

# Education, Children and Families Committee

10am, Tuesday, 24 May 2016

## Policies – Assurance Statement

Item number	8.6
Report number	
Executive/routine	
Wards	

### Executive summary

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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

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Coalition pledges

Council outcomes

[CO25](#)

Single Outcome Agreement

## Policies – Assurance Statement

### Recommendations

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- 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

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- 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

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- 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 in the coming months are also listed in the appendix
- 3.4 All Council policies are available through a [directory on the Council's website](#).

### Measures of success

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- 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

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

## Risk, policy, compliance and governance impact

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6.1 Increased accountability, transparency and efficiencies concerning Council actions and operations.

## Equalities impact

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

## Sustainability impact

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

## Consultation and engagement

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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

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[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](#)

## Alistair Gaw

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## Links

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**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

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<b>Policy title:</b>	<a href="#">Professional Review and Development Policy</a>
<b>Approval date:</b>	6 October 2015
<b>Approval body:</b>	Education Children and Families Committee
<b>Review process:</b>	Principal Officer of Teacher Professional Development and Leadership
<b>Change details:</b>	Review

<b>Policy title:</b>	<a href="#">Better Relationships, Better Learning, Better Behaviour Policy</a>
<b>Approval date:</b>	6 October 2015
<b>Approval body:</b>	Education Children and Families Committee
<b>Review process:</b>	Senior Education Manager: Inclusion Pupil and Parent Support
<b>Change details:</b>	Review

<b>Policy title:</b>	<a href="#">Admissions to Mainstream Schools Policy</a>
<b>Approval date:</b>	1 March 2016
<b>Approval body:</b>	Education Children and Families Committee
<b>Review process:</b>	Senior Education Manager: Inclusion Pupil and Parent Support
<b>Change details:</b>	Review

## Policies scheduled for approval by May 2017

<b>Policy title:</b>	<ul style="list-style-type: none"><li>• Self Directed Support and Personalisation</li><li>• Corporate Parenting</li><li>• Transitions</li><li>• Home to school transport</li></ul>
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