

Corporate Policy and Strategy Committee

10.00am, Tuesday, 23 February 2016

Policies – Assurance Statement

Item number 7.9
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
Council outcomes CO25
Single Outcome Agreement

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 includes 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 The Corporate Policy and Strategy Committee agreed the approach detailed above on 3 September 2013.

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 with directorates and service areas as part of the development of a policy framework for the Council.

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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Corporate Policy and Strategy Committee – 23 February 2016

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

Policy title:	Learning in Partnership: Policy for Student Placement
Approval date:	30/09/2014
Approval body:	Policy and Resources Committee
Review process:	John Kerr, Caroline Bayne using a benchmarking approach with other local Authorities.
Change details:	Change of terminology and Council structures.

Policy title:	Domestic Abuse
Approval date:	03/12/2013
Approval body:	Policy and Resources Committee
Review process:	Anna Mitchell
Change details:	Change of terminology and update of statistics.

Policy title:	Forced Marriages
Approval date:	02/09/2014
Approval body:	Corporate Policy and Strategy Committee
Review process:	Sean Bell
Change details:	Change of contract details.