



REPORT TO COMMUNITIES COMMITTEE - 6 JUNE 2019

POLICY REGISTER AND ANNUAL REPORTING

1 Recommendations

The Committee is recommended to:

- 1.1 Acknowledge the policies that are within the delegations of Communities Committee; and
- 1.2 Agree timescales for policies that have expired to be considered at future committees.

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 have identified and uploaded all Aberdeenshire Council policies to a [corporate management system](#) to enable officers to manage the lifecycle 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 8 policies delegated to Communities Committee. Of these, 6 are “green” i.e. are either new or have been recently reviewed, none are “amber” (3-4 years old) and 2 are “red” which means it has been over 4 years since they have been published and are due for review. Elected members should now 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 Communities 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 and 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
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Appendix 1 Communities Policies

POLICY TITLE & PENTANA CODE	DATE PUBLISHED	Update
Over 4 years since publication		
COM-003-HOU Below Tolerable Standard	12/09/2012	Plan to review summer 2019
COM-007-HOU Housing Renewal	12/09/2012	Plan to review summer 2019
New or recently reviewed policy		
COM-009-HOU Unauthorised Encampments	23/11/2016	
SPA-051-SPA Sports and Physical Activity Policy	17/02/2017	
COM-011-HOU Housing Allocation Policy	31/03/2017	
COM-008-HOU Scheme of Assistance	30/09/2017	
COM-030-HSC Non-residential Charging Policy	01/03/2018	
COM-010 – HOU Housing Management Policy	20/12/2019	