

Strategies & Policies	Summary	Review date
Corporate Services - Group Manager Graeme Simpson		
Alcohol & Drugs Policy	To provide positive approaches and support to employees who may be misusing illegal and prescribed drugs, alcohol or solvents.	September 2015
Anti-bullying & harassment	To heighten awareness of the need for fair treatment, for individuals to raise their concerns about bullying or harassment and have these concerns dealt with quickly, fairly, sympathetically and confidentially.	December 2015
Wellbeing & Stress Management Policy	Aims to take positive measures to promote job satisfaction, manage stress effectively and to create an environment where stress is managed out of the organisation, as far as is reasonably practicable.	December 2015
Risk Management Strategy	A strategy which sets out how the council identifies, evaluates and mitigates risk.	December 2015
Equalities and Diversity Policy	Sets out our equality objectives, including how we will make equality an integral part of the way in which we support our employees, deliver our services, reach decisions and involve our partners and service users.	March 2016
Customer Services Strategy	A strategy to provide excellent customer service.	March 2016
Workforce Development Strategy	To maximise the performance of the council by defining the goals, objectives and expectations of the workforce.	March 2016
ICT Strategy	A strategy to ensure ICT solutions support our business processes.	March 2016

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Policy for use of I.T.	Details the acceptable use of the council's e-mail and internet facilities.	May 2016
Training Policy	Training and development policy contributes towards effectiveness of council as a whole. This will be achieved through the council's stated commitment to training and development, by working with national standards and the relevant sections of the national agreement for Local Government Services Staff.	September 2016
Social Media Policy and Guidelines	The objective of these guidelines is to protect the reputation of the borough council by providing a framework for the effective and proper use of social media.	November 2016
Disclosure and Barring Service Policy and Policy Statement on the Recruitment of Ex-Offenders	This policy is designed to ensure that the Council complies with the requirements of the Disclosure and Barring Service (DBS) and protects those groups or individuals in its care who are vulnerable.	November 2016
Absence Management Policy	To manage attendance and absence effectively to ensure the well being of employees and to control and minimise the cost and impact of working days lost.	March 2017
Reserve Forces Training and Mobilisation Policy	This policy intends to define our obligations and our commitment towards all employees who are members of the Reserve Forces.	March 2017
Communications Strategy	Outlines our approach to internal and external communications so as to promote and protect the reputation of the council.	April 2017
Capability Procedure	The purpose of the Capability Procedure is to ensure that staff achieve and maintain the level of work performance expected of them and to provide a fair mechanism for dealing with those employees who are unable to achieve a satisfactory performance.	April 2017

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The Council's Policy Statement on Local Government Pension Scheme (LGPS) Discretions	The Council is required to prepare, maintain and keep under review a statement of policy concerning a number of discretions made available to them throughout the Pension Regulations.	July 2017
The Council's Pension Banding Policy	The policy describes how the pension contribution band will be allocated to an employee.	July 2017
Revenues and Benefits - Group Manager Richard Horton		
Discretionary Housing Payments Policy	Guidelines for the determination of DHP claims.	July 2015
Fraud Prosecution Policy	Policy on how to deal with fraud related claims within Revenues and Benefits.	July 2015
Discretionary Rate Relief Policy	Guidelines for the granting of business rates relief to charities and non-profit making organisations.	September 2015
Benefit Take-up Strategy	Sets out how we will work to ensure that our customers receive the housing and welfare benefits that they are entitled to.	March 2016
National Non Domestic Rates (NNDR) Hardship Relief Policy	Guidelines on the granting of hardship relief for business rates.	Dec 2017

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Policy for Relief of Partially Occupied Properties	Guidelines for granting business rate relief to partially occupied properties	Dec 2017
Revenues & Benefits Write-off Policy	Guidelines on the treatment of irrecoverable debts for revenues & benefits.	Dec 2017
Housing Benefit & Council Tax Benefit Backdating Policy	Guidelines on how claims for backdated benefit are dealt with.	Dec 2017
Housing & Council Tax Benefit Anti-Fraud Strategy	Sets out how the Council will combat benefit fraud and prevent fraud from entering the system.	Dec 2017
Housing Benefit & Council Tax Benefit Overpayments Policy	Guidelines on the treatment and collection of benefit overpayments.	Dec 2017
Finance and Asset Management - Group Manager Simon Dix		
Asset Management Strategy	To maximise the potential of the council's asset portfolio	July 2015 (scrutinised through Transform Working Group)
Medium Term Financial Strategy	Establishes current financial situation and future savings/spends. Covers a 5 year period but is re-approved annually.	Dec 2015

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Treasury Management Strategy	In February 2012 the Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.	Feb 2016
Procurement Strategy	Describes protocol for purchasing to support the local economy and ensure value for money.	Oct 2016
Environmental and Housing Services - Group Manager Val Garside		
Corporate Enforcement Policy	The policy sets out the guiding principles by which legislation will be enforced by the Council to protect public health, safety, amenity and the environment within Tewkesbury Borough.	July 2015
Safeguarding Children	Council's duty to safeguard and promote the welfare of children and steps to ensure services for children are safe and accessible.	Oct 2015
Hackney Carriage & Private Hire Licensing Policy	Policy and conditions for approving Hackney Carriage driver and vehicle licences, Private Hire driver, vehicle and operator licences, relevance of convictions when granting drivers licences and the suspension, revocation or refusal to renew licences. The new Policy will streamline the council's existing taxi policies.	Oct 2015

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<p>Joint Municipal Waste Management Strategy 2007-2020</p>	<p>A county-wide strategy outlining the approach to waste collection and recycling.</p>	<p>The review of the JMWMS is due to commence during 2015 as outlined in the Joint Waste Team business plan. The timing of this has up to now been influenced by a number of other key projects including the decision on the Javelin Park energy-from-waste planning process and the introduction of Ubico as service provider in many districts. Preparatory work was undertaken in 2014 in order to identify the main legislative and policy drivers which would inform a future strategy, and consideration of priority areas for development has now commenced with senior officers at both SMG and SMT levels. Both of these considerations will form the basis for the formal review during 2015/16.</p>
<p>Gambling Act 2005-Statement of Principles</p>	<p>The Licensing Authority's approach to applications under the Gambling Act 2005 and the information it expects applicants to provide.</p>	<p>January 2016</p>
<p>Sex Establishment Licensing Policy</p>	<p>Policy on the regulation of sex establishments</p>	<p>March 2016</p>

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Housing and Homelessness Strategy 2012-2016	Takes into account aims of national strategy and also considers how we will need to work at a local level. The strategy has four main themes: 1. Housing supply and delivery of good quality affordable housing; 2. Homelessness and homelessness prevention; 3. Housing to meet the housing needs to specific groups; 4. Neighbourhoods and housing standards.	April 2016
Action for Affordable Warmth 2013-16	A strategy for Gloucestershire and South Gloucestershire to assist with fuel poverty, improve energy efficiency in houses and provide advice.	Dec 2016
Strategic Tenancy Policy	The policy aims to ensure that we are able to increase provision of affordable homes in the future and make the best use of all new and existing affordable homes located in all areas across Tewkesbury Borough.	Dec 2016
Street Trading Licensing Policy	Policy on approving applications for street trading consents	April 2017
Tree Inspection Policy	The council (as a tree owner), have a direct responsibility to ensure that our trees do not pose a danger to the public or property. The safe and appropriate management of our trees is important to us and we want to ensure that a balance is maintained between public safety and sustaining a healthy tree population with the benefits it provides.	July 2017
Contaminated Land Strategy	Identifies contaminated land, the person responsible for the contamination, and remedial action required.	May 2018
Statement of Licensing Policy under the Licensing Act 2003.	Framework for promoting the licensing objectives. How the council will consider and determine applications for licences in conjunction with the statutory guidance issued by the Secretary of State.	January 2019

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Sandbag Policy	This policy has been created to set clear priorities for the use of sandbags in relation to a potential flood event.	April 2020
Environmental Policy	The aim of the policy is to outline the parameters within which the council will improve its environmental performance across 5 themes (own house in order; climate change; waste & recycling; biodiversity; sustainable planning & enforcement).	Nov 2020
Development Services - Group Manager Julie Wood		
Economic Development and Tourism Strategy	Describes how the council will support the borough's economy.	June 2015
Joint Core Strategy (JCS)	The JCS strategy & the Tewkesbury Borough Plan will together replace the Tewkesbury Borough Local Plan and provide that function.	In development.
Tewkesbury Borough Plan (TBP)	The Tewkesbury Borough Plan and the JCS will together replace the Tewkesbury Borough Local Plan and provide that function.	In development.
Car Parking Strategy	Council agreed and implemented a new parking strategy in April 2015 of which a new parking order and charges have been implemented.	March 2016
Playing Pitch Strategy	Outlines future playing pitch requirements and standards for the borough.	March 2016
Health and Well Being Strategy	This strategy provides the framework to help deliver health and well-being initiatives to our communities.	April 2017

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One Legal - Group Manager Peter Lewis		
Whistle-blowing Policy	The policy provides details on how employees can raise serious concerns within the Council without fear of reprisal.	March 2016
Anti-Fraud and Corruption Strategy	Details the Council's policies and procedures in place to respond to suspected fraudulent activity.	March 2016
Data Protection Policy	The policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.	October 2016