

Policy and Sustainability Committee

10:00am, Tuesday 6 October 2020

Policies – Assurance Statement – Legal and Risk

Item number	
Executive/routine	Routine
Wards	
Council Commitments	

1. Recommendations

- 1.1 To note the update in relation to the Council policies detailed in this report and that work is ongoing to update some of the policies to ensure that they reflect current legislative requirements and best practice and are fit for purpose.

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Policies – Assurance Statement – Legal and Risk

2. Executive Summary

- 2.1 To ensure that Council policies reflect current legislative requirements and best practice, all Council directorates and policy owners are required to review their policies on an annual basis.
- 2.2 A number of policies are presently under review.

3. Background

- 3.1 Council policies are key governance tools. Developing, implementing and following these policies helps to achieve the Council's vision, values, pledges and outcomes. They are critical to the Council's operations and compliance with the policies ensures that statutory and regulatory obligations are met in an efficient and accountable manner.
- 3.2 To strengthen governance arrangements in this area, a policy framework has been developed to ensure that all Council policies are easily accessible and are created and renewed in a consistent manner and to an appropriate standard. This includes the development of a comprehensive register of Council policies and the introduction of a policy template to provide the Council with a standardised format in terms of content and style.
- 3.3 The Corporate Policy and Strategy Committee agreed the approach detailed above on 3 September 2013.

4. Main report

- 4.1 A critical element of the policy framework is to ensure that all Council policies remain fit for purpose. This requires each directorate and policy owner 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 or make the required changes to the policies.

4.2 Legal and Risk are responsible for the following Council policies:

- 4.2.1 Health and Safety Policy
- 4.2.2 Smoke Free Policy
- 4.2.3 Asbestos Policy
- 4.2.4 Fire Safety Policy
- 4.2.5 Water Safety Policy
- 4.2.6 Enterprise Risk Management Policy
- 4.2.7 Risk Appetite Statement
- 4.2.8 Internal Audit Charter

4.3 The current status of each of these policies is set out in the table below:

Policy	Status
Health and Safety Policy	In addition to the impacts of Covid, the review of this policy has been delayed pending the completion of the Life Safety Audit by Internal Audit which is being reported to Governance Risk and Best Value Committee in November 2020. A revised policy will be presented to Committee by December 2020 following consultation with the Trades Unions.
Smoke Free Policy	This policy is considered to remain fit for purpose.
Asbestos Policy	This policy requires amendment to bring it fully into alignment with both legislation and Council practice. The impact of Covid and staffing pressures within the Corporate Health and Safety team has meant this Policy has not yet been fully reviewed. A revised policy will be presented to Committee by March 2021 following consultation with the Trades Unions.
Fire Safety Policy	This Policy requires amendment to bring it fully into alignment with both legislation and Council practice. The review of this policy has been delayed pending the completion of the Life Safety Audit by Internal Audit which is being reported to Governance Risk and Best Value Committee in Nov 2020. A revised policy will be presented to Committee by March 2021 following consultation with the Trades Unions.

Water Safety Policy	This Policy requires amendment to bring it fully into alignment with both legislation and Council practice. The review of this policy has been delayed pending the completion of the Life Safety Audit by Internal Audit which is being reported to Governance Risk and Best Value Committee in Nov 2020. A revised policy will be presented to Committee by March 2021 following consultation with the Trades Unions.
Enterprise Risk Management Policy	The revised policy is being presented to today's Committee for approval.
Risk Appetite Statement	The revised policy is being presented to today's Committee for approval.
Internal Audit Charter	This Policy is considered to remain fit for purpose and was approved in March 2020 by the Leadership Advisory Panel.

- 4.4 All Council policies are available through an interactive directory on the Council's website.

5. Next Steps

- 5.1 These policies will continue to be reviewed on an ongoing basis to ensure that they remain fit for purpose.

6. Financial impact

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

7. Stakeholder/Community Impact

- 7.1 Consultation will be undertaken, where appropriate, with recognised trades unions as part of the Council's Working Together Protocol and local collective consultation arrangements.

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

- 9.1 Appendix 1 –Detail on the relevant Policies

Appendix 1 – Policies

Title:	Council Health and Safety Policy
Approval date:	14/05/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Smoke Free Policy
Approval date:	01/10/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Council Asbestos Policy
Approval date:	04/12/2018 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Council Fire Safety Policy
Approval date:	04/12/2018 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Council Water Safety Policy
Approval date:	14/05/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Risk Appetite Statement
Approval date	07/08/2018
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Enterprise Risk Management Policy
Approval date	01/10/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual

Title:	Internal Audit Charter
Approval date	31/03/2020 (Leadership Advisory Panel)
Approval body:	Governance, Risk and Best Value Committee
Review process:	Annual