

Strategies & Policies	Summary	Review date
Corporate Services – Head of Service Graeme Simpson		
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. (recommended by Audit Committee 18 July 2018 for approval – to Executive 29 August 2018)	July 2018
Disciplinary procedure	The procedure is designed to help and encourage all employees to achieve and maintain the highest standards of conduct. The aim is to ensure consistent and fair treatment for the individual in the event of allegations of misconduct and apply an appropriate sanction where appropriate.	August 2018
Workforce Development Strategy	Identifies workforce requirements to meet the strategic objectives of the council over the medium term (3-5 years)	October 2018
Risk Management Strategy	A strategy which sets out how the council identifies, evaluates and mitigates risk. (strategy will be presented at Audit Committee 12 December 2018)	December 2018
Flexible Working Policy	This policy aims to enable good practice in work- life balance by supporting employees who want to work more flexibly. It sets out the council’s approach to flexible working and the process to follow to request it.	December 2018
ICT Strategy	A strategy to ensure ICT solutions support our business processes.	December 2018
Digital Strategy	The strategy sets out the way in which we plan to meet the changing expectations of our customers using digital technology and supporting delivery of value for money services.	December 2018

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Formal complaints policy	This policy outlines our approach for dealing and responding to complaints, and how we can use complaints to improve services and customer satisfaction.	December 2018
Grievance policy	The aim of the policy and process is to provide a flexible, transparent process for addressing grievances with the full and active participation of the employee and their line manager, and, where required, HR and unions, working together.	March 2019
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 2019
Customer Care Strategy	A strategy to provide excellent customer service.	June 2019
Communications Strategy	Outlines our approach to internal and external communications so as to promote and protect the reputation of the council. (annual update on delivering the strategy is considered by Overview & Scrutiny Committee)	June 2019
Volunteering policy	Comprises two separate policies a) allows employees to take up time to volunteer. It is designed to help and support employees wishing to volunteer and provide a framework of good practice. b) sets out how the council supports members of the public who volunteer their services.	June 2019
Social media policy and guidelines	The social media policy aims to provide good practice guidelines to ensure that the reputation of the Council is maintained and enhanced through the effective and appropriate use of social media tools.	September 2019
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.	November 2019

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Work experience and work placement policy	Scope of the policy covers work experience and unpaid work placements within the council.	November 2019
Training and Development Policy	Provides the policy framework and procedures to provide training and development, including professional qualifications for staff and sets out priorities for training budget expenditure.	December 2019
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.	December 2019
Relocation Policy	The aim of the policy is to provide financial assistance to newly appointed employees who need to move their main residence in order to take up employment with the council.	June 2020
Alcohol & Drugs Policy	To provide positive approaches and support to employees who may be misusing illegal and prescribed drugs, alcohol or solvents.	July 2020
Capability Procedure	The purpose 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.	November 2020
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.	February 2021
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.	May 2021
Redundancy and redeployment policy	Provides a procedure in the event of the council having to reduce workforce numbers, aiming to avoid redundancies, setting out how redundancies will be made and the redundancy payments staff are eligible to receive.	July 2021

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Allocations Policy	Linked to the redundancy policy above – manages the process of redeployment of potentially redundant “in scope’ employees to suitable alternative posts within the proposed new structure where these can be found.	July 2021
Disclosure and Barring Service Policy	The council has a duty of care to protect the wellbeing of the people of the borough and, in particular, those groups or individuals who are vulnerable or at risk. The law requires checks be carried out to ensure that people who may pose a threat to those at risk are not given positions of trust where they could exploit those entrusted to their care.	November 2021
Revenues and Benefits - Head of Service Graeme Simpson		
Discretionary Rate Relief Policy	Guidelines for the granting of business rates relief to charities and non-profit making organisations.	December 2018
Council Tax, housing benefit and council tax support penalty and prosecution policy	This policy sets out the Council’s approach to prosecution and other sanctions in cases of fraud or misinformation in respect of Council Tax Support, Council Tax and Housing Benefit.	April 2020
Discretionary Housing Payments Policy	Guidelines for the determination of DHP claims.	March 2021
Revenues & Benefits Write-off Policy	Guidelines on the treatment of irrecoverable debts for revenues & benefits.	March 2021
Finance and Asset Management – Head of Service Simon Dix		
Medium Term Financial Strategy	Establishes current financial situation and future savings/spends. Covers a 5 year period but is re-approved annually.	December 2018

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Investment strategy	New prudential code and investment guidelines requires councils to be more transparent and robust about their capital and investment plans and how they impact on financial and service decisions. Therefore these two new strategies will be brought into effect as part of the budget papers.	February 2019
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 2019
Managing contractors safely policy	Managing contractors for all areas within the authority in line with the Health and Safety Executive and good practice.	August 2020
Procurement Strategy	Describes protocol for purchasing to support the local economy and ensure value for money.	October 2020
Asset Management Strategy	To maximise the potential of the council's asset portfolio	November 2020
Fee's and charging Strategy	To review and analyse the fee structure of council services and to establish a five year plan for setting appropriate service fees.	April 2021
Tree safety management policy	Management of trees that fall under Tewkesbury Borough Council ownership. The policy establishes how often the trees should be inspected, by who, where they are located and how it's recorded.	November 2021

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Community Services – Head of Service Peter Tonge		
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.	September 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.	September 2018
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.	September 2018
Safeguarding policy and procedure	Council's duty to safeguard and promote the welfare of children, young people and vulnerable adults. The policy is to ensure there is an overarching approach to safeguarding across the organisation.	December 2018
Mobile Homes & caravan site Licensing Policy	Policy sets out licensing of residential and temporary caravan sites and mobile homes.	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.	February 2019
Contaminated Land Strategy	Identifies contaminated land, the person responsible for the contamination, and remedial action required.	May 2019
Sex Establishment Licensing Policy	Policy on the regulation of sex establishments	August 2019

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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.	October 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 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.	August 2020
Fixed penalty policy and fine levels for environmental offences	The policy outlines the Council's approach to the use of fixed penalty notices and clarifies the Council's position on several key operational matters relating to the use of fixed penalty notices.	October 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
Tewkesbury Borough Council domestic waste and recycling collection services policy and procedures	A policy and procedure for the councils waste and recycling collection services.	November 2020
Street Trading Licensing Policy	Policy on approving applications for street trading consents	July 2021
Development Services – Head of Service Annette Roberts		
Playing Pitch Strategy	Outlines future playing pitch requirements and standards for the borough.	Strategy will be merged into the Tewkesbury Borough Plan.

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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 2019
Economic Development and Tourism Strategy	Describes how the council will support the borough's economy.	April 2021
One Legal – Head of Service Peter Lewis		
Whistle-blowing Policy	The policy provides details on how employees can raise serious concerns within the Council without fear of reprisal.	September 2019
Anti-Fraud and Corruption Strategy	Details the Council's policies and procedures in place to respond to suspected fraudulent activity.	September 2019