

Governance, Risk and Best Value Committee

10.00am, Thursday, 23 April 2015

Council Policy Register - Update

Item number	7.6
Report number	
Executive/routine	
Wards	

Executive summary

Council policies are key governance tools. They help realise the Council's vision, values, pledges and outcomes, and are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.

To strengthen governance arrangements in this area a policy framework has been developed to ensure that all current Council policies are easily accessible, and are created, revised and renewed in a consistent manner and to an agreed standard.

This report outlines the current position in developing and maintaining a Register of Council Policies.

Council Policy Register - Update

Recommendations

- 1.1 To note progress in developing and delivering a policy framework for the Council.

Background

- 2.1 Council policies are key governance tools. They help realise the Council's vision, values, pledges and outcomes, and are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.
- 2.2 To strengthen governance arrangements in this area, a review was undertaken with service areas to publish agreed policies for reference; to rationalise existing Council policy and identify any gaps where policy was required; and to put in place a process to provide consistency and an agreed standard when creating, reviewing and renewing Council policies.
- 2.3 The Corporate Policy and Strategy Committee of 3 September 2013 agreed the standard council policy templates and the approach outlined above to develop a policy framework. An update on progress was provided to the Governance, Risk and Best Value Committee on 22 May 2014.
- 2.4 To ensure the continued and timeous development of the policy framework, the Corporate Management Team agreed on 10 December 2014 to:
 - 2.4.1 review existing policies and confirm, through an assurance statement to the appropriate Council committee, that policies are still current and relevant; and
 - 2.4.2 provide timescales and action plans detailing when policy gaps would be addressed.
- 2.5 This report details progress to date in creating and maintaining a policy framework for the Council.

Main report

- 3.1 A policy framework has been established to ensure that all current Council policies are easily accessible, and are created, revised and renewed in a consistent manner and to an agreed standard. Progress concerning the key framework elements is detailed below.

Interactive directory

- 3.2 An interactive directory of Council policies has been developed and is now available on the Council's website. The directory replaces an earlier PDF version and provides enhanced functionality, including detailed policy descriptions and links to relevant committee reports and minutes. Based on the Local Government Classification Scheme, it also ensures that users can browse by category or use key words when searching for policies. The directory is maintained by the Governance Service and went 'live' on 1 June 2014.

Policy standard and template

- 3.3 A policy template has been created to provide a consistent format and approach to policy creation. The template contains various key elements, including details on how the policy will be implemented, measured and evaluated. Use of the policy template is mandatory and its application is monitored by Committee Services as part of their workflow in preparing papers for committee.

Policy toolkit

- 3.4 A policy toolkit has been developed to support use of the template and the Council's agreed approach to policy creation, revision and renewal. The toolkit is available on the ORB and been publicised through regular communications.

GAP analysis

- 3.5 To inform policy register and directory content, a GAP analysis was undertaken to ensure that all Council policies were up to date, fit for purpose, and covered all relevant Council functions and activities. The results of that exercise were reported to the Governance, Risk and Best Value Committee on 22 May 2014 and identified three principal areas of concern:

- 3.5.1 Documents that had been classified as policies, but not approved by a council committee;
- 3.5.2 Council functions and activities that required policy development; and
- 3.5.3 The lack of regular and consistent review of existing policy.

- 3.6 The GAP analysis identified a number of documents that were classified as policies, but not approved by a Council committee. Of those documents, 4 have been subsequently reviewed, revised and approved by a Council committee; 9 have been revised with committee dates set for 2015; and 3, following review, have been removed and captured under corporate policies. Appendix 1 provides summary details.

- 3.7 The second area concerning policy development was more extensive in scope, as detailed in Appendix 2. 6 policies were approved in 2014 and will be presented for review in 2015; 13 policies have been developed with dates set for committee approval in 2015; 4 areas have been identified as falling under existing corporate policies; 8 functional areas have been removed, following service review, and identified as not requiring a policy; 3 policies were withdrawn

at APM and require further development; and 4 policies are still under review with no detailed timescales provided by service areas.

- 3.8 To ensure that all Council policies were relevant and current, it was proposed that all policies were reviewed on an annual basis. Each directorate was required to provide the appropriate committee with an annual assurance statement confirming that policies relevant to their area had been reviewed and were fit for purpose. An annual assurance template was created to assist directorates with this process.
- 3.9 To date, 2 policies have been assured through committee and approved. However, committee dates have also been set for 82 policies for assurance and approval purposes. Appendix 3 provides summary details.
- 3.10 No assurance dates have been provided for the remaining 8 policies currently available on the policy directory. Appendix 4 provides summary details.

Measures of success

- 4.1 Access to up-to-date and relevant Council policies, for internal and external stakeholders, which are quality assured and regularly reviewed.

Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

Risk, policy, compliance and governance impact

- 6.1 Increased accountability, transparency and efficiencies concerning Council actions and operations.

Equalities impact

- 7.1 There are no equalities impacts as a result of this report.

Sustainability impact

- 8.1 There is no sustainability impact as a result of this report.

Consultation and engagement

- 9.1 Consultation was undertaken with directorates and service areas as part of the review process. A short-life policy review group was formed to facilitate this work.

Background reading/external references

[Corporate Policy and Strategy Committee Report 3 September 2013 – Review of Council Policy](#)

[Governance, Risk and Best Value Committee Report 22 May 2014 – Review of Council Policy: up-date](#)

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Links

[Council Policy Register](#)

Coalition pledges

Council outcomes

Single Outcome Agreement CO25 – The Council has efficient and effective services that deliver on objectives

Appendices Appendix 1 – Documents requiring committee approval
Appendix 2 – Council functions and activities requiring policy development

Appendix 3 – Policy assurance dates

Appendix 4 – Policies requiring assurance dates

Appendix 1 - Documents requiring committee approval

Directorate	Service	Document Description	Notes
Documents Approved Since May 2015			
Corporate Governance	Legal, Risk & Compliance	Records Management Policy	Approved at Corporate Policy and Strategy 30/09/2014
Health & Social Care	Chief Social Work Officer	Learning in Partnership: Policy for Student Placements (joint with C&F)	Approved at Corporate Policy and Strategy 30/09/2014
	Chief Social Work Officer	Direct Payments for Self-Support	Approved at Health Social Care & Housing Committee 11/11/2014
	Chief Social Work Officer	Adult Protection Policy	Approved by Health, Social Care & Housing 27/01/2015

Directorate	Service	Document Description	Notes
Documents to be presented to committee in 2015			
Corporate Governance	Sustainability	Local Carbon Management Plan 2	Expected Early 2015
Health & Social Care	Older People & Disabilities	Visitors to Departmental Services	To be presented to Health, Social Care & Housing 16/06/2015 for approval
		Infection Control Policy	To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Older People & Disabilities	Nutritional Policy	To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Older People & Disabilities	Medication Policy	To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Older People & Disabilities	Adaptation & Equipment Provision in People's Homes	To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Chief Social Work	Safe Caring &	To be presented to Health, Social Care &

Directorate	Service	Document Description	Notes
	Officer	Restraint Policy	Housing16/06/2015 for approval
	Chief Social Work Officer	Supervision Policy	To be presented to Health, Social Care & Housing16/06/2015 for approval
	Chief Social Work Officer	Care Needs of British Citizens Returning from Abroad	To be presented to Health, Social Care & Housing 16/06/2015 for approval
Documents captured through corporate policy			
Health & Social Care		Lone Working	Corporate policy being developed.
		Managing Complaints in a Fair and Positive Way	complaints - unacceptable actions policy
		Infection Control Policy	To be presented to Health, Social Care & Housing16/06/2015 for approval

Appendix 2 – Council functions and activities requiring policy development

Directorate	Service	Document Description	
Documents approved since May 2014			
Children & Families	Schools	Pupil Admissions & Placements	Approved at Education Children & Families 09/12/2014
Corporate Governance	Legal, Risk & Compliance	Information Governance	Approved at Corporate Policy & Strategy 30/09/2014
	Legal, Risk & Compliance	Freedom of Information	Approved at Corporate Policy & Strategy 30/09/2014
	Legal, Risk & Compliance	Data Protection	Approved at Corporate Policy & Strategy 30/09/2014
	Legal, Risk & Compliance	Data Quality	Approved at Corporate Policy & Strategy 30/09/2014
	Finance	Anti-Money Laundering	Approved at Corporate Policy & Strategy 13/05/2014

Directorate	Service	Document Description	
	Organisational Development	Death in Service Benefit	Approved at Corporate Policy & Strategy 02/09/2014
To be presented to committee in 2015			
Children & Families	Schools	Anti-Bullying	To be presented to Education, Children & Families 19/05/2015 for approval
Corporate Governance	Legal, Risk & Compliance	Acquisition - Archives	Policy to be realigned to fit new archives accreditation criteria. To be presented to Culture and sport 20/10/2015
	Legal, Risk & Compliance	Outreach - Archives	Policy to be realigned to fit new archives accreditation criteria. To be presented to Culture and sport 20/10/2015
	Legal, Risk & Compliance	Cataloguing - Archives	Policy to be realigned to fit new archives accreditation criteria. To be presented to Culture and sport 20/10/2015

Directorate	Service	Document Description	
	Legal, Risk & Compliance	Preservation - Archives	Policy to be realigned to fit new archives accreditation criteria. To be presented to Culture and sport 20/10/2015
Health & Social Care	Older People & Disabilities	Care Homes: Resuscitation Policy	Estimated date for submission at Health, Social Care & Housing 16/06/2015 for approval
	Older People & Disabilities	Non-Residential Charging Policy	Estimated date for submission at Health, Social Care & Housing 16/06/2015 for approval
	Older People & Disabilities	Residential Charging Policy	Estimated date for submission at Health, Social Care & Housing 16/06/2015 for approval
	Chief Social Work Officer	People Handling Policy	Estimated date for submission at health, Social Care & Housing 16/06/2015 for approval

Directorate	Service	Document Description	
Services For Communities	Corporate Property	Concessionary Lets Policy	Review of the Community Asset Consultation Bill to be heard in Scottish Parliament March 2015. Draft policy will then be reviewed and go to Corporate Policy & Strategy 12/05/2015 for approval
	Corporate Property	Corporate Asset Management Strategy	Further details after report to Corporate Policy & Strategy 12/05/2015
	Community Safety	Late Hours Catering	Members Officer Group to meet and review policy. Outcome will be reported to Regulatory Committee 14/09/2015
	Community Safety	Licensing of Street Trading	Draft policy to be presented to Regulatory Committee 02/02/2015. Policy will then go to Regulatory Committee Aug 2015

Directorate	Service	Document Description	
Policies captured through Corporate Policy			
Children & Families	Schools	ICT Policy	ict acceptable use policy
	Schools	Managing School Records	Records Management Policy.
	Schools	Equalities	equality and diversity in employment policy
	Social Care	Managing Complaints in a Fair and Positive Way	complaints - unacceptable actions policy
Policies removed by Service			
Children & Families	Schools	Devolved School Management	Procedure, removed by service
	Schools	Exams & Presentations	Procedure, removed by service
	Children & Young People	Case Transfer	Procedure, removed by service

Directorate	Service	Document Description	
Corporate Governance	Organisational Development	Disciplinary Procedures for Teaching Staff	Procedure, removed by service
	Organisational Development	Dispute Procedure for Manual & Craft Workers	Procedure, removed by service
	Organisational Development	Dispute Procedure for Administrative, Professional, Technical & Clerical Staff	Procedure, removed by service
	Organisational Development	Long service	Procedure, removed by service
Services For Communities	Community Safety	Control on Adverts on Taxi Vehicles	Policy Revoked by Regulatory Committee
Policies under review			
Children & Families	Social Care	Detention of Children	Under review. May be a procedure
Corporate Governance	Organisational Development	Disciplinary procedures for Heads of Departments	Under review
	Organisational Development	Fair Treatment at Work	Under review, expected completion Apr 2015

Directorate	Service	Document Description	
Services For Community	Environment	Recycling Policy	Under review
Policies withdrawn at Agenda Planning Meeting			
	Customer Services	Car Leasing Scheme	Further development required
	Customer Services	Car Purchase Scheme	Further development required
	Customer Services	Motorbike & Moped Purchase Scheme	Further development required
Found to be already in existence after review			
Children & Families	Schools	Attendance & Managing Absences	Approved at Education, Children & Families 25/01/2011. Now on Policy Register. Included in 2015 Assurance

Directorate	Service	Document Description	
	Schools	Home Based Education	Approved at Education, Children & Families 28/10/2008. Now on Policy Register. Included in 2015 Assurance

Appendix 3 – Policy assurance dates

Directorate	Policy	Approval date	Annual Review	Comments
Policies which have been assured				
Children & Families	Early Years Admission Policy	13/01/2009	Reviewed and approved	Assured at Education Children & Families 03/03/2015
Corporate Governance	Risk Management Policy and Framework	03/12/2013	Reviewed and approved	Assured at Governance Risk & Best Value 24/01/2015 and Corporate Policy & Strategy 24/02/2015
Policy Assurance Report Dates				
Children & Families				
	Attendance Policy and Procedure	25/01/2011		To be presented to Education, Children & Families 06/10/2015 for approval
	Home Education Policy and Procedures	28/10/2008		To be presented to Education, Children & Families 19/05/2015 for approval
	Admission to P1-S1 Mainstream schools			To be presented to Education, Children & Families 19/05/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
Corporate Governance				
	Strategic Governance: Strategic Plan	25/10/2012		To be presented to Corporate Policy & Strategy 09/06/2015 for approval
	Strategic Governance: Council Performance Framework	25/10/2012		To be presented to Corporate Policy & Strategy 09/06/2015 for approval
	Corporate Debt Policy	13/09/2013		To be presented to Finance & Resources to 04/06/2015 for approval
	Review of Scheme of Delegation causes changes to Corporate Debt Policy Debt	12/12/2013		To be presented to Finance & Resources 04/06/2015 for approval
	Council Tax on Second Homes and Long-Term Empty Properties - Consideration of Discretionary Charging Policy	20/07/2005		Reviewed in line with current legislation
	Corporate Anti-Fraud and Corruption Policy - Annual Report	27/09/2012		To be presented to Finance & Resources to 04/06/2015 for approval
	Anti-Bribery Policy	07/05/2012		To be presented to Corporate Policy & Strategy 09/06/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Employment Breaks	02/12/2013		To be presented to Corporate Policy & Strategy 04/08/2015 for approval
	Equality and Diversity in Employment Policy	15/08/2006		To be presented to Corporate Policy & Strategy 29/09/2015 for approval
	Policy on leave for family care	31/03/2009		To be presented to Corporate Policy & Strategy 09/06/2015 for approval (Will become Special Leave Policy)
	Operational Governance: Financial Regulations	25/10/2012		Reviewed every 6 months. Update report due June 2015
	Domestic Rates - Discretionary Rating Relief	22/01/2012		To be presented to Finance and Resources 19/03/2015 for approval
	Revisions of Pensions Discretions Policy and Communication Policy	13/03/2013		To be presented to Pensions Committee 25/03/2015 for approval
	New Flexible Working Policies	04/11/2003		To be presented to Corporate Policy & Strategy 29/09/2015 for approval
	Employee Code of Conduct Policy	07/08/2012		To be presented to Corporate Policy & Strategy 09/06/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Time Off Work for Trade Union Duties	05/10/2004		To be presented to Corporate Policy & Strategy 09/06/2015 for approval
	Workplace Alcohol, Drugs and Substance Misuse Policy	09/08/2011		To be presented to Corporate Policy & Strategy 29/09/2015 for approval
	Fair Trade Policy	20/09/2005		To be presented to Corporate Policy & Strategy 3/11/2015 for approval
	Energy Policy	27/08/2013		To be presented to Corporate Policy & Strategy 3/11/2015 for approval
	Water Management Project : Progress Report and Revised Policy	14/03/2006		To be presented to Corporate Policy & Strategy 3/11/2015 for approval
	Sustainable Procurement Policy and Revised Sustainable Timber Policy	24/10/2012		To be presented to Corporate Policy & Strategy 01/09/2015 for approval
	ASC Edinburgh (Access to Sport and Culture)	06/05/2009		To be presented to Culture & Sport 26/05/2015 for approval
	Edinburgh City Cultural Venues Study	06/05/2009		To be presented to Culture & Sport 26/05/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Edinburgh Gaelic Arts Strategy	16/09/2008		To be presented to Culture & Sport 26/05/2015 for approval
	Edinburgh Museums and Galleries: Collections Development Policy 2013 - 2017	28/05/2013		To be presented to Culture & Sport 26/05/2015 for approval
	Edinburgh Museums and Galleries: Temporary Exhibition Policy 2013-2017	12/03/2013		To be presented to Culture & Sport 26/05/2015 for approval
	Edinburgh's Olympic and Commonwealth Games Legacy Plan - Part One	17/11/2009		To be presented to Culture & Sport 26/05/2015 for approval
	Management Rules for Museums, Galleries and Monuments (Appendix 1)	20/11/2008		To be presented to Culture & Sport 26/05/2015 for approval
	Management Rules for Theatres (Appendix 2)	20/11/2008		To be presented to Culture & Sport 26/05/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Pitch Strategy for the City of Edinburgh (Part 1) Appendix 2 (Strategy originally submitted 26/04/2005)	23/08/2005		To be presented to Culture & Sport 26/05/2015 for approval
Services for Communities	Addressing the Requirements of the Food Hygiene (Scotland) Regulations 2006 Food Standards Enforcement Policy	10/10/2006		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Civic Government Licensing - Standard Conditions	20/04/2012		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Public Entertainment Licensing – Public Consultation on Amendments to the Resolution	03/05/2013		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Refund of License Application Fees - Proposed Policy	03/05/2013		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Policy on Directed Surveillance Appendix 1	25/02/2014		To be presented to Health Social Care & Housing 16/06/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Policy on Covert Human Intelligence Sources Appendix 2	25/02/2014		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Policy on the Acquisition of Communication Data Appendix 3	25/02/2014		To be presented to Health Social Care & Housing 16/06/2015 for approval
	Proposed policy on domestic abuse			To be presented to Health Social Care & Housing 16/06/2015 for approval
	Next Generation Library and Information Services Strategy 2012-2015 Report	22/11/2011		To be presented to Culture & Sport 26/05/2015 for approval
	Allotment Strategy	23/11/2010		To be presented to Transport & Environment 02/06/2015 for approval
	Play Area Action Plan	12/06/2012		To be presented to Transport & Environment 02/06/2015 for approval
	Presentation Seats Policy	09/02/2010		To be presented to Transport & Environment 02/06/2015 for approval
	Parks & Greenspaces - Management Rules	31/01/2013		To be presented to Transport & Environment 02/06/2015 for approval
	Change in Lettings Policy	07/10/2008		To be presented to Health, Social Care &

Directorate	Policy	Approval date	Annual Review	Comments
				Housing 16/06/2015 for approval
	Rent Collection Policy	11/08/2009		To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Scheme of Assistance for Homeowners			To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Repairs Policy			To be presented to Health, Social Care & Housing 16/06/2015 for approval
	Edinburgh Open Space Strategy	26/02/2009		To be presented to Planning 15/05/2015 for approval
	Edinburgh City Local Plan - Adoption	28/01/2010		To be presented to Planning 15/05/2015 for approval
	Edinburgh Natural Heritage Strategy	14/06/2012		To be presented to Planning 15/05/2015 for approval
	A Sustainable Lighting Strategy for Edinburgh	14/06/2012		To be presented to Planning 15/05/2015 for approval
	Edinburgh and Lothian's Forestry and Woodlands Strategy	04/10/2012		To be presented to Planning 15/05/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Edinburgh Design Guidance	16/05/2013		To be presented to Planning 15/05/2015 for approval
	Public Realm Strategy Annual Review 2012-13 - Final	04/06/2013		To be presented to Planning 15/05/2015 for approval
	Rural West Edinburgh Local Plan	01/06/2006		To be presented to Planning 15/05/2015 for approval
	Rural West Edinburgh Local Plan Alteration	02/06/2011		To be presented to Planning 15/05/2015 for approval
	Edinburgh Public Realm Strategy	04/06/2012		To be presented to Planning 15/05/2015 for approval
	Edinburgh Standards for Streets	09/11/2006		To be presented to Planning 15/05/2015 for approval
	Guidance for Householders	06/12/2012		To be presented to Planning 15/05/2015 for approval
	Listed Buildings & Conservation Areas	06/12/2012		To be presented to Planning 15/05/2015 for approval
	Edinburgh Design Guidance	15/05/2013		To be presented to Planning 15/05/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Advertisements, Sponsorship & City Dressing	05/12/2013		To be presented to Planning 15/05/2015 for approval
	Art in Public Places	05/11/1998		To be presented to Planning 15/05/2015 for approval
	Development in the Countryside & Green Belt			To be presented to Planning 15/05/2015 for approval
	Housing in Multiple Occupation			To be presented to Planning 15/05/2015 for approval
	Communications Infrastructure	05/12/2013		To be presented to Planning 15/05/2015 for approval
	Student Housing	25/02/2010		To be presented to Planning 15/05/2015 for approval
	Parking Standards	03/12/2009		To be presented to Planning 15/05/2015 for approval
Services for Communities cont.	Movement & Development	20/06/2000		To be presented to Planning 15/05/2015 for approval
	Bus Friendly Design Guide	16/06/2005		To be presented to Planning 15/05/2015 for

Directorate	Policy	Approval date	Annual Review	Comments
				approval
	Tram Design Manual	16/06/2005		To be presented to Planning 15/05/2015 for approval
	Tollcross Town Centre Supplementary Guidance	05/12/2013		To be presented to Planning 15/05/2015 for approval
	Edinburgh Bioquarter & South East Wedge Parkland Supplementary Guidance	05/12/2013		To be presented to Planning 15/05/2015 for approval
	Edinburgh Built Heritage Strategy and Guidance			To be presented to Planning 15/05/2015 for approval
	Edinburgh Canal Strategy	08/12/2011		To be presented to Planning 15/05/2015 for approval
	Sustainable Design and Construction: Draft Policy Statement and Guide	14/12/2004		To be presented to Economy 23/06/2015 for approval
	Council Companies - Rationalisation and Restructure of Council Arms Length Property Companies	27/06/2013		To be presented to Economy 23/06/2015 for approval

Directorate	Policy	Approval date	Annual Review	Comments
	Sustainable Travel Plan	28/07/2009		To be presented to Transport & Environment 02/09/2015 for approval
	Active Travel Action Plan	21/09/2010		To be presented to Transport & Environment 02/09/2015
Services for Communities	Controlled Parking Zone – Amendments to Residents’ Permit Eligibility Transport and Environment Committee	19/03/2013		To be presented to Transport & Environment 02/09/2015 for approval
	Customer Access Strategy	27/11/2012		To be presented to Transport & Environment 02/09/2015 for approval

Appendix 4 – Policies requiring assurance dates

Directorate	Service Area	Policy	Approval date	Annual Review	Comments
Corporate Governance	Organisational Development	Control of Smoking at Work Policy	25/04/2006	Outstanding	Under review in line with Scottish Government’s “Creating a Smoke-free Generation – A Tobacco Control Strategy”. To

Directorate	Service Area	Policy	Approval date	Annual Review	Comments
					be presented to Trade Unions April 2015
		Corporate Health and Safety Policy	06/08/2013	Outstanding	Under review
		Council Fire Safety Policy	31/03/2009	Outstanding	Under review, to be presented to Trade Unions April 2015
		Recruitment and Selection Policy	02/10/2012	Outstanding	Under review
	Finance	Property Conservation - Minimum Charge Policy	17/01/2012	Outstanding	Under review
Health & Social Care	Chief Social Work Officer	Edinburgh's Multi-agency Domestic Abuse Policy	03/08/2013	Outstanding	To be reviewed. Meeting of HSC and C&F Stakeholders arranged for early 2015
		Eligibility Criteria	11/03/2010	Outstanding	
		Risk Assessment Policy	24/02/2009	Outstanding	Joint policy with Children & Families