

# Corporate Governance Action Plan

## Proposed Procedure for Policy Approval

The master copy of the Action Plan be kept in Teams, but only the office edit that copy of the document.

Each Councillor has been sent a copy so they can check what is relevant to the committees and working groups they are on.

The procedure for approving a policy will be:

- 1) The Office will generate a draft policy which will be put into a Teams folder for the committee that policy has the most responsibility for that business area.
- 2) The Committee select which ones they want to review at committee or working group meetings.
- 3) Once reviewed email any proposed edits or recommendation for acceptance to the office and the chair of any other group that they believe may want to review and amend the policy.
- 4) The Office will put the draft policy into a Teams folder for the committee and update the Action Plan in Teams with the progress.
- 5) Once approved by all reviewing groups or committees the policy will then be returned to the G&F committee workload for final review or editing and then presented on a Full Council agenda for further editing and/or adoption by the council.
- 6) If further edits or requested the process is restarted.
- 7) If Adopted the policies will be enacted and published on the website.

There will then be a completed policies spreadsheet, which will include a schedule of review dates.