

Education, Children and Families Committee

10am, Tuesday, 19 May 2015

Policies – Assurance Statement

Item number	8.4
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

Council outcomes

[CO25](#)

Single Outcome Agreement

Policies – Assurance Statement

Recommendations

- 1.1 To note that the 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 An 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 Policies which are due to be presented for approval in October 2015 are also listed in the appendix
- 3.4 All Council policies are available through a [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](#)

Gillian Tee

Director Children and Families

Contact: Lynne Porteous, Acting Head of Planning and Performance

E-mail: lynne.porteous@edinburgh.gov.uk | Tel: 0131 529 2111

Links

Coalition pledges

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

Single Outcome Agreement

Appendices 1 - List of Policies approved by Education Children and Families Committee

Appendix – Assured Policies

Policy title:	Early Years Admission Policy
Approval date:	3 March 2015
Approval body:	Education Children and Families
Review process:	Senior Education Manager(Early Years)
Change details:	No change

Policy title:	Review of 2014 Admissions and Appeal Process
Approval date:	December 2014
Approval body:	Education Children and Families
Review process:	Senior Education Manager (Inclusion)
Change details:	No change

Policy title:	Preventing and Responding to Bullying and Prejudice in City of Edinburgh Council Schools
Approval date:	19 May 2015
Approval body:	Education Children and Families
Review process:	Principal Officer (Equalities)
Change details:	No change

Policies Scheduled for approval in October 2015

Policy title:	<ul style="list-style-type: none">• Corporate Parenting• Better relationships, better learning, better behaviour• Transitions• SDS and Personalisation• Home to school transport
Approval date:	6 October 2015
Approval body:	Education Children and Families Committee
Review process:	Review
Change details:	