

Corporate Policy and Strategy Committee

10.00am, Tuesday 7 August 2018

Policies – Assurance Statement – Legal and Risk

Item number	7.5
Report number	
Executive/routine	
Wards	All
Council Commitments	

Executive summary

Council policies are key governance tools. Developing, implementing and following these policies helps to achieve the Council's vision, values, pledges and outcomes. They are critical to the Council's operations and compliance with the policies ensures 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 and renewed in a consistent manner and to an agreed standard.

To ensure that Council policies reflect current legislative requirements and best practice, all Council directorates and policy owners are required to review policies on an annual basis.

Policies – Assurance Statement – Legal and Risk

1. Recommendations

- 1.1 To note that the Council policies detailed in this report have been reviewed and are considered as reflecting current legislative requirements and best practice and are therefore fit for purpose.

2. Background

- 2.1 Council policies are key governance tools. Developing, implementing and following these policies helps to achieve the Council's vision, values, pledges and outcomes. They are critical to the Council's operations and ensure 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 Council policies are easily accessible and are created and renewed in a consistent manner and to an appropriate standard. This includes the development of a comprehensive register of Council policies and the 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.

3. Main report

- 3.1 A critical element of the policy framework is to ensure that all Council policies remain fit for purpose. This requires each directorate and policy owner 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 or make the required changes to the policies.
- 3.2 This report confirms that the policies listed in the appendix have been reviewed by directorate senior management and are still considered to be fit for purpose. In the case of the Enterprise Risk Management Policy, a revised policy is recommended for approval at today's Committee.
- 3.3. Some policies require minor adjustments to ensure on-going currency and accuracy (for example, any recent changes 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.

4. Measures of success

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

5. Financial impact

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

6. Risk, policy, compliance and governance impact

- 6.1 Increased accountability through defined roles and responsibilities as well as increased transparency and efficiency concerning the Council's actions and operations.

7. Equalities impact

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

8. Sustainability impact

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

9. 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.

10. Background reading/external references

- 10.1 [Corporate Policy and Strategy Committee Report 3 September 2013 – Review of Council Policy](#)
- 10.2 [Governance, Risk and Best Value Committee Report 22 May 2014 – Review of Council Policy: up-date](#)

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11. Appendices

11.1 Appendix 1 – Assured Policies

Appendix 1 – Assured Policies

Title:	Council Health and Safety Policy
Approval date:	15/05/2018
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual
Change details:	This policy supersedes the previous policy (approved 28/03/2017).

Title:	Smoke Free Policy
Approval date:	03/10/2017 (Business Bulletin)
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual
Change details:	Implemented in December 2015. Last reviewed in October 2017. Next review is due in October 2018.

Title:	Council Asbestos Policy
Approval date:	03/10/2017
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual
Change details:	This policy supersedes the previous policy (approved 04/11/2014). Next review is due in December 2018.

Title:	Council Fire Safety Policy
Approval date:	03/10/2017
Approval body:	Corporate Policy and Strategy Committee

Review process:	Annual
Change details:	This policy supersedes the previous policy (approved 31/03/2009). Next review is due in December 2018.

Title:	Council Water Safety Policy
Approval date:	15/05/2018
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual
Change details:	This policy supersedes the Policy and Procedures for the control of Legionella Bacteria in Water Systems in Council Properties, dated 2003, which sat within the former Services for Communities Directorate.

Title:	Enterprise Risk Management Policy
Approval date	22/12/2016 (GRBV) Item 7.5
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual
Change details:	This policy supersedes the previous policy (approved 24/02/2015 – reviewed Dec 15) On the agenda for CP&S approval 7 August 2018.

Title:	Internal Audit Charter
Approval date	20/03/2018
Approval body:	Governance, Risk and Best Value Committee
Review process:	Annual
Change details:	This charter supersedes the previous charter (approved 09/03/2017)