



Briefing Note

Committee **CORPORATE SCRUTINY COMMITTEE**

Date 9 MAY 2023

Title POLICY FRAMEWORK PROGRESS UPDATE AND POLICY REVIEW

PURPOSE

1. To provide the Scrutiny Committee with an update on the policy updates that remain outstanding.
2. To provide the Scrutiny Committee with the refreshed draft Policy Framework, staff guidance and policy template for their comments or approval.

BACKGROUND

3. The Corporate Scrutiny Committee meeting on 7 March requested regular updates on the policies that still require updating. The policies are those identified as underpinning the Annual Governance Statement and those which require sign off at cabinet.
4. The committee also requested that sight of the refreshed policy framework, when complete.

FINDINGS

Policy Update:

5. The policies that remain out of date at this time are finance related, it has been confirmed that due to staff changes and financial closedown requirements these will not be completed until end of September 2023.

Document / Policy Title	Responsible	Last Updated	Due for Renewal
Financial Regulations	Finance	May-16	May-17
Income and Charging	Finance	Aug-15	Aug-18
Accountable Body	Finance	Aug-15	Aug-18
Grants	Finance	Aug-15	Aug-18

Policy Framework:

6. The original policy framework, although remaining relatively up to date in terms of principles, was refreshed and revised to ensure clarity within the document and to bring it up to date within the current organisational structure. This will need a light touch review in October to reflect any changes that arise from the current organisational review.
7. Please find attached the refreshed policy framework, staff guidance and template for policies, for any feedback or comments to be considered before finalising and publishing to the Council's internal intranet to enable staff to refer to the policy and guidance.

WAY FORWARD

Policy Updates:

8. A further update on the outstanding policies will be presented to the October Scrutiny Meeting, when the finance papers should have been updated.

Policy Framework:

9. The draft documents were signed off by the Corporate Management Team on 4th April 2023. They will be published to the council intranet when once Corporate Scrutiny Committee have had the opportunity to comment.
10. The documents will also be transferred to on-line learning hub content and we will provide sessions for staff to raise awareness and support the use of the policy and related guidance.

Contact Point: Debbie Downer, Strategic Manager – Organisational Intelligence

☎ 821000 ext. 6555/ e-mail debbie.downer@iow.gov.uk