

REPORT TO BUSINESS SERVICES COMMITTEE - 18 APRIL 2019

POLICY REGISTER & ANNUAL REPORTING

1 Recommendations

The Committee is recommended to:

- 1.1 **Acknowledge the policies that are within the delegations of the Business Services Committee; and**
- 1.2 **Prioritise and agree timescales for policies that are approaching their review date, to be considered at future committee meetings.**

2 Discussion

2.1 In line with [Part 4B 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 to 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 31 policies delegated to the Business Services Committee. Of these, 11 are 'green' i.e. are either new or have been recently reviewed, 5 are 'amber' (3-4 years old) and 15 are 'red', which means it has been over 4 years since they have been published. However, of the 'red' policies: 2 are no longer required; 3 are being dealt with under other strategies/ frameworks; 4 will be reviewed by 31/3/20; 4 have been reviewed with no changes made but dates on policies need to be updated to reflect this; 1 policy is a 5 year policy which will be reviewed in 2019/20; and 1 is currently under review.

Elected members should now prioritise the 'amber' policies for review and confirm dates for these to be brought to future committee meetings, as it has been 4 years since their publication.

- 2.5 In line with the Scheme of Governance requirements, reports will continue to be presented to the Business Services Committee in the future on an annual basis, confirming policies delegated to the Committee (including those that have expired, those 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.

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Director of Business Services

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Appendix 1 Business Services Policies

POLICY TITLE & PENTANA CODE	DATE PUBLISHED	UPDATE AS AT 02/04/19
Over 4 years since publication		
BSC-026-FIN Customer Care Policy	21/08/2002	This policy is no longer required.
BSC-029-FIN Fraud Policy	20/05/2004	No need to review this will be dealt with under the review of the Council's Counter Fraud Strategy.
BSC-032-FIN Training Policy	24/04/2006	This policy is no longer required.
BSC-002-CCI Unacceptable Actions Policy (Complainants)	01/07/2006	Policy is currently under review, to be discussed by Business Services Committee on 18/04/19. Once a final version has been agreed the updated policy will be uploaded to the website. The policy will then follow the agreed corporate framework for review in the future
BSC-021-FIN Backdating Policy Revised	03/01/2008	This will be reviewed by 31/03/20 and consideration will be given as to whether is more appropriately classified as a decision-making framework or a policy given that it deals with the interpretation and application of legislation.
BSC-031A-FIN Sanctions Policy Appendix Revised	10/01/2008	Replaced by the Administrative Penalty Decision-making Framework agreed at Policy and Resources Committee on 05/03/2015 .
BSC-024-FIN Commercial Sponsorship Policy	11/06/2009	Policy still current, no changes required, document to be updated to reflect review date
BSC-031-FIN Sanctions Policy	21/12/2009	Replaced by the Administrative Penalty Decision-making Framework agreed at Policy and Resources Committee on 05/03/2015 .
BSC-027-FIN Direct Payment policy	24/02/2011	This will be reviewed by 31/03/20 and consideration will be given as to whether is more appropriately classified as a decision-making framework or a policy given that it deals with the interpretation and application of legislation.

BSC-028-FIN Fit & Proper Person Policy	24/02/2011	This will be reviewed by 31/03/20 and consideration will be given as to whether is more appropriately classified as a decision-making framework or a policy given that it deals with the interpretation and application of legislation.
BSC-030-FIN Housing Benefit and Council Tax Benefit Overpayment Policy	12/07/2011	This needs to be reviewed and is to be discussed at the ASAT Steering Group on 03/04/19. The aim would be to complete the review by 31/03/20.
BSC-033-FIN Unoccupied Properties and Council Tax Policy	14/11/2013	Policy reviewed, no changes required, document to be updated to reflect review date.
BSC-034-FIN Corporate Charging Framework	01/11/2014	Policy reviewed, no changes required, document to be updated to reflect review date and remove list of charges.
BSC-071-PFM Corporate Asset Management Plan	01/01/2015	This is a 5 year policy which is due for revision in 2019/20
BSC-022-FIN Business Rates Award of Discretionary Relief Policy	15/01/2015	Policy reviewed, no changes required, document to be updated to reflect review date.
3-4 years since publication		
BSC-009-ICT ICT Asset Management Policy	14/05/2015	
BSC-010- ICT Information Security Policy	14/05/2015	
BSC-003-CCI Equalities Policy	30/06/2015	
BSC-005-CCI Worksmart	24/08/2015	
BSC-051-L&G Advertisement Policy for Taxi and Private Hire Cars	01/11/2015	
New or recently reviewed policy		
BSC-001-ICT Acceptable Use Policy	03/03/2016	
BSC-006- PRO Print Policy	01/04/2016	
BSC-072-PFM Surplus Property Policy	09/06/2016	
BSC-070-PFM Community Asset Transfer Policy	09/06/2016	
BSC-023-FIN Business Rates Relief Scheme	09/03/2017	
BSC-054-L&G Common Good Policy	20/04/2017	
BSC-063-L&G Regulation of Investigatory Powers Policy	22/06/2017	
BSC-025-FIN Corporate Debt Policy	04/05/2018	

BSC-008-ICT Data Protection Policy	14/06/2018	
BSC-007-CCI Partnership Working Policy	01/11/2018	
BSC-073-PFM Public Access Defibrillators Policy	09/06/2016	

