

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE 11 MARCH 2021

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 policies delegated to Infrastructure Services Committee that have been reviewed during 2020;**
- 2.2 Agree the proposed plans for review for those policies that have expired as well as those that are approaching their review date (as detailed in Appendix 1), to be considered at future committees; and**
- 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. The documents should adhere to accessibility requirements for the website.

- 4.2 A short template is available on Arcadia, along with guidance, for officers who are developing new policies or reviewing older policies.
- 4.3 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.

- 4.4 **Appendix 1** details all 32 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 13 are 'red' which means it has been over 4 years since they have been published and are due for review. There is one new proposed policy - Enforcement of Roads and Traffic Authority Powers - due to be considered at committee in 2021.
- 4.5 Within the 13 that are 'red' and due for full review, 5 are planned for review and approval at committee in 2021, and 7 are planned for review in the medium-term from 2022-24. There is no timescale indicated for the remaining policy. Committee 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.
- 4.6 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 the status of 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 the following Strategic Priorities - Infrastructure, Resilient Communities, Economy & Enterprise and Health & Wellbeing. Climate and sustainability, human rights and public protection, and digital infrastructure and economy are key underlying principles due to the nature of reports considered by the committee.

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 their comments are incorporated within the report 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.

Alan Wood
Director of Infrastructure Services

Report prepared by: Erin Wood, Policy Officer, Corporate Policy & Strategic Community Planning, Business Strategy Team, 3rd February 2021

Appendices

Appendix 1 Infrastructure Services Committee Delegated Policies as at January 2021

APPENDIX 1

Infrastructure Services Committee Delegated Policies as at January 2021

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE AS AT 31/01/2021
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 (2022-2024)
ISS-008-TPT Tourism Signposting Policy	29/05/2003	Full review planned for 2021
ISS-006-TPT Roadside Memorials and Floral Tributes	26/08/2004	Full review programmed in medium term (2022-2024)
ISS-007-TPT Street Naming and Property Numbering Policy	31/01/2009	Review programmed in medium term (2022-2024)
ISS-036-R&L Roadside Verge Management Policy	02/04/2011	Review has begun
ISS-002-TPT Parking Spaces for Disabled People Policy	08/05/2012	Review programmed in medium term (2022-2024)
ISS-004-TPT Road Asset Management Plan	30/09/2012	Review programmed in medium term (2022-2024)
ISS-074- TPT Passenger Transport Policies	05/12/2014	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-065-ENV Environmental Health Service Enforcement Policy	30/11/2015	There have been no significant changes to date, however there are a number of additional legislative requirements due in 2021 which may impact upon the policy. As such the policy will be reviewed through 2021 to incorporate these changes where appropriate.

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE AS AT 31/01/2021
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-052-ECD - Town Centre First Policy	01/12/2016	To be reviewed in first quarter of 2021
Policy 3-4 years old		
ISS-061-ENV Environmental and Climate Change Policy	30/06/2017	Review date set for 2022 due to other work priorities. A Resources and Circular Economy Commitment (2019) and Climate Change Declaration (2020) have been published and the review would look to bring these three documents together.
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	Due to COVID 19 the Food Safety regulatory regime was suspended, and a wholesale review of how the regime will be re-introduced is currently ongoing led by FSS. This is likely to require the Food Law Policy to be revised. This policy will therefore be reviewed in 2021 in line with the revised food safety regulatory regime.
New or recently reviewed policy (< 3 years old)		
ISS-011-TPT Festive Lights and Bunting Policy	01/06/2018	No major review planned before 2023
ISS-039-R&L Winter Maintenance Operational Plan	01/10/2018	Last major review in October 2018. However the Plan is reviewed every year prior to publishing the year's version.
ISS-035-R&L Roads Inspection Policy	01/08/2019	Reviewed August 2019

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE AS AT 31/01/2021
ISS -071- Indigent Burial Policy	04/10/2018	No major review planned before 2023
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	FSS are making significant changes to Feed Law Enforcement in 2021, this policy will be reviewed in 2021 to reflect these changes
ISS-062-ENV Trading Standards Enforcement Policy	18/12/2019	There is no major review planned before 2023
ISS-003-TPT Pedestrian Crossing Assessment Policy	26/11/2020	Now Pedestrian Crossing Policy and approved at ISC 26-11-20
Street Trading and Occupation of the Road	26/11/2020	New Policy Approved at ISC 26-11-20
ISS-001-TPT Assessment of Speed Limits Policy	04/11/2016	Now Speed Limits Policy and approved at ISC 26-11-20
ISS-051-ECD Business Improvement Districts	12/03/2020	Review complete. Approved by ISC in March 2020. Next review due 2025.
Proposed New Policies		
Enforcement of Roads and Traffic Authority Powers		Aim to report to ISC in 2021