Transport and Environment Committee

10am, Tuesday, 27 October 2015

Policies – Assurance Statement

Item number	7.2
Report number	
Executive/routine	
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 outcomes	CO25
Single Outcome Agreement	

Report

Policies – Assurance Statement

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.

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.

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 transport and environment policies listed in the appendix have been reviewed by directorate senior management and are still considered fit for purpose.

3.3. Some policies require minor adjustments to ensure on-going currency and accuracy (for example, change 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.

3.5   The Council Policies definition guide confirms what is considered a policy and what would be a strategy, procedures or guidelines. A number of documents Councillors maybe familiar with such as the Waste Prevention Strategy, would not fall under the definition of a policy and would therefore not be included specifically on the Policy Register. Policies that are revised or new policies that are developed will be reported to the relevant committee using the new policy template.

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

John Bury

Acting Director of Services for Communities

Contact: Gareth Barwell, Acting Head of Environment

E-mail: gareth.barwell@edinburgh.gov.uk | Tel: 0131 123 4567

Contact: David Lyon, Head of Transport

E-mail: david.lyon@edinburgh.gov.uk | Tel: 0131 123 4567

Links

Coalition pledges	
Council outcomes	CO25 the council has efficient and effective services that deliver on objectives.
Single Outcome Agreement	
Appendices	Assured Policies

Appendix – Assured Policies

Policy title:	Edinburgh Parks Manifesto
Approval date:	26 August 2014
Approval body:	Transport & Environment Committee
Review process:	Reviewed in February 2015 by Parks and Greenspace Manager as fit for purpose.
Change details:	No changes to approved policy

Policy title:	Allotment Strategy
Approval date:	2 August 2011
Approval body:	Transport & Environment Committee
Review process:	Scottish Government Guidance was issued in 2015 and the Strategy is currently under review, including consultation with relevant stakeholders. A revised strategy will be brought to committee for approval in early 2016.
Change details:	No changes to approved policy

Policy title:	Play Area Action Plan
Approval date:	12 June 2012
Approval body:	Transport & Environment Committee
Review process:	Formal review in 2017. Reviewed in February 2015 by Parks and Green Space Manager as fit for purpose.
Change details:	No changes to approved Policy

Policy title:	Presentation Seats Policy
Approval date:	9 February 2010
Approval body:	Transport & Environment Committee
Review process:	Fees are reviewed annually at Full Council budget meeting. Reviewed in February 2015 by Parks and Green Space Manager as fit for purpose.
Change details:	No changes to approved policy

Policy title:	Parks & Greenspaces - Management Rules
Approval date:	31 January 2013
Approval body:	Transport & Environment Committee
Review process:	Formal review in 2023. Reviewed in February 2015 by Parks and Green Space Manager as fit for purpose.
Change details:	No changes to approved policy

Policy title:	Local Transport Strategy 2014 - 2019
Approval date	14 January 2014
Approval body:	Transport & Environment Committee
Review process:	To be reviewed 2019, the Strategy will then be amended and reported to committee.
Change details:	No changes to approved policy