

## REPORT TO COMMUNITIES COMMITTEE 1 APRIL 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 Communities 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.**
- 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 7 policies delegated to Communities Committee. Of these, 3 are 'green' i.e. are either new or have been recently reviewed, there are no 'amber' (3-4 years old) policies, and 4 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 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).

## 5 Council Priorities, Implications and Risk

5.1 This report helps deliver the following Strategic Priorities - Infrastructure, Resilient Communities, and Health & Wellbeing.

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 D.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: Erin Wood, Policy Officer, Corporate Policy & Strategic Community Planning, Business Strategy Team, 17th February 2021

## **Appendices**

Appendix 1 Communities Committee Delegated Policies as at January 2021

APPENDIX 1

**Communities Committee Delegated Policies as at January 2021**

POLICY TITLE & PENTANA CODE	DATE PUBLISHED	Update
<b>Over 4 years since publication</b>		
COM-003-HOU Below Tolerable Standard	12/09/2012	Policy reviewed and on agenda for committee by 1st April 2021
COM-007-HOU Housing Renewal	12/09/2012	Policy reviewed and on agenda for committee by 1st April 2021
SPA-051-SPA Sports and Physical Activity Policy	17/02/2017	This is still current but is about to be reviewed – it should have been in 2020/21 but has been deferred due to Covid.
ECS-012-EDU Collections Development Policy	01/05/2015	Given a year's extension for review in 2020. Planned for this year.
<b>New or recently reviewed policy</b>		
COM-011-HOU Housing Allocation Policy	05/11/2020	Policy has been updated and approved at Communities Committee in Nov 2020. Work is being carried out to get systems in place for implementation date in the early part of the financial year 2021/2022.
COM-030-HSC Non-residential Charging Policy	01/02/2020	Reviewed Non- Residential Charging Policy 2020/21 was agreed at Communities Committee in Feb 2020.
COM-010 – HOU Housing Management Policy	30/09/2018	