

Constitution			
			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	Zoe Harriss	Constitution/Contract Standing Orders on Intranet
Part 4 - 8	Officer Employment Procedure Rules	D Williams	Constitution/Recruitment & Selection Policy on Intranet
Part 5 - 1	Officers Code of Conduct	D Williams	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	Jackie Cansick	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

Legislative and Corporate Core Issues

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	Suzanne Brightwell	Corporate Business Continuity Plan and Service BCP Plans held by Emergency Planning Officer
Code of Governance	Code of Governance	Paul Froggatt	Intranet
Financial Procedure Notes	Financial Procedure Notes	Clare Fletcher	
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	Health & Safety Policy Strategy	Emma Rose	Intranet (under 'H')

Strategy			
Human Resources Practice Notes	HRPN - Adoption Leave Procedure	D Williams	Intranet
Human Resources Practice Notes	HRPN - Child Protection Policy	D Williams	Recruitment & Selection Policy on Intranet
Human Resources Practice Notes	HRPN - Child Protection Policy (Play)	G Buck	Intranet
Human Resources Practice Notes	HRPN - Dealing with Domestic Violence	D Williams	In development
Human Resources Practise Notes	HRPN - Disciplinary Rules & Procedures	D Williams	Intranet
Human Resources Practice Notes	HRPN - Disclosure of Criminal Convictions	D Williams	Recruitment & Selection Policy and Disciplinary Policy on Intranet
Human Resources Practice Notes	HRPN - Flexible Working Procedure	D Williams	Intranet
Human Resources Practice Notes	HRPN - Managing Sickness	D Williams	Intranet
Human Resources Practice Notes	HRPN - Maternity Procedure	D Williams	Intranet
Human Resources Practice Notes	HRPN - Paternity Leave	D Williams	Intranet
Human Resources Practice Notes	HRPN - Pay Protection	D Williams	Managing Organisational Change Policy on Intranet
Human Resources Practise Notes	HRPN - Alternative Employment procedure	D Williams	Managing Organisational Policy on Intranet
Human Resources Practice Notes	HRPN - Stress	Emma Rose	Intranet under 'H'
Information Security Policy (incl Data Protection)	Information Security Policy (incl Data Protection)	Henry Lewis	Policy being Written
Performance Management Framework	Performance Management Framework	Jo Wilkinson	Performance Management Guide on Intranet
Risk Management Policy Statement & Strategy	Risk Management Policy Statement & Strategy	Mark Simpson	Risk Management Strategy and latest Strategic Risk Register on Intranet under 'R'
Whistle Blowing Policy	Whistle Blowing Policy	Paul Froggatt	Intranet

Other key policies and procedures

Communication Strategy	Internal and external Communications Framework	Jo Wilkinson	Communications Strategy on Intranet
Complaints Procedures	Complaints Procedures	Paul Froggatt	Intranet
Consultation & Engagement Strategy	Consultation & Engagement Strategy	Jo Wilkinson	Participation/consultation Strategy on Intranet
Equalities & Diversity Policy & Strategy	Equalities & Diversity Policy & Strategy	Shaz Choudhry	Equality and Diversity Policy, Strategy and Action Plan on Intranet.
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	Zoe Harriss	Corporate Procurement Strategy on Intranet
Project Management	Project Management	Jo Wilkinson	Project Management Guide on Intranet
Strategic Improvement Plan	CSIP	Jo Wilkinson	Corporate Plan/Annual report on Intranet
Sustainable Community Strategy	Local Area Agreement	Jo Wilkinson	Community Strategy – Stevenage 2021 – on Intranet