



REPORT TO EDUCATION AND CHILDREN'S SERVICES COMMITTEE - 18 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 Education and Children's 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 the Pentana 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 11 policies delegated to Education and Children's Services Committee. Of these, 8 are 'green' i.e. are either new or have been recently reviewed, 1 is '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 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.
- 4.5 In line with the Scheme of Governance requirements, reports will continue to be presented to Education and 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).

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver the following Strategic Priorities - Education, Health & Wellbeing and Resilient Communities. 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 recommendations are 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 E.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.

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Director of Education and Children's Services

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Date 9th February 2021

Appendices

Appendix 1 - Education and Children's Services Committee Delegated Policies as at January 2021



Appendix 1

**E&CS Services Committee
Delegated Policies**

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE as at January 2021
Policies Over 4 years since publication		
ECS-008-EDU School Discipline and Use of Exclusion Policy	8/1/2008	Review of policy is paused at present due to the pandemic. Principles within policy are still appropriate. Review will take place in due course planned for Spring 2021. Draft policy has been scrutinised by Area Committees.
ECS-007-EDU Promoting and Managing Pupil Attendance Policy	4/1/2015	This policy review has not been actioned in light of the current COVID situation.
Policy 3-4 years old		
ECS-005-EDU Primary Capacities 2017	2/1/2018	
New or recently reviewed policy (< 3 years old)		
ECS-031-CS Adoption Policy	5/31/2018	
ECS-033-CS Play Policy	5/31/2018	
ECS-011-EDU Admission Limits and Reserved Places for Secondary Schools Policy	6/1/2018	Update will be presented at Committee in March 2021.
ECS-006-EDU Early Years Pre-School Education Policy	12/1/2019	Updated in December 2015 and still current. Policy is reviewed each year prior to each annual admissions period and will only go to Committee if there are any amendments to be made. Website updated accordingly. Next review due January 2022.
ECS-004-EDU Out-of-zone Placing Request Policy	5/1/2019	Admissions and Secondary limits are decided annually in accordance with the policy and will be reported to ECS Committee
ECS-002-EDU Anti-Bullying Policy	11/20/2018	
Adventurous Activities Policy	5/30/2019	
ECS-032-CS Kinship Policy	2/1/2020	This is in the process of being reviewed to take into account recent changes