

# Policy and Sustainability Committee

10.00am, Tuesday, 6 August 2019

## Policy Assurance – Strategy and Communications Division

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

---

- 1.1 To note the status update for the policies outlined in the appendix to this report.
- 1.2 To delegate authority to the Chief Executive to make such minor adjustments to policies outlined in appendix one as necessary to ensure relevancy.

**Andrew Kerr**

Chief Executive

Contact: Gavin King, Democracy, Governance and Resilience Senior Manager

E-mail: [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk) | Tel: 0131 529 4239

## Policy Assurance – Strategy and Communications Division

### 2. Executive Summary

---

- 2.1 This report provides an update on the status of the current policies within the Strategy and Communications Division.

### 3. Background

---

- 3.1 Council policies are key governance tools. Developing, implementing and following these policies helps to achieve the Council's vision and objectives. They are critical to the Council's operations and ensure that statutory and regulatory obligations are met in an efficient, transparent 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, are created and reviewed 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 a standardised format in terms of content and style.

### 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 policy owner to review their policy on a regular basis. Strategy and Communications have a number of policies that are undergoing significant change due to new legislation or a new approach by the Council. As a result, the appendix to the report highlights those policies requiring further change and the expected review date.
- 4.2 The General Data Protection Regulations came into effect on 25 May 2018 and the information governance, information rights and managing personal data policies were reviewed to reflect the requirements of the new legislation.
- 4.3 Following this significant legislative change and consultation with services, it is the intention to reduce the information governance policies to one over-arching

information governance policy with supporting standards and procedures by December 2019. This aims to create a policy that is transparent, links all information governance policies, is flexible in its approach but robust in its regulatory obligations and that is easily accessible for staff and the public.

- 4.4 An independent audit of Council activity on sustainability and climate change was conducted by the Edinburgh Centre for Carbon Innovation and reported to the Corporate Policy and Strategy Committee on 4 December 2018. The intention is that the Resource Use Policy and the Fair-Trade Policy will be reviewed as part of the Council's approach to sustainability and will be considered initially by the Sustainability Programme Board.
- 4.5 Minor amendments such as job title changes are necessary to the Civic Hospitality Policy and the Complaints and Managing Customer in a Fair and Positive Way. Otherwise these policies have been reviewed and remain fit for purpose.
- 4.6 The Whistleblowing Policy was amended in May 2019 to take account of legislative changes and best practice. All proposals were developed in consultation with recognised trade unions and the Council's Monitoring Officer.

## **5. Next Steps**

---

- 5.1 Strategy and Communications' policies will be reviewed and submitted to the appropriate committee for approval as outlined in the appendix to this report.

## **6. Financial impact**

---

- 6.1 There is no financial impact as a result of this report.

## **7. Stakeholder/Community Impact**

---

- 7.1 This report ensures compliance with the guidance set out in the policy framework to consistently review the Council's policies.

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

---

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

## 9. Appendices

### Appendix 1 - Strategy and Communications policies

#### Appendix One

<b>Policy Title</b>	<b>Status</b>	<b>Next Review Date</b>
Archives	Rationalise into one overarching information governance policy	December 2019
Information Governance	Rationalise into one overarching information governance policy	December 2019
Information Rights	Rationalise into one overarching information governance policy	December 2019
Managing Personal Data	Rationalise into one overarching information governance policy	December 2019
Records Management	Rationalise into one overarching information governance policy	December 2019
Re-use of Public Sector Information Policy	Rationalise into one overarching information governance policy	December 2019
Data Quality	To be reviewed as part of the wider review of Information Governance policies	December 2019
Complaints Policy	Up to date – minor amendments only	August 2020
Manging Customer in a Fair and Positive Way	Up to date – minor amendments only	August 2020
Civic Hospitality Policy	Up to date – minor amendments only	August 2020
Whistleblowing Policy	Reviewed by the Finance and Resources Committee in May 2019	May 2020
Fair Trade Policy	To be reviewed as part of the Council's approach to sustainability	To be confirmed within the wider sustainability programme
Resource Use Policy	To be reviewed as part of the Council's approach to sustainability	To be confirmed within the wider sustainability programme