

## REPORT TO EDUCATION & CHILDREN'S SERVICES COMMITTEE – 21 MARCH 2019

### POLICY REGISTER & ANNUAL REPORTING

#### 1 Recommendations

The Committee is recommended to:

- 1.1 Acknowledge the policies that are within the delegations of Education & Children's Services Committee; and
- 1.2 Prioritise and agree timescales for policies that have expired, as well as those that are approaching their review date, to be considered at future committees.

#### 2 Discussion

- 2.1 In line with [Part 4 of the Scheme of Governance](#) Council Services have implemented a Policy Framework that:
- Confirms the principles that guide policy development and review
  - Incorporates a standardised procedure ensuring that policies are developed, approved, monitored and reviewed consistently; and
  - Provides a comprehensive, single point of reference for information relating to policy development and review.

All policies are aligned to a policy committee and the functions delegated to that committee.

- 2.2 The Council's Corporate Policy Team has identified and uploaded all Aberdeenshire Council policies to a [corporate management system](#) to enable officers manage the life cycle of each policy. They are also now available in a single repository via the Council's [website](#) grouped by the relevant Service for ease of visibility (with the exception of HR policies). Links from respective Services' webpages to the central repository have been set up to allow for easy access to policies.
- 2.3 Policies are categorised using a traffic light system to indicate readiness for review. This also considers the impact of the policy on protected characteristics as defined by the Equality Act 2010. The categories are defined as follows: -
- (a) Red** – Review required.  
Policy is older than four years.  
Policy is believed to have a negative or unknown impact on people with protected characteristics.  
External or other factors give just cause for review. For example, a permanent reduction in resources.

**(b) Amber** – For monitoring.

Policy is over three years old.

External or other factors that could give just cause for review. For example, a permanent reduction in resources is anticipated within one-three years.

**(c) Green** – No action.

New or recently revised policy - subject to regular monitoring under the Year 1 Review process.

Policy is less than three years old.

- 2.4 Appendix 1 details all 12 policies delegated to the Education & Children's Services Committee. Of these, 7 are "green" i.e. are either new or have been recently reviewed, none are "amber" (3-4 years old) and 5 are "red" which means it has been over 4 years since they have been published and are due for review. Elected members should now prioritise these "red" policies for review and confirm dates for these to be brought to future committees.
- 2.5 In line with the Scheme of Governance requirements, reports will continue to be presented to the Education & Children's Services Committee in the future on an annual basis, confirming policies delegated to the Committee (including those that have expired, due for review or any policies that have come on-stream in the past year).
- 2.6 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and have no comments to make. They are satisfied that the report complies with the Scheme of Governance and relevant legislation.

### **3 Scheme of Governance**

- 3.1 The Committee is able to consider and take a decision on this item in terms of Part 4B of the Scheme of Governance Section 3.5.2 Monitoring - Each policy committee will consider an overview of their policy framework on an annual basis to identify gaps or review requirements.

### **4 Implications and Risk**

- 4.1 An equality impact assessment (EIA) is not required as this report does not have a differential impact on any of the protected characteristics. During the development stage of each individual policy, an EIA will have been completed to demonstrate the impact on any protected characteristic and any mitigating actions that can be taken.
- 4.2 There are no staffing and financial implications arising directly from this report and there are no implications for the Town Centre First principle.
- 4.3 The following Risks have been identified as relevant to this matter on a Corporate Level:

*ACORP002* - Changes in government policy, legislation and regulation (including Education reforms and potential impact on integration of children's services) – the implementation of the policy development & review procedures helps to control the risk by ensuring the Council has a process by which to implement such changes.

**Ritchie Johnson, Director of Business Services**

Report prepared by: Moyra Stephen, Strategic Policy Lead, Corporate & Strategic Community Planning Team, 25 January, 2019



## Appendix 1 Education & Children's Services Policies

POLICY TITLE & PENTANA CODE	DATE PUBLISHED
<b>Over 4 years since publication</b>	
ECS-008-EDU School Discipline and Use of Exclusion Policy	01/08/2008
ECS-006-EDU Early Years Pre-School Education Policy	30/08/2012
ECS-003-EDU New Build Primary School	01/06/2015
ECS-007-EDU Promoting and Managing Pupil Attendance Policy	01/04/2015
ECS-012-EDU Collections Development Policy	01/05/2015
<b>New or recently reviewed policy</b>	
ECS-032-CS Kinship Policy	31/07/2016
ECS-005-EDU Primary Capacities 2017	01/02/2018
ECS-031-CS Adoption Policy	31/05/2018
ECS-033-CS Play Policy	31/05/2018
ECS-011-EDU Admission Limits and Reserved Places for Secondary Schools Policy	01/06/2018
ECS-004-EDU Out-of-zone Placing Request Policy	01/05/2018
ECS-002-EDU Anti-Bullying Policy	20/11/2018

