

Education & Recreation Policy Framework

The Education & Recreation Policy Development Framework incorporates the following elements:

1. A Policy and Guidelines Database

Key Education & Recreation policies¹ and guidelines² are available on the Aberdeenshire Website under 'Council and Democracy/About Us/Service Structure/Education & Recreation':

(<http://www.aberdeenshire.gov.uk/about/departments/er.asp>)

or from the Education & Recreation Cross-Service pages on Arcadia.

A hard copy list of policy and guidelines documents is available for members of staff who do not have access to a computer at work (any member of staff who would like a hard copy list of the documents should speak to their line manager).

This is an important resource for all Education & Recreation staff, and for our partners and stakeholders. However, if the pages are to remain useful and relevant they need to be kept up to date. If any member of staff is aware of any amendments or additions to the information on the Website they should contact the Project Coordinator, Education & Recreation (01224 664630 or education@aberdeenshire.gov.uk).

NB. Corporate personnel policies are not included on the Website pages but are currently available internally from Arcadia.

2. Policy Template and Guidance

The Policy Template and Guidance **must** be used by all Education & Recreation officers when developing new policies and revising existing policies for the Service. The finalised policy document should include all the template headings. (Guidelines can be developed in a freer format).

Any Officer who is developing new policy or guidelines should inform the Project Coordinator, Education & Recreation as soon as possible. The document title will be added to the Website under the appropriate 'Under Development' heading.

Draft policy or guidelines documents that are going out to consultation with staff, partners and/or stakeholders should be forwarded to the Project Coordinator, Education & Recreation with details of the consultation process (i.e who is being consulted, the closing date for consultation, and the contact details of the consultation coordinator). The draft document and consultation

¹ A policy is a guiding principle used by staff to guide decisions, actions and the development of provision in a way that is consistent across the Service.

² Guidelines are recommended approaches for implementing policy. They are more detailed than policy documents, and are often based on best practice.

details will be added to the Website pages under the 'Out to Consultation' heading.

Once the policy or guidelines document is finalised a copy should be forwarded to the Project Coordinator, Education & Recreation. The document will then be published on the Website pages as a current policy or guidelines document.

3. Policy Review Process

Members of the Education & Recreation Directorate Management Team (DMT) will review the Policy and Guidelines pages on the Aberdeenshire Website on a quarterly basis to ensure that the policies and guidelines they are responsible for are still relevant and to identify opportunities for new policies and guidelines, for example in relation to new legislation.

On a six monthly basis the DMT will collectively review the list of documents held on the Website to ensure continuing currency and relevancy.

If any member of staff has any questions regarding the Policy Development Framework they should speak to their line manager in the first instance. Line Managers should refer to their Head of Service or to the Project Coordinator, Education & Recreation if they require further information.