

Planning Committee

10.00am, Thursday, 8 December 2016

Policies – Assurance Statement

Item number	9.1
Report number	
Executive/routine	Executive
Wards	All

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, 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 priorities

[CP13](#)

Single Outcome Agreement

Policies – Assurance Statement

1. 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.

2. 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, 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.

3. 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 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.

4. 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.

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, transparency and efficiencies concerning Council actions and operations.

7. Equalities impact

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

8. Sustainability impact

- 8.1 There is no 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. No further consultation has been undertaken in relation to the preparation of this report.

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. Links

Coalition pledges

Council priorities CP13 – Deliver lean and agile Council Services

Single Outcome Agreement

Appendices Appendix 1: Assured Policies

Appendix 1 – Assured Policies

Green = start using Red = stop using

Development Plan		
Strategic Development Plan	Approved June 2103	
SDP Supplementary Guidance on Housing Land	Approved Nov 2014	
Edinburgh Local Development Plan	Adopted Nov 2016	
Emerging Development Plan		
SDP2 Proposed Plan	Approved Sept 2016	
Supplementary Guidance		
City Centre Retail Core	Finalised 2014	To be formally adopted 2017
Tollcross Town Centre	Finalised 2013	To be formally adopted 2017
Corstorphine Town Centre	Finalised 2014	To be formally adopted 2017
Gorgie/Dalry Town Centre	Finalised 2014	To be formally adopted 2017
Leith Town Centre	Finalised 2016	To be formally adopted 2017
Bruntsfield Town Centre	Finalised 2016	To be formally adopted 2017
Edinburgh Bioquarter & SEW Parkland	Finalised 2013	Pilot Area SG. Material consideration

Non-statutory Guidance		
Consolidated Guidance		
Guidance for Householders	Approved Dec 2012	Minor updates February 2016
Guidance for Businesses	Approved Dec 2012	Minor updates February 2016
Listed Buildings and Conservation Areas	Approved Dec 2012	Minor updates February 2016
Edinburgh Design Guidance	Approved May 2013	Under review, to include review of parking standards. Draft March 2017.
Edinburgh Street Design Guidance	Finalised October 2015	Potentially could become annex to Design Guidance.
Developer Contributions and Affordable Housing Guidance	Approved 2014	Being revised. Draft Dec 2016, for interim use prior to finalising , due in 2017
Transport Guidance		
Parking Standards	Approved 2009	Under review as part of Edinburgh Design Guidance
Bus friendly Design Guide	Approved 2005	
Tram Design Manual	Approved 2006	Retain until no longer needed
Other non statutory Guidance		
Advertisements, sponsorship and City Dressing	Approved 2013	Under review
Art in public places	Approved 1998	To be reviewed
Communications Infrastructure	Approved 2013	

Development in the Countryside & Green Belt	Approved 2008	Will be reviewed to fit with LDP
Open Space Strategy	Approved 2010	Finalised Dec 2016
Student Housing	Approved 2016	Finalised Feb 2016
Sustainable lighting strategy for Edinburgh	Approved 2012	Some sections relevant to DM decision making