

# Planning Committee

10:00am, Thursday, 3 December 2015

## Policies – Assurance Statement

<b>Item number</b>	6.3
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All

### 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, 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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<b>Coalition pledges</b>	
<b>Council outcomes</b>	CO25
<b>Single Outcome Agreement</b>	

## Policies – Assurance Statement

### Recommendations

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- 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

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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, 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 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 senior management and are still considered fit for purpose.
- 3.3. The policies and guidance approved by the Planning Committee are subject to annual review by the Committee, usually in February each year. The purpose of this report is not to provide any assessment of current policies or guidance and the need for review or revision. Its purpose is to set out clearly the list of policies and guidance that are currently in place, in order to meet governance requirements across the Council in terms of policy assurance.
- 3.4 All Council policies are available through an interactive 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. No further consultation has been undertaken in relation to the preparation of this report.

## 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](#)

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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

Appendix 1: Assured Policies

## Appendix 1 – Assured Policies

Green = start using    Red = stop using

Title	Status and Date	Comment
<b>Development Plan</b>		
Strategic Development Plan	Approved June 2013	
SDP Supplementary Guidance	Approved Nov 2014	On housing land.
Edinburgh City Local Plan	Adopted 2010	
Rural West Edinburgh Local Plan	Adopted 2006	
RWELP Alteration	Adopted 2011	
<b>Emerging Development Plan</b>		
SDP 2 Main Issues Report	July 2015	
Edinburgh Local Development Plan	Second Proposed Plan June 2014	At examination. Material consideration. <b>Policies</b> can now be referred to and are in UNiform.
<b>Supplementary Guidance</b>		
City Centre Retail Core	Finalised 2014	Consulted on and finalised. Awaiting formal adopted after LDP adopted. Use as material consideration
Tollcross Town Centre	Finalised 2013	
Corstorphine Town Centre	Finalised 2014	
Gorgie / Dalry Town Centre	Finalised 2014	
Edinburgh BioQuarter & SEW Parkland	Finalised 2013	Pilot area SG. Material consideration
<b>Edinburgh Standards</b>		
<b>Edinburgh Standards for Streets</b>	Approved 2006	<b>Superseded</b> by Street Design Guidance
<b>Non-statutory Guidance</b>		
<b>Consolidated Guidelines</b>		
Guidance for Householders	December 2012	To be updated in February 2015 in light of monitoring feedback

Guidance for Businesses	December 2012	Minor updates approved in February 2014 informed by monitoring feedback
Listed Buildings & Conservation Areas	December 2012	
Edinburgh Design Guidance	May 2013	To be updated in February 2015.
Edinburgh Street Design Guidance	Finalised October 2015	Available as <a href="#">committee paper</a>
Developer Contributions and Affordable Housing Guidance	Approved 2014	<a href="#">Draft</a> August 2015, for <a href="#">interim use</a> prior to finalisation, due in Dec 2015.
<b>Transport guidance</b>		
Parking Standards	Approved 2009	To be reviewed after Street Design Guidance
<a href="#">Movement and Development</a>	Approved 2000	<a href="#">Superseded</a> by Street Design Guidance
Bus Friendly Design Guide	Approved 2005	
Tram Design Manual	Approved 2006	Retain until no longer needed
<b>Other non-statutory guidance</b> (alphabetical order)		
Advertisements, Sponsorship and City Dressing	Approved 2013	
Art in Public Places	Approved 1998	Under review
Communications Infrastructure	Approved 2013	
Development in the Countryside & Green Belt	Approved 2008	Will be reviewed to fit with LDP
Housing in Multiple Occupation	Approved 2006	Will be reviewed to fit with LDP
Open Space Strategy	Approved 2010	
Student Housing	Approved 2010	Revised <a href="#">draft for consultation</a> August 2015
Sustainable Lighting Strategy for Edinburgh	Approved 2012	Some sections relevant to DM decision-making.