

Policy Approval Process	20 September 2016
Corporate Policy and Resources Committee	For Decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Innovation and Transformation
Outcome	Continuously examine and introduce ways to provide services in more accessible and efficient ways.
Lead Officer	Elizabeth Beattie
Cost: (If applicable)	

1.0 Introduction

- 1.1 Policies of Council are designed to help the Council achieve its strategic outcomes and they clarify what needs to be done and how. Policies can cover a wide range of issues but the development and approval of any policy by Council should follow a common process to ensure consistency of approach.

2.0 Policy Approval Process

- 2.1 With this in mind a policy approval process has been developed which takes the form of a flow chart, a copy of which is attached. This outlines the key basic steps required to have a policy approved by Council.
- 2.2 The process assumes that a policy has been developed to draft form following the identification of an issue that needs to be addressed and the gathering and analysis of relevant research on the proposed policy.
- 2.3 Once a draft policy has been developed the approval process can be activated as outlined in the flow chart. This process includes carrying out appropriate consultation where required and the screening of the policy for equality and good relations issues. The draft policy also has to be considered by the Senior Management Team and by Joint Consultative and Negotiation Committee if it has staff implications before it is referred to the appropriate Council Committee for consideration and final approval by Council.

3.0 Recommendation

It is recommended that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Policy Approval Process.

Policy Approval Process

