

Strategies & Policies	Summary	Review date
Corporate Services - Group Manager Graeme Simpson		
Risk Management Strategy	A strategy which sets out how the council identifies, evaluates and mitigates risk.	September 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
Workforce Development Strategy	To maximise the performance of the council by defining the goals, objectives and expectations of the workforce.	October 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
Use of ICT resources by Elected Members (code of practice)	This code of practice governs the acceptable use of ICT resources for Elected Members who use any of the ICT resources provided by Tewkesbury Borough Council.	November 2016
Alcohol & Drugs Policy	To provide positive approaches and support to employees who may be misusing illegal and prescribed drugs, alcohol or solvents.	December 2016
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 2016

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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 2016
Flexible Working Policy	A policy which is committed to the equality of opportunity and to the continued development of a working environment which encourages all staff to give of their best within an arrangement which allows them to balance both work and personal commitments.	March 2017
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 2017
ICT Strategy	A strategy to ensure ICT solutions support our business processes.	March 2017
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
Policy for use of I.T.	Details the acceptable use of the council's e-mail and internet facilities.	May 2017

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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
Customer Care Strategy	A strategy to provide excellent customer service.	March 2018
Digital Strategy	The strategy sets out the way in which we plan to meet the changing expectations of our customers using digital technology in a way which is joined up and worthwhile.	December 2018
Revenues and Benefits - Group Manager Richard Horton		
Discretionary Housing Payments Policy	Guidelines for the determination of DHP claims.	July 2016
Fraud Prosecution Policy	Policy on how to deal with fraud related claims within Revenues and Benefits.	July 2016
Discretionary Rate Relief Policy	Guidelines for the granting of business rates relief to charities and non-profit making organisations.	September 2016

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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.	August 2016
National Non Domestic Rates (NNDR) Hardship Relief Policy	Guidelines on the granting of hardship relief for business rates.	December 2017
Policy for Relief of Partially Occupied Properties	Guidelines for granting business rate relief to partially occupied properties	December 2017
Revenues & Benefits Write-off Policy	Guidelines on the treatment of irrecoverable debts for revenues & benefits.	December 2017
Housing Benefit & Council Tax Benefit Backdating Policy	Guidelines on how claims for backdated benefit are dealt with.	December 2017
Housing & Council Tax Benefit Anti-Fraud Strategy	Sets out how the Council will combat benefit fraud and prevent fraud from entering the system.	December 2017
Housing Benefit & Council Tax Benefit Overpayments Policy	Guidelines on the treatment and collection of benefit overpayments.	December 2017

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Finance and Asset Management - Group Manager Simon Dix		
Procurement Strategy	Describes protocol for purchasing to support the local economy and ensure value for money.	October 2016
Medium Term Financial Strategy	Establishes current financial situation and future savings/spends. Covers a 5 year period but is re-approved annually.	December 2016
Fee charging Strategy	To review and analyse the fee structure of council services and to establish a five year plan for setting appropriate service fees.	December 2016
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.	February 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
Asset Management Strategy	To maximise the potential of the council's asset portfolio	November 2020
Environmental and Housing Services – Interim Group Manager Richard Kirk		
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.	August 2016

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Sex Establishment Licensing Policy	Policy on the regulation of sex establishments	September 2016
Mobile Homes & caravan site Licensing Policy	Policy sets out licensing of residential and temporary caravan sites and mobile homes.	October 2016
Safeguarding Children	Council's duty to safeguard and promote the welfare of children and steps to ensure services for children are safe and accessible.	January 2017
Housing and Homelessness Strategy	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.	January 2017
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.	January 2017
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.	March 2017
Street Trading Licensing Policy	Policy on approving applications for street trading consents	April 2017
Interim Environmental Health 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 Environmental Health.	July 2018
Action for Affordable Warmth 2013-18	A strategy for Gloucestershire and South Gloucestershire to assist with fuel poverty, improve energy efficiency in houses and provide advice.	December 2018

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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
Gambling Act 2005- Statement of Principles	The Licensing Authority's approach to applications under the Gambling Act 2005 and the information it expects applicants to provide.	November 2019
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).	November 2020
Development Services - Group Manager Julie Wood		
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

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Economic Development and Tourism Strategy	Describes how the council will support the borough's economy.	November 2016
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.	July 2016
Playing Pitch Strategy	Outlines future playing pitch requirements and standards for the borough.	November 2016
Health and Well Being Strategy	This strategy provides the framework to help deliver health and well-being initiatives to our communities.	April 2017
One Legal - Group Manager Peter Lewis		
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
Whistle-blowing Policy	The policy provides details on how employees can raise serious concerns within the Council without fear of reprisal.	March 2017
Anti-Fraud and Corruption Strategy	Details the Council's policies and procedures in place to respond to suspected fraudulent activity.	March 2017