

Transport and Environment Committee

10.00am, Thursday, 16 May 2019

Policies – Assurance Statement

Executive/routine	Routine
Wards	All
Council Commitments	N/A

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.
- 1.2 To note that a further review will be carried out to ensure that all relevant policies are recorded appropriately on the Council's Policy Register and reviewed annually.

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Executive Director of Place

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Policies – Assurance Statement

2. Executive Summary

- 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. This report confirms that the policies relevant to the remit of the Transport and Environment Committee have been reviewed and assurance provided that these reports remain relevant.

3. Background

- 3.1 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.
- 3.2 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.
- 3.3 The last Policies – Assurance Statement was submitted to Transport and Environment Committee on 7 December 2017.

4. Main report

- 4.1 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.

- 4.2 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.
- 4.3 The Council provides a clear definition on what is considered a policy and this review is based on these terms.
- 4.4 On [17 May 2018](#), a specific assurance statement was submitted for the Council's Waste and Cleansing policies, with to new policies approved.
- 4.5 In carrying out this review of policies, a small number of document which were previously reported are now considered not to be policies (under the Council definition) and are therefore not included this time.

5. Next Steps

- 5.1 It is proposed to carry out a review to ensure that all relevant policies are included on the Council policy register and that these will be reviewed annually as part of this approach in future years.

6. Financial impact

- 6.1 There are no financial impacts arising from this report.

7. Stakeholder/Community Impact

- 7.1 Impacts are assessed as part of the development of new or review of existing policies.

8. Background reading/external references

- 8.1 [Corporate Policy and Strategy Committee Report 3 September 2013 – Review of Council Policy.](#)
- 8.2 [Governance, Risk and Best Value Committee Report 22 May 2014 – Review of Council Policy: up-date.](#)

9. Appendices

- 1. Assured Policies

Appendix 1 – Assured Policies

Policy title:	Cremation Policy
Approval date:	6 December 2018
Approval body:	Transport and Environment Committee
Review process:	Changes to the Cremation Policy were approved at Transport and Environment Committee on 6 December 2018 .
Change details:	The published policy will be updated to reflect the changes approved and recent changes in legislation.

Policy title:	Edinburgh Park Events Manifesto
Approval date:	26 August 2014
Approval body:	Transport and Environment Committee
Review process:	An annual review of events in Parks is undertaken (the most recent update was considered by Transport and Environment Committee on 6 December 2018 . An update on the Edinburgh Park Events Manifesto is due to be considered by Transport and Environment Committee on 20 June 2019.
Change details:	A full review of the Manifesto is currently underway and will be reported to Transport and Environment Committee on 5 December 2019.

Policy title:	Public Spaces Protocol
Approval date:	9 March 2018
Approval body:	Transport and Environment Committee
Review process:	A full review of this protocol is currently underway, following one full year of operation.
Change details:	A full review of the Protocol is currently underway and will be reported to Transport and Environment Committee on 5 December 2019.

Policy title:	Presentation Seats Policy
Approval date:	6 December 2018
Approval body:	Transport and Environment Committee
Review process:	Transport and Environment Committee approved changes to the policy for the management of presentation seats in Public Parks, Gardens and Streets on 6 December 2018.
Change details:	No changes required

Policy title:	Local Transport Strategy 2014 - 2019
Approval date:	14 January 2014

Approval body:	Transport and Environment Committee
Review process:	To be reviewed 2019, the Strategy will then be amended and reported to committee.
Change details:	No changes required

Policy title:	Waste and Cleansing Policies
Approval date	17 May 2018
Approval body:	Transport and Environment Committee
Review process:	A comprehensive review was undertaken in 2018 and are reviewed annually.
Change details:	No changes required