

Our Plan – Significant Plans, Strategies, and other documents. Version 1 March 2016.

Our Plan is the Council's single, comprehensive, Strategic Plan. It takes an overarching role in drawing all Council activity together.

It is recognised that under the umbrella of Our Plan there is a need to produce and implement a range of other Significant Plans, Strategies and other documents. The Council will look to minimise and harmonise these other Plans, Strategies and other documents wherever practicable.

This schedule is produced to support publication of the 2016/17 Our Plan. It will be kept under review and be re-issued annually. The Plans, Strategies and other documents are grouped under the Council Service areas with the requirement that production and implementation of these lie with the Lead Specialist in that area.

Example Presentation – other service areas to be completed

Strategy and Commissioning (Including Legal)					
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date
Constitution	Roles, responsibilities and delegation procedures	Local Government Act 2000 requirement to annually adopt an up to date Constitution	May Annual Council Meeting	Via Audit Committee recommendations (April meetings)	January / February annually to inform the Council's processes and /or as necessary
Our Plan	Corporate Plan establishing Vision, objectives and priorities	Localism Act 2011 (Section 1 – Powers of General Competence).	March/ April Council	Via Overview and Scrutiny and Hub	Jan / Feb
Our Plan Delivery Plan	Activity Plan	Localism Act 2011 (Section 1 – Powers of General Competence).	March/ April Council	Via Overview and Scrutiny and Hub	Jan / Feb

Financial Procedures		Included within the Constitution – recommended for review during 2016/17	As for Constitution		
Contract Procedures		Included within the Constitution – recommended for review during 2016/17	As for Constitution		

Finance					
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date
Data Protection Policy	To ensure that the Council complies with the requirements of the Data Protection Act	Data Protection Act	September 2015 (both Councils)	Hub / Executive	Every three years or as required
Corporate Enforcement Policy	To ensure that the Council applies a transparent, proportionate and consistent approach to its enforcement responsibilities	Various legislative requirements (eg EH, planning, commercial services)	December 2015	Hub/ Executive to Council	Every three years or as required

Housing , Revenues and Benefits					
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date
Corporate Debt Policy	To set out the way in which the council will deal with any debt owed to them	Best practice, transparency	TBA		

Homelessness Strategy	To set out the aims of the Council for preventing homelessness	Legal requirement of the 2002 Homelessness Act	TBA		Annually but Strategy will run from 2016-2020
Allocations Policy	To set out the way in which affordable housing will be allocated in the area	Best practice			
Safeguarding policy	To set out the Council's objectives in dealing with safeguarding	Best practice (some of which is legal, but not a requirement to have an actual policy, just to do the things we say in a policy?)			
Council Tax reduction and discount policy	Our local discretionary scheme to safeguard those individuals who cannot pay their council tax	Legal requirement to have a discretionary scheme			