

REPORT TO BUSINESS SERVICES COMMITTEE - THURSDAY, 29 FEBRUARY 2024**BUSINESS SERVICES ANNUAL POLICY REVIEW 2023/24****1 Executive Summary/Recommendations**

1.1 This report details the current position of policies that are delegated to this committee. This is in line with Part 4B Scheme of Governance – Policy Development & Review Framework. As of December 2023, 18 policies are delegated to Business Services Committee. Of these, 12 policies have been recently reviewed, and six are overdue review. All overdue reports are scheduled for review during 2024/25.

1.2 The Committee is recommended to:

1.2.1 Acknowledge the policies delegated to Business Services Committee that have been reviewed during 2023 - Appendix 1;

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, 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 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 In line with the Scheme of Governance, reports will continue to be presented to Business Services Committee on an annual basis, confirming the policies

delegated to the committee (including those that have expired, are due for review or any policies that have come on-stream in the past year).

- 3.2 All policies (with the exception of HR policies) are available on the Council [website](#) grouped by the relevant service for ease of visibility. Links from Service webpages to the central repository have also been set up to allow for easy access to policies.
- 3.3 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 – a review must be completed before the end of the five-year period from when the policy was agreed, if possible.

Policy is believed to have a negative or unknown impact on people with protected characteristics.

External or other factors give just cause for review.

(b) Amber – For monitoring.

Policy is over three years old and less than four years old. External or other factors could give just cause for review include, for example, legislation that contradicts the policy has been passed, or a permanent reduction in resources is anticipated within one-two years.

(c) Green – No action.

Policy has been in place for three years or less - subject to regular monitoring under the Year 1 Review process.

- 3.4 **Appendix 1** details the eighteen policies delegated to Business Services Committee. Of these, twelve are green (either new or have been recently reviewed). No policies are amber (3-4 years old) and six policies are red as it has been over 4 years since they were published and are therefore due for a full review.
- 3.5 Elected members should consider and 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.
- 3.6 As part of the Annual Policy Review process, the Business Strategy Team will record all Aberdeenshire Council policies on Pentana (the Council's corporate performance management system) to enable officers to manage the lifecycle of each policy.
- 3.7 Guidance and a Policy template is available on Arcadia (the Council intranet), for officers who are developing new policies or reviewing policies.

4 Council Priorities, Implications and Risk

4.1 This report helps deliver all the Strategic Priorities within all the pillars. Resilient Communities, Economic Growth and Infrastructure & public assets are key underlying principles due to the nature of policies considered by the committee.

Pillar	Priority
Our People	Learning for Life Health & Wellbeing
Our Environment	Climate Change Resilient Communities
Our Economy	Economic Growth Infrastructure and public assets

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, as this report informs the Committee of the schedule for planned reviews of policies and does not have a direct differential impact on any of the protected groups. During development and review, each policy will be subject to its own screening and possible 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.

4.6 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 their comments are incorporated within the report 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 C.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.

Rob Simpson

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Report prepared by Katie Insch, Policy Officer
9 February 2024

List of Appendices –

Appendix 1 – Business Services Committee Delegated Policies – February 2024