

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE 12 MARCH 2020

POLICY REGISTER ANNUAL REPORTING

1 Reason for Report / Summary

- 1.1 This report details the current position of policies that are delegated to this committee.

2 Recommendations

The Committee is recommended to:

- 2.1 Acknowledge the current position of the policies delegated to Infrastructure Services Committee.**
- 2.2 Agree timescales for policies that are due to review as well as those that are approaching their review date, to be considered at future committees.**
- 2.3 Identify any gaps or review requirements as part of the agreed annual overview of the Council's Policy Framework, as per section 3.5 of the Policy Development and Review Framework in Part 4B of the Scheme of Governance.**

3 Purpose and Decision Making Route

- 3.1 In line with [Part 4B of the Scheme of Governance](#) the Council has 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.
- 3.2 All policies are aligned to a policy committee and the functions delegated to that committee. Each policy committee must consider an overview of their policy framework on an annual basis to identify gaps or review requirements.

4 Discussion

- 4.1 The council's Corporate Policy Team have uploaded all Aberdeenshire Council policies to a [corporate management system](#) to enable officers to

manage the lifecycle of each policy. They are 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.

- 4.2 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.

- 4.3 **Appendix 1** details all 30 policies delegated to Infrastructure Services Committee. Of these, 14 are 'green' i.e. are either new or have been recently reviewed, 4 are 'amber' (3-4 years old) and 12 are 'red' which means it has been over 4 years since they have been published and are due for review. Elected members should now agree the proposed timescales for policies that have expired as well as those that are approaching their review date to be brought to future committees.

- 4.4 In line with the Scheme of Governance requirements, reports will continue to be presented to Infrastructure 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).

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver Council Priority 10 - Having the right people, in the right place, doing the right thing, at the right time.

- 5.2 The table below shows whether risks and implications apply if the recommendation is agreed.

Subject	Yes	No	N/A
Financial			x
Staffing			x
Equalities			x
Fairer Scotland Duty			x
Town Centre First			x
Sustainability			x
Children and Young People's Rights and Wellbeing			x

5.3 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.

5.4 The following risks have been identified as relevant to this matter on a Corporate Level:

ACORP002

[Changes in government policy, legislation and regulation](#) - this is controlled through COSLA membership, SOLACE membership and membership of professional bodies at both corporate & individual level.

6 Scheme of Governance

6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

6.2 The Committee is able to consider this item in terms of Section F.1.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as it has the delegation for policy matters in relation to the services within its remit.

6.3 In terms of section 3.5.2 of the Policy Development and Review Framework under Part 4B of the Scheme of Governance the Committee is required to consider an overview of their policy framework on an annual basis to identify gaps or review requirements.

Ritchie Johnson
Director of Business Services

Report prepared by: Moyra Stephen, Strategic Policy Lead, Corporate Policy & Strategic Community Planning Team, 26 February 2020

Appendix 1 - Infrastructure Services Committee Delegated Policies, as at January 2020

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE AS AT 31/01/2020
Policies Over 4 years since publication		
ISS-030-R&L Coastal Protection Policy	01/01/1997	Still overdue, however, there is a need to consider developing a Shoreline Management Plan which would feed into the Coastal Protection Policy review.
ISS-009-TPT Unauthorised Signs Policy	17/04/1997	Review programmed in medium term. (2021-2023)
ISS-008-TPT Tourism Signposting Policy	29/05/2003	Major review planned for 2019/20
ISS-006-TPT Roadside Memorials and Floral Tributes	26/08/2004	Major review programmed in medium to long term. (2023-2025)
ISS-007-TPT Street Naming and Property Numbering Policy	31/01/2009	Review programmed in medium term. (2021-2023)
ISS-036-R&L Roadside Verge Management Policy	02/04/2011	To be reviewed
ISS-002-TPT Parking Spaces for Disabled People Policy	08/05/2012	Review programmed in medium term. (2021-2023)
ISS-004-TPT Road Asset Management Plan	30/09/2012	Review programmed in medium term. (2021-2023)
ISS-003-TPT Pedestrian Crossing Assessment Policy	08/10/2012	Currently under review. Expect to report to ISC in June 2020
ISS-074- TPT Passenger Transport Policies	05/12/2013	To be reviewed in 2021, following completion of the 'Clean Sheet Review' of the supported bus network (being overseen by the Passenger Transport Network Review Member Officer Working Group)
ISS-051-ECD Business Improvement Districts	01/05/2014	Review complete. To be signed off by ISC in March 2020 along with a review on the new Scotland Improvement Districts.
ISS-065-ENV Environmental Health Service Enforcement Policy	30/11/2015	To be updated before 30/11/2020 if there are issues of any significance.
Policy 3-4 years old		
ISS-037-R&L Tay Estuary and Flood Risk Management Plan	22/06/2016	New plan will be published summer 2022
ISS-031-R&L Flood risk management plan	30/06/2016	New plan will be published summer 2022
ISS-001-TPT Assessment of Speed Limits Policy	04/11/2016	Currently being reviewed. Expect to report to ISC in June 2020
ISS-052-ECD - Town Centre First Policy	01/12/2016	To be reviewed 2021
New or recently reviewed policy (< 3 years old)		

ISS-061-ENV Environmental and Climate Change Policy	30/06/2017	Review date set for 2021
ISS-010-TPT Variable and Vehicle Activated Signs Policy	24/08/2017	No major review planned before 2022
ISS-005-TPT Road Marking Policy	31/08/2017	No major review planned before 2022.
ISS-063-ENV Food Law Enforcement Policy 2017	01/10/2017	Review complete. To be signed off by ISC in March 2020.
ISS-039-R&L Winter Maintenance Operational Plan	01/11/2017	Currently under review
ISS-035-R&L Roads Inspection Policy	01/12/2017	To be reviewed in 2019
ISS-011-TPT Festive Lights and Bunting Policy	01/06/2018	No major review planned before 2023
ISS -071- Indigent Burial Policy	04/10/2018	
ISS-070-WM Waste Collection Policy	31/10/2018	
ISS-066-ENV Health & Safety Enforcement Policy Statement	22/07/2019	
ISS - 073 Recycling Centre Policy	22/08/2019	New Policy
ISS - 072 Street Cleaning Policy	28/11/2019	New Policy
ISS-064-ENV Feed Law Inspection and Enforcement Policy	15/11/2019	
ISS-062-ENV Trading Standards Enforcement Policy	18/12/2019	
Proposed New Policies		
Street Trading and Occupation of the Road		Currently being developed. Expect to report to ISC in June 2020