

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 August 2015

Policies – Assurance Statement

Item number	7.4
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.

To ensure that Council policies remain current and relevant, all Council directorates are required to review policies on annual basis.

Links

Coalition pledges	P27
Council outcomes	CO25, CO27
Single Outcome Agreement	SO1

Policies - Assurance Statement

Recommendations

- 1.1 To note that the Council policies detailed in this report have been reviewed and are considered as being current, relevant and fit for purpose.

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 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 included the development of a comprehensive register of Council policies and introduction of a policy template to provide the Council with a standardised format in terms of content and style.
- 2.3 As part of the framework, all Council policies will be reviewed on an annual basis to ensure on-going currency and relevance. Each directorate will be required to provide the appropriate committee with an annual assurance statement that policies relevant to their area have been reviewed.
- 2.4 The Corporate Policy and Strategy Committee agreed the approach detailed above on 3 September 2013. The Governance, Risk and Best Value Committee agreed this approach on 22 May 2014.

Main report

- 3.1 A critical element of the policy framework is to ensure that all Council policies are fit for purpose. This requires each directorate to review, on an annual basis, all policies relevant to their services, and to provide the necessary level of assurance that these policies are current and relevant.
- 3.2 This report confirms that the policies listed in the appendix have been reviewed by directorate senior management and are still considered fit for purpose.
- 3.3 Some policies require minor adjustments to ensure on-going currency and accuracy (for example, change in legislation). Any changes are noted and detailed, where appropriate.

- 3.4 All Council policies are available through an interactive directory on the Council's website.

Measures of success

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

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, where appropriate, with recognised trades unions as part of the Council's Working Together Protocol and local collective consultation arrangements.

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](#)

Alastair Maclean

Chief Operating Officer

Deputy Chief Executive

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Links

Coalition pledges

Council outcomes CO25 - the council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

Appendices Assured Policies

Appendix – Assured Policies

Name of Policy	Approval Date	Approval Body	Review Date	Review Process	Change details
Flexible Work Options	04/11/03	Executive of the Council	July 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions. Signed off by CLG	Plain English No change
Time off for Trade Union Duties and Activities	06/08/13	Corporate Policy and Strategy Committee	January 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions. Signed off by CLG	Minor clarification section 10
Anti-Bribery Policy	07/08/12	Corporate Policy and Strategy Committee	March 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
Fraud Prevention Policy	05/07/12	Corporate Policy and Strategy Committee	April 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
Employee Code of Conduct	07/08/12	Corporate Policy and Strategy Committee	March 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
ICT Acceptable	01/05/14	Corporate Policy and	June	Reviewed by Cristine	Minor changes

Use Policy		Strategy Committee	2015	Livingstone, Employment Law and Policy Manager	including clearer definition of personal electronic equipment.
Special Leave	05/10/08	Corporate Policy and Strategy Committee	May 2015	Reviewed by Stewart Cassie, OD Leader in conjunction with the trade unions. Signed off by CLG	Replaced Family Care Policy. No change. All special leave brought together in one document
Discipline Procedure	01/05/14	Corporate Policy and Strategy	May 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
Grievance Procedure	01/05/14	Corporate Policy and Strategy	May 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
Discipline Code	25/03/14	Corporate Policy and Strategy	May 2015	Reviewed by Kate Hunter, Senior OD Leader in conjunction with the trade unions.	No change
Recruitment and Selection Policy	02/10/12	Corporate Policy and Strategy	May 2015	Reviewed by Sally Griffiths, HR, Payroll and Payments Manager.	Plain English Minor change: pre-employment

					health check not required for internal candidate moving to similar job
Employment Breaks Policy	02/12/03	Corporate Policy and Strategy	June 2015	Reviewed by Stewart Cassie, OD Leader in conjunction with the trade unions. Approved by CLG	Minor change – reduced qualifying period from 5 years to 2 years.

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ICT Acceptable Use Policy	01/05/14	Corporate Policy and Strategy Committee	June 2015	Reviewed by Cristine Livingstone, Employment	Minor changes including clearer

				Law and Policy Manager	definition of personal electronic equipment.
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