

Corporate Policy and Strategy Committee

10.00am, Tuesday 9 August 2016

Policies – Assurance Statement

Item number 7.2
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 they 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 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, where appropriate, with recognised trades unions as part of the Council's Working Together Protocol and local collective consultation arrangements.

Background reading/external references

[Policies – Assurance Statement – report to Corporate Policy and Strategy, 4 August 2015](#)

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

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

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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

Appendix 1 - Assured Policies

Appendix 1: Assured Policies

Name of Policy	Approval Date	Approval Body	Review Date	Review Process	Change details
Workplace Policy on Alcohol, Drug and Substance Misuse	09/08/11	Corporate Policy & Strategy Committee	December 2015	Reviewed by, ER Consultant in conjunction with the trade unions; signed off by Corporate Leadership Team (CLT).	Plain English Managers aware of action that they can take.
Avoidance of Bullying and Harassment in the Workplace	October 2001	Corporate Policy and Strategy Committee	August 2015	Reviewed by OD Leader, in conjunction with the trade unions. Signed off by CLT.	Replaced Fair Treatment at Work Policy: more emphasis on early resolution and support for staff.
Anti-Bribery Policy	07/08/12	Corporate Policy and Strategy Committee	March 2016	Reviewed by ER Consultant, in conjunction with the trade unions.	No change
Fraud Prevention Policy	05/07/12	Corporate Policy and Strategy Committee	April 2016	Reviewed by ER Consultant, in conjunction with the trade unions.	No change
ICT Acceptable Use Policy	01/05/14	Corporate Policy and Strategy Committee	October 2015	Reviewed by ER Consultant, in consultation with IT colleagues and trades unions.	Minor changes to some definitions.

Discretions Policy Statement – Regulation 58: The Local Government Pensions Regulations 2014	Sept. 2010	Corporate Policy and Strategy Committee	October 2015	Reviewed by ER Consultant in conjunction with the trade unions. Signed off by CLT.	Policy revised to reflect the changes wrought by the 2014 Pensions Regulations.
Employment Breaks Policy	02/12/03	Corporate Policy and Strategy	June 2015	Reviewed by ER Consultant in conjunction with the trade unions. Approved by CLT.	Minor change – reduced qualifying period from 5 years to 2 years.