

Corporate Backbone Documents for information and reference

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	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	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 Pandemic Flu Contingency Plan	Suzanne Brightwell/ Sue Kingsley-Smith	Corporate Business Continuity Plan, Service BCP Plans and Flu Plan 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 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)	G Buck	Intranet
Human Resources Practice Notes	HRPN - Dealing with Domestic Violence	Cath Cashin	In development
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
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
Information Security Policies	A range of policies covering all aspects of information security with respect to ICT use.	Henry Lewis	All policies are being written and consulted upon over the next two months.
Performance Management Framework	Performance Management Guide	Jo Wilkinson	Performance Management
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	Corporate Communications Strategy 2007 - 2010	Jo Wilkinson	Intranet under Communications
Complaints Procedures	Complaints Procedures	Paul Froggatt	Intranet
Consultation & Engagement Strategy	Participation Strategy 2008 - 2013	Jo Wilkinson	Intranet under Consultation Guidance
Equalities & Diversity Policy & Strategy	Generic Equalities Scheme	Jo Wilkinson	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	Zoe Harriss	Corporate Procurement Strategy on Intranet
Project Management	Project Management Guide	Jo Wilkinson	Intranet under Performance Management
Strategic Improvement Plan	Annual Report 2008 and Council Plan	Jo Wilkinson	Intranet
Sustainable Community	Stevenage Community Strategy		Intranet

Strategy	2021	Jo Wilkinson	
Climate Change Strategy		Keith Brown	internet