2015/16;

6 Officer contacts

Bob Pullen – Policy and Performance Officer
BobPullen@swale.gov.uk ☎ 01795 417187

Policy Development and Review Committee

Terms of reference (as agreed by Council on 19 February 2014)

Within its terms of reference, the Committee will:

- (i) consider any built-in review of any existing policies, strategies or plans of the Council;
- (ii) consider existing policies in the light of changes to legislation or national guidance;
- (iii) consider other reviews of existing council policy referred by a Cabinet Member or by resolution of Cabinet, Scrutiny Committee or Full Council;
- (iv) consider proposals for new council policy referred by a Cabinet Member, Cabinet or Full Council;
- (v) provide pre-decision comment on policy decisions.

A policy shall not be re-considered by the committee within two years or before its built-in review period, unless by resolution of the full Council or Cabinet, or as required by a change in legislation or national guidance.

The chairman may invite Cabinet Members and officers of the council or other persons to attend committee meetings to answer questions pertinent to the business of the committee.

Having considered an item, the committee may make recommendations to the person or body that referred the item to it; Cabinet, Cabinet Member, Officer of the Council or the Full Council.

The Policy Development and Review Committee shall exercise overall responsibility for any finances made available to it.

Annual Report – the Policy Development and Review Committee must report annually to the Full Council on their work and make recommendations for amended working methods if appropriate.

Appendix ii

Policies, plans and strategies due for review in 2015/16

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Planning Enforcement Charter and Strategy	Planning Services		22 July 2015	The Committee considered an earlier report on the review of the Planning Enforcement Charter and Strategy on 15/10/04. The original timetable for the review has since slipped.
Housing Allocations Policy	Resident Services	Summer 2015	22 July 2015	
Access Strategy/Digital First	Communications/Commissioning and Customer Contact Unit		22 July 2015	
Communications Strategy	Communications		22 July 2015	
Corporate Equality Strategy	Policy and Performance	To be published in October 2015	16 September 2015	The Committee considered an earlier report on the development of the

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
				Corporate Equality Strategy on 18/03/15.
Climate Local Swale	Policy and Performance	Review once the refreshed Kent Environment Strategy has been published by Kent County Council	16 September 2015	Work to revise Climate Local Swale hinges on Kent County Council refreshing the Kent Environment Strategy which is expected in July 2015.
Playing Pitch Strategy	Commissioning and Customer Contact Unit	August 2015	16 September 15	The timing of presentation to PDRC and Cabinet will need to be confirmed.
Facilities Strategy	Economy and Community Services	December 2015	16 September 2015	
Play Policy	Commissioning and Customer Contact Unit	September 15	28 October 15	The review will recommence in June for completion in September.
Busking Policy	Economy and Communities	February 2016	18 November 2015	

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Data Quality Standard	Policy and Performance	Revised standard to be published by 31 March 2016	20 January 2016	Existing standard to be revised.
Open Spaces Strategy	“	January 2016	24 February 2016	
Volunteering Strategy refresh	“	By March 2016	24 February 2016	
Revised Property Asset Strategy 2016-19	Property Services	May 2016	24 February 2016	

Policy Development and Review Committee dates 2015/16:

- 3 June 2015;
- 22 July 2015;
- 16 September 2015;
- 28 October 2015;
- 18 November 2015;
- 20 January 2016; and
- 24 February 2016.