**Corporate Backbone** *Documents for information and reference*

**Constitution**

| | | Head of Service | Relevant Doc Location |
|---|---|---|---|
| Part 3 | Responsibility for functions and financial limits within Scheme of Delegation. | Clare Fletcher Paul Froggatt | Constitution |
| Part 3 - Schedule 2 | Roles, responsibilities and delegation scheme for Council committees. | Paul Froggatt | Constitution |
| Part 3 - Schedule 3 | Roles, responsibilities and delegation scheme for the Executive | Paul Froggatt | Constitution |
| Part 3 ) Schedule 4 | Overview and Scrutiny Membership and functions. | Paul Froggatt | Constitution |
| Part 4 - 1 | Council Procedure Rules Standing Orders | Paul Froggatt | Constitution |
| Part 4 - 2 | Access to Information procedure rules | Paul Froggatt | Constitution/Intranet |
| Part 4 - 3 | Budget & Policy Framework Procedure Rules | Clare Fletcher Paul Froggatt | Constitution/Intranet |
| Part 4 - 4 | Executive Procedure Rules | Paul Froggatt | Constitution/Intranet |
| Part 4 - 5 | Overview and Scrutiny Procedure Rules | Paul Froggatt | Constitution/Intranet |
| Part 4 - 6 | Financial Regulations | Clare Fletcher | Constitution.  Intranet/Staff Info/F/Financial Regulations |
| Part 4 - 7 | Contracts Procedure Rules | Clare Fletcher | Constitution/Contract Standing Orders on Intranet |
| Part 4 - 8 | Officer Employment Procedure Rules | Cath Cashin | Constitution/Recruitment & Selection Policy on Intranet |
| Part 5 - 1 | Officers Code of Conduct | Cath Cashin | Intranet |
| Part 5 - 2 | Protocol on Member / Officer relations | Paul Froggatt | Constitution/Intranet |
| Part 5 - 3 | Probity in Planning | Peter Bandy | Intranet/Constitution |
| Part 5 - 4 | Appointment of Non-voting Advisory Members and related code of conduct. | Paul Froggatt | Constitution/Intranet |
| Part 5 - 5 | Supplementary evidence on gifts and hospitality (Members & Officers) | Paul Froggatt | Constitution/Intranet |
| Part 6 | Members Allowances Scheme | Paul Froggatt | Constitution/Internet |
| Part 7 | Members Register of Interests and register of Members of the Council | Paul Froggatt | Constitution/Intranet (Code of Conduct for Members) |
| Part 8 | Management Structure | Paul Froggatt | Constitution |
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**Legislative and Corporate Core Issues**

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| Anti Fraud & Corruption Policy | Anti Fraud & Corruption Policy | Clare Fletcher | Intranet/Services/Finance/Anti Fraud Service/Fraud Referral Procedures |
| Business Continuity Management Policy Statement & Strategy | Business Continuity Management Policy Statement & Strategy. Pandemic Flu Contingency Plan | Scott Crudgington | Corporate Business Continuity Plan and Service BCP Plans held by Snr Performance and Improvement Officers |
| Code of Governance | Code of Governance | Paul Froggatt | Intranet |
| Financial Procedure Notes | Financial Procedure Notes | Clare Fletcher | |

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| Freedom of Information Act Procedures | Freedom of Information Act Procedures | Paul Froggatt | Intranet |
| Gifts & Hospitality (Members & Officers) | Gifts & Hospitality (Members & Officers) | Paul Froggatt | Constitution/Intranet |
| Health & Safety Policy Strategy | Health & Safety Policy Strategy | Emma Rose | Intranet (under 'H') |
| Human Resources Practice Notes | HRPN - Adoption Leave Procedure | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Child Protection Policy | Cath Cashin | Recruitment & Selection Policy on Intranet |
| Human Resources Practice Notes | HRPN - Child Protection Policy (Play) | Aidan Sanderson | Intranet |
| Human Resources Practise Notes | HRPN - Disciplinary Rules & Procedures | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Disclosure of Criminal Convictions | Cath Cashin | Recruitment & Selection Policy and Disciplinary Policy on Intranet |
| Human Resources Practice Notes | HRPN - Flexible Working Procedure | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Managing Sickness | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Maternity Procedure | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Paternity Leave | Cath Cashin | Intranet |
| Human Resources Practice Notes | HRPN - Pay Protection | Cath Cashin | Managing Organisational Change Policy on Intranet |
| Human Resources Practise Notes | HRPN - Alternative Employment procedure | Cath Cashin | Managing Organisational Policy on Intranet |
| Information Security Policy (incl Data Protection) | Information Security Overview Policy | Henry Lewis | Intranet |
| Performance Management Framework | Performance Management Guide | Henry Lewis | Intranet. Performance Management |
| Risk Management Policy Statement & Strategy | Risk Management Policy Statement & Strategy | Henry Lewis | Risk Management Strategy and latest Strategic Risk Register on Intranet under 'R' |
| Whistle Blowing Policy | Whistle Blowing Policy | Paul Froggatt | Intranet |
| Domestic Violence | Domestic Violence Policy | Richard Protheroe | Intranet |
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**Other key policies and procedure**s

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| Communication Strategy | Corporate Communications Strategy 2007 - 2010 | Richard Protheroe | Intranet under Communications |
| Complaints Procedures | Complaints Procedures | Paul Froggatt | Intranet |
| Consultation & Engagement Strategy | Participation Strategy 2008 - 2013 | Richard Protheroe | Intranet under Consultation Guidance |
| Equalities & Diversity Policy & Strategy | Generic Equalities Scheme | Richard Protheroe | Intranet under Equality & Diversity |
| External Funding Framework | External Funding Framework | Peter Bandy | Documents on Internet/ Intranet EDS is currently under review and will be consolidated in to a wider Regeneration Strategy. |
| Procurement Framework | Procurement Framework | Clare Fletcher | Corporate Procurement Strategy on Intranet |
| Project Management | Project Management Guide | Henry Lewis | Intranet under Performance Management; under review |
| Strategic Improvement Plan | Programme of Improvement | SMB | Held by Performance and Improvement Team |

| Sustainable Community Strategy | Stevenage Community Strategy 2021 | Richard Protheroe | Intranet |
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