Aberdeenshire COUNCIL **A** **Business Services**

REPORT TO EDUCATION & CHILDREN'S SERVICES COMMITTEE – 17 MARCH 2022

POLICY REGISTER ANNUAL REPORTING

1   Executive Summary/Recommendations

1.1   This report details the current position of policies that are delegated to this committee. Committee members are asked to consider and agree the proposed timescales for policy reviews to be presented to committee. This is an annual requirement of the Policy Development and Review Framework.

1.2   The Committee is recommended to

> **1.2.1   Acknowledge the policies delegated to Education & Children's Services Committee that have been reviewed during 2021;**
>
> **1.2.2   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**
>
> **1.2.3   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.**

2   Decision Making Route

2.1   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.

2.2   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.

3   Discussion

3.1   Officers within the Business Strategy Team have recorded all Aberdeenshire Council policies on Pentana (the Council performance management platform) to enable officers to manage the lifecycle of each policy. The policies are available in a single repository via the council website grouped by service (with

the exception of HR policies). Links from service webpages to the central repository have been set up to allow easy access to policies.

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

3.3   Policies are categorised using a traffic light system to indicate requirement 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.

3.4   **Appendix 1** details the 11 policies delegated to Education & Children's Services Committee. Of these, four are green i.e. are either new or recently reviewed, five are amber (3-4 years old) and two are red which means it has been over four years since they have been published, however, both are planned for review by end March 2022.

3.5   In line with the Scheme of Governance requirements, reports will continue to be presented to Education & Children's Services Committee 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).

4   Council Priorities, Implications and Risk

4.1   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.

Pillar	Priority
Our People	Education Health & Wellbeing
Our Environment	Infrastructure Resilient Communities
Our Economy	Economy & Enterprise Estate Modernisation

4.2   The table below shows whether risks and implications apply if the recommendations are agreed.

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

4.3   There are no staffing / financial implications as a result of this report.

4.4   The screening section as part of Stage One of the Integrated Impact Assessment process has not identified the requirement for any further detailed assessments to be undertaken. This report is to inform the Committee of the schedule for planned reviews of policies and as such it does not have a differential impact on any of the protected groups. During development and review, each policy will be subject to its own screening and impact assessment.

4.5   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.

There are no risks that have been identified as relevant to this matter on a Strategic Level.

5   Scheme of Governance

5.1   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.

5.2   The Committee is able to consider and comment on 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.

5.3   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 and Community Planning
Date 2 March 2022

List of Appendices:
Appendix 1 – Education & Children's Services Committee Policies February 2022

Appendix 1

ECS Committee Delegated Policies February 2022

POLICY TITLE & PENTANA CODE	DATE PUBLISHED or REVIEW DATE	UPDATE
Policies Over 4 years since publication		
ECS-008-EDU School Discipline and Use of Exclusion Policy	01/08/2008	Planned review by summer 2022
ECS-007-EDU Promoting and Managing Pupil Attendance Policy	01/04/2015	Planned review by summer 2022
Policy 3-4 years old		
ECS-005-EDU Primary Capacities 2017	01/02/2018	The methodology for capacities does not change, however the capacity of individual schools is reviewed when changes are made to their layouts through extension, reconfiguration etc. These are reported annually to ECS Committee as part of the Learning Estates Update paper which is presented in Spring.
ECS-031-CS Adoption Policy	31/05/2018	
ECS-033-CS Play Policy	31/05/2018	
ECS-011-EDU Admission Limits and Reserved Places for Secondary Schools Policy	01/06/2018	Policy is reviewed annually, so last reviewed March 21. Next review will be presented at ECS Committee in March 2022
ECS-002-EDU Anti-Bullying Policy	20/11/2018	Reviewed policy will be presented to ESC Committee in summer 2022
New or recently reviewed policy (< 3 years old)		
ECS-006-EDU Early Years Pre-School Education Policy	01/12/2019	
ECS-004-EDU Out-of-zone Placing Request Policy	01/05/2019	Policy remains current and is based upon national legislation. It is reviewed annually and some small changes have been made to wording regarding processes. It will only go to Committee if amendments impacting the policy criteria are required.
Adventurous Activities Policy	30/05/2019	
ECS-032-CS Kinship Policy	01/02/2020	