

Written statement of a non-key decision
Cabinet member finance and corporate services

Title	Writing and Publishing Council Plans, Policies and Procedures
Decision maker	Cabinet member finance and corporate services Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	21 September 2020
Report exemption class	Open
Purpose	To seek agreement on the approach to the production and publication of plans, policies and procedures produced by the council. To include a framework for producing policy documents whilst recognising the purpose and intended audiences will influence different requirements. The report also covers the publishing of documents that meet the accessibility standards required by law.
Decision	That: (a) Writing and Publishing Council Plans, Policies and Procedures as outlined as Appendix A is accepted.
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IID=50034781
Options considered	<ol style="list-style-type: none"> 1. That the document Writing and Publishing Council Plans, Policies and Procedures is not accepted. This is not recommended as the current policy covering these matters is due for updating and does not include the new requirements following the accessibility standards. 2. That the status quo is retained. This is not recommended as will not address the inconsistencies of approaches, the requirements for accessibility and other elements to be included in council plans, policies and procedures.
Declarations of interest (see below)	

Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	25 September 2020
---	-------------------

Councillor:	Date 21 September 2020
Cabinet member finance and corporate services (Councillor Liz Harvey)	

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted.