

Policy and Sustainability Committee

10:00am, Tuesday 1 October 2019

Policies – Assurance Statement – Legal and Risk

Executive/routine: Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 To note that the Council policies detailed in this report have been reviewed and are considered to reflect current legislative requirements and best practice and therefore remain fit for purpose.

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Executive Director of Resources

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Policies – Assurance Statement – Legal and Risk

2. Executive Summary

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

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 ensure 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 This report confirms that the policies listed in the appendix have been reviewed by directorate senior management and are all still considered to be fit for purpose.
- 4.3 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 was 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 – Assured Policies

Appendix 1 – Assured Policies

Title:	Council Health and Safety Policy
Approval date:	14/05/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in May 2020.

Title:	Smoke Free Policy
Approval date:	02/10/2018 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in October 2019. Business Bulletin update due at Policy and Sustainability Committee in October 2019 recommending no changes.

Title:	Council Asbestos Policy
Approval date:	04/12/2018 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in November 2019.

Title:	Council Fire Safety Policy
Approval date:	04/12/2018 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in November 2019.

Title:	Council Water Safety Policy
Approval date:	14/05/2019 (business bulletin)
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in May 2020.

Title:	Enterprise Risk Management Policy
Approval date	07/08/2018
Approval body:	Policy and Sustainability Committee
Review process:	Annual
Change details:	Next review is due in October 2019. Business Bulletin update due at Policy and Sustainability Committee in October 2019 recommending no changes.

Title:	Internal Audit Charter
Approval date	19/03/2019
Approval body:	Governance, Risk and Best Value Committee
Review process:	Annual
Change details:	This charter supersedes the previous charter (approved 20/03/2018). Next review is due in March 2020.