

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces and City Gardens Committee	7 <sup>th</sup> October 2013	
<b>Subject:</b> Open Spaces Policy Review	<b>Public</b>	
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>	
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>A review of all Department Policy is being carried out to ensure that appropriate policies are in place and well communicated to staff at all sites. The intention of the review is to ensure that policies are in place to effectively mitigate or minimise the risks faced in our operations.</p> <p><b>Recommendation</b></p> <p>That the Committee note the report.</p>		

## **Main Report**

### **Background**

1. Open Space Departmental policies exist in a number of areas. These policies provide guidance for staff as to how various activities should be carried out across the Open Spaces sites. They are of particular importance in ensuring the minimisation and mitigation of risk across sites.
2. It is some time since Departmental policies were reviewed and an assurance exercise was carried out, to ensure they are successfully communicated to members of staff and used during day-to-day site operations.
3. A policy review will be undertaken to complete this work.

## **Current position**

4. The Policy Review is being led by the Departmental Business Manager. Currently an exercise is being carried out to identify all existing departmental policies and to identify areas where site-specific policies have been introduced which could be used at all other sites.
5. This exercise will be followed by a review of all departmental policies. Policies will be reviewed at Senior Management Team meetings and through the Departmental Improvement Groups, which draw together staff from across the Open Spaces.
6. Where policies have significant strategic implications, or seek to mitigate serious risks, these policies will be presented to the Open Spaces Committee for consideration.
7. It is intended that the majority of policies are reviewed within the next year. A schedule at Appendix One lists the policies to be considered by Open Spaces Committee.

## **Finance and Risk Implications**

8. The policy review aims to minimise and mitigate risks across the department. By reviewing and amending existing policy
9. There are no financial implications to the policy review beyond the officer time involved.

## **Corporate and Strategic Implications**

10. Departmental policies are used to support the delivery of various elements of the Departmental Business Plan.

## **Conclusion**

11. The Committee is asked to note the on-going Policy Review and the forward plan for policies to be considered by this Committee.

## **APPENDIX ONE: Policies for Approval and Review by Open Spaces Committee**

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## **OPEN SPACES COMMITTEE – POLICIES FOR APPROVAL AND REVIEW**

### **Sep 2013**

Outdoor Events Cancellation Policy

### **Nov 2013**

Communications policies (Review of the Filming and Photography policies, adoption of the Social Media Policy)

### **Feb 2014**

Education policies (Education Strategy, adoption of the Safeguarding Policy)

### **Apr 2014**

Emergency policies (Review Emergency Plan, review Pandemic Plan, review Fire Action Plans, adoption of Extreme Weather Working Policy)

### **Jul 2014**

Health and Safety policies (general review and adoption of Tree Safety Policy)

### **Sep 2014**

Events policies (Adoption of Outdoor Events Policy, adoption of Event Toolkit/Guide for Organisers)