

# Policy and Sustainability Committee

10.00am, Tuesday, 11 March 2025

## Legal and Assurance - Policy Assurance Statement

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| Executive/routine<br>Wards | routine |
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### 1. Recommendations

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

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Legal and Assurance – Policy Assurance Statement

### 2. Executive Summary

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- 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 or other regular basis.
- 2.2 A number of policies owned by Legal and Assurance are presently under review. The Corporate Complaints policy and Information Governance policy now fall under the remit of the Chief Executive Office (as of 20 December 2024).

### 3. Background

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- 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 then Corporate Policy and Strategy Committee agreed the approach detailed above on 3 September 2013.

### 4. Main report

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- 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 (or other agreed period) 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 Assurance 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 Risk Management Policy;
- 4.2.7 Risk Appetite Statement;
- 4.2.8 Internal Audit Charter;
- 4.2.9 Civic Hospitality Policy;
- 4.2.10 Corporate Complaints Policy;
- 4.2.11 Information Governance Policy; and
- 4.2.12 Whistleblowing Policy.

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

| <b>Policy</b>            | <b>Status</b>  |
|--------------------------|--|
| Health and Safety Policy | Presented and approved at Policy and Sustainability Committee on 9 January 2024, to be reviewed January 2027 unless any legislative changes before that date.  |
| Smoke Free Policy        | Presented and approved at Policy and Sustainability Committee on 9 January 2024, to be reviewed January 2027 unless any legislative changes before that date.  |
| Asbestos Policy          | Presented and approved at Policy and Sustainability Committee on 22 October 2024, to be reviewed October 2027 unless any legislative changes before that date. |
| Fire Safety Policy       | Presented and approved at Policy and Sustainability Committee on 28 May 2024, to be reviewed May 2027 unless any legislative changes before that date.         |
| Water Safety Policy      | Presented and approved at Policy and Sustainability Committee on 28 May 2024, to be reviewed May 2027 unless any legislative changes before that date.         |
| Risk Management Policy   | Presented and approved at Policy and Sustainability Committee on 22 October 2024, to be reviewed October 2025.   |

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| Risk Appetite Statement            | Presented and approved at Policy and Sustainability Committee on 22 October 2024, to be reviewed October 2025.<br><br>*Risk Appetite Statement included in the Risk Management Policy as a combined report.   |
| Internal Audit Charter             | Presented and approved at Governance, Risk and Best Value Committee on 19 March 2024, to be reviewed March 2025 (will be presented to GRBV Committee on 27 March 2025).   |
| Civic Hospitality Policy           | Presented and approved at Full Council on 29 August 2024 as part of the Office of Lord Provost Annual Report, to be reviewed August 2025.   |
| Corporate Complaints Policy        | Presented and approved at Policy and Sustainability Committee on 23 February 2021; reviewed February 2022 and February 2023 with no changes; reviewed February 2024 with minor changes to reflect the SPSO's issuing of Child Friendly Complaints Guidance. <b>Moved under the Chief Executive Office as of 20 December 2024.</b>                   |
| Information Governance Unit Policy | Presented and approved at Policy and Sustainability Committee on 23 February 2021; reviewed February 2022 with a minor change to reflect new legislation and reviewed February 2023 with no changes; reviewed February 2024 with minor changes to reflect changed job titles. <b>Moved under the Chief Executive Office as of 20 December 2024.</b> |
| Whistleblowing Policy              | Presented and approved at Policy and Sustainability Committee on 9 January 2024. Reviewed January 2025 with no changes, to be reviewed January 2026.  |

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

## 5. Next Steps

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

## 6. Financial impact

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

## **7. Equality and Poverty Impact**

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- 7.1 There is no direct additional impact arising from this report, on equality, human rights (including children's rights) or socio-economic disadvantage. Compliance with the relevant policies themselves may have an impact. Any impacts will be considered when the relevant policies are considered for approval.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There is no direct environmental impact arising from this report. Compliance with the relevant policies themselves may have an impact. Any impacts will be considered when the relevant policies are considered for approval.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 The relevant policies themselves may have an impact. Any impacts will be considered through the relevant impact assessments when the relevant policies are considered for approval.

## **10. Background reading/external references**

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- 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.](#)

## **11. Appendices**

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- 11.1 Appendix 1 –Detail on the relevant Policies

## Appendix 1 – Policies

|                        |  |
|------------------------|--|
| <b>Title:</b>          | <a href="#">Council Health and Safety Policy</a>                       |
| <b>Approval date:</b>  | <a href="#">Policy and Sustainability Committee on 9 January 2024.</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                                    |
| <b>Review process:</b> | 3 Years or before if legislation requires                              |
| <b>IIA:</b>            | <a href="#">Health and Safety Policy IIA</a>                           |

|                        |  |
|------------------------|--|
| <b>Title:</b>          | <a href="#">Smoke Free Policy</a>                                      |
| <b>Approval date:</b>  | <a href="#">Policy and Sustainability Committee on 9 January 2024.</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                                    |
| <b>Review process:</b> | 3 Years or before if legislation requires                              |
| <b>IIA:</b>            | <a href="#">Smoke Free Policy IIA</a>                                  |

|                        |   |
|------------------------|---|
| <b>Title:</b>          | <a href="#">Council Asbestos Policy</a>                             |
| <b>Approval date:</b>  | <a href="#">Policy and Sustainability Committee 22 October 2024</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                                 |
| <b>Review process:</b> | 3 Years or before if legislation requires                           |
| <b>IIA:</b>            | <a href="#">Asbestos Policy IIA</a>                                 |

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|------------------------|---|
| <b>Title:</b>          | <a href="#">Council Fire Safety Policy</a>                      |
| <b>Approval date:</b>  | <a href="#">Policy and Sustainability Committee 28 May 2024</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                             |
| <b>Review process:</b> | 3 Years or before if legislation requires                       |
| <b>IIA:</b>            | <a href="#">Fire Safety Policy</a>                              |

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|------------------------|---|
| <b>Title:</b>          | <a href="#">Legionella (Water Safety) Policy</a>                |
| <b>Approval date:</b>  | <a href="#">Policy and Sustainability Committee 28 May 2024</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                             |
| <b>Review process:</b> | 3 Years or before if legislation requires                       |
| <b>IIA:</b>            | <a href="#">Legionella (Water Safety) Policy</a>                |

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|------------------------|---|
| <b>Title:</b>          | <a href="#">Risk Appetite Statement</a>   |
| <b>Approval date</b>   | <a href="#">Policy and Sustainability Committee 22 October 2024</a>                           |
| <b>Approval body:</b>  | Policy and Sustainability Committee   |
| <b>Review process:</b> | Annual - Risk Appetite Statement included in the Risk Management Policy as a combined report. |
| <b>IIA:</b>            | <a href="#">Risk Appetite Statement IIA</a>   |

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|------------------------|---|
| <b>Title: tbc</b>      | <a href="#">Risk Management Policy</a>                              |
| <b>Approval date</b>   | <a href="#">Policy and Sustainability Committee 22 October 2024</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                                 |
| <b>Review process:</b> | Annual  |
| <b>IIA:</b>            | <a href="#">Risk Management Policy IIA</a>                          |

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|------------------------|--|
| <b>Title:</b>          | <a href="#">Internal Audit Charter</a>   |
| <b>Approval date</b>   | <a href="#">Governance, Risk and Best Value Committee 19 March 2024</a>  |
| <b>Approval body:</b>  | Governance, Risk and Best Value Committee  |
| <b>Review process:</b> | Annual   |
| <b>IIA:</b>            | An Integrated Impact Assessment is not required because the reason for this report is to report Internal Audit standards and requirements to Committee. Consequently, there will be no |

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|  | differential equality or poverty impacts, as a result of the proposals in this report. |
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|------------------------|---|
| <b>Title:</b>          | <a href="#">Civic Hospitality Policy</a>  |
| <b>Approval date</b>   | <a href="#">The City of Edinburgh Council 29 August 2024</a>  |
| <b>Approval body:</b>  | The City of Edinburgh Council   |
| <b>Review process:</b> | Annual  |
| <b>IIA:</b>            | When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next annual review. |

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|------------------------|---|
| <b>Title:</b>          | <a href="#">Corporate Complaints Policy</a>   |
| <b>Approval date</b>   | <a href="#">Policy and Sustainability Committee 23 February 2021</a>                |
| <b>Approval body:</b>  | Policy and Sustainability Committee   |
| <b>Review process:</b> | Annual<br><b><i>Moved to the Chief Executive Office as of 20 December 2024.</i></b> |
| <b>IIA:</b>            | <a href="#">Corporate Complaints Policy IIA</a>                                     |

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|------------------------|---|
| <b>Title:</b>          | <a href="#">Information Governance Policy</a>                                       |
| <b>Approval date</b>   | <a href="#">Policy and Sustainability Committee 23 February 2021</a>                |
| <b>Approval body:</b>  | Policy and Sustainability Committee   |
| <b>Review process:</b> | Annual<br><b><i>Moved to the Chief Executive Office as of 20 December 2024.</i></b> |
| <b>IIA:</b>            | <a href="#">Information Governance Policy IIA</a>                                   |



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|------------------------|--|
| <b>Title:</b>          | <a href="#">Whistleblowing Policy</a>                              |
| <b>Approval date</b>   | <a href="#">Policy and Sustainability Committee 9 January 2024</a> |
| <b>Approval body:</b>  | Policy and Sustainability Committee                                |
| <b>Review process:</b> | Annual   |
| <b>IIA:</b>            | <a href="#">Whistleblowing Policy and Toolkit IIA</a>              |