

Title of report	Policy Library Update
Executive Summary	<p>Council approved changes to the SSSC's governance arrangements in October 2019. Officers agreed to compile a library of policies and guidance for Council's consideration. The purpose of that exercise is to identify what policies will require Council approval and which fall within the operational responsibilities of the Chief Executive.</p> <p>This report is the first step in that process. It identifies for Council the policies and strategies.</p>
Recommendations	<p>That Council is asked to:</p> <ul style="list-style-type: none"> • approve the establishment of a working group to undertake a full review
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Responsible Officer	<p>Name: Lorraine Gray</p> <p>Job title: Chief Executive</p> <p>Tel: 01382 207250</p>
Link to Risk Register	Risk 6 - The SSSC experiences disruption or loss or reputation damage from a failure in its ICT systems, physical security or information governance arrangements.
Equality Impact Assessment (EIA)	An EIA was not developed as the contents of this report relates to approval of policies and procedures. It does not therefore directly affect individuals with a protected characteristic.
Documents attached	Appendix 1 – Policy Library
Background papers	None

1. INTRODUCTION

- 1.1 The Council approved changes to the SSSC's governance arrangements in October. There were questions about what policies and procedures were operational in nature and therefore fell within the authority of the Chief Executive to approve and manage and which required approval from the Council. Officers agreed to produce a policy and guidance library detailing the policies and procedures held within the organisation for Council's consideration.

2. POLICY LIBRARY

- 2.1 Appendix 1 contains a library of the existing policies, procedures and guidance within the organisation. They are separated into those that are strategic, operational and relate to the overarching governance of the organisation.
- 2.2 Council will see that there are a significant number of policies in place. The exercise identified that there is a lack of clarity at officer level over ownership and review schedule of the policies.
- 2.3 It is proposed that EMT review this library, clarify ownership and review and bring a report to Council in May with a proposal regarding approval level for endorsement.

3. RESOURCE IMPLICATIONS

- 3.1 There are no specific additional resources required for this report.

4. LEGAL IMPLICATIONS

- 4.1 If the SSSC does not have appropriate governance arrangements in place, decisions may be subject to legal challenge.

5. STAKEHOLDER ENGAGEMENT

- 5.1 No specific stakeholder engagement has been carried out.

6. IMPACT ON PEOPLE USING SOCIAL SERVICES AND CARERS

- 6.1 There is no direct impact on people using social services in carers as a result of this report.

7. CONCLUSION

- 7.1 The formulation of the policy library has resulted in a significant number of policies and procedures being identified. Additional work is necessary so that formal proposals can be put forward for Council's approval. It is proposed a working Group lead by the Director of Strategy and Performance is established to take this work forward.