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ADDITIONAL CIRCULATION



To: All Members of the Council

Town House,
ABERDEEN, 16 May 2017

STATUTORY COUNCIL MEETING

The undernoted items are circulated in connection with the meeting of the **COUNCIL** to be held here in the Town House on **WEDNESDAY, 17 MAY 2017 at 10.30am.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 2(a) Determination of Urgent Business
- 5 Appointment of Members to Committees and Appointment of Conveners and Vice Conveners (Pages 3 - 14)
- 6 Appointment of Members to Sub Committees, Groups and Outside Bodies (Pages 15 - 28)
- 14 Council Business (Pages 29 - 34)

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SUBMISSION OF LATE REPORT

NAME OF COMMITTEE : Council
DATE OF COMMITTEE : 17 May 2017
TITLE OF REPORT : Appointment of Members to Committees and Appointments of Conveners and Vice Conveners

Please explain why this report is late.

The report is late as calculations could not be made until the result of local government election was known. The report was also held back in anticipation of an announcement regarding the formation of the Administration, as this has an impact on various matters contained within the report. However, as of 16 May, no announcement has been made regarding the formation of the Administration.

Please explain:

- why this report must be submitted to the next meeting of the Council/Committee; and
- why it cannot be submitted to a meeting of the Council/Committee at a later date.

In terms of Standing Order 2.2, the appointment of Conveners and Vice Conveners for Committees, the appointment of members to Committees and approval of Senior Councillor Allowances have to be included as items on the agenda for the Statutory Council meeting. If these matters were deferred to the June Council meeting, alternative arrangements would need to be put in place for the Council's committee cycle in late May and June 2017.

Director
Date

SIGNED
16-5-17

The following section must be completed by the Convener where a report must be submitted less than three clear days¹ before a meeting of the Council/Committee.

By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.

An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.

Please explain why you are of the opinion that the Item should be considered as a matter of urgency.

Not applicable as the Convener of the Council (Lord Provost) is still to be appointed.

Convener : N/A
Date : N/A

Please note that under Standing Order 12.9, the Head of Legal and Democratic Services may refuse to allow any item of business on to the agenda or may withdraw any item of business from an agenda, following consultation with the Convener and Vice Convener.

¹ For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.

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COMMITTEE	Statutory Council Meeting
DATE	17 May 2017
REPORT TITLE	Appointment of Members to Committees and Appointment of Conveners and Vice Conveners
REPORT NUMBER	CG/17/049
DIRECTOR/HOS	Fraser Bell
REPORT AUTHOR	Karen Rennie

1. PURPOSE OF REPORT:-

To approve the composition and membership of the Council's committees, to appoint Conveners and Vice Conveners, to agree the payment of senior councillor allowances and to agree the appointment of external members to the Education and Children's Services Committee.

2. RECOMMENDATION(S)

It is recommended that the Council -

- a) agree the compositions of the committees listed in paragraph 3.1.1 on the basis of the allocations contained within Appendix 1;
- b) appoint a Convener and Vice Convener to the committees listed in paragraph 3.1.1, as appropriate, on the basis of the information contained within paragraph 3.3.1;
- c) appoint members to the committees listed in paragraph 3.1.1 on the basis of the agreed compositions;
- d) nominate a Vice Chairperson for the Integration Joint Board;
- e) appoint members to the Guidry and Mortification Funds Committee as set out in paragraph 3.2.4;
- f) appoint members and substitutes to the Aberdeen City Region Deal Joint Committee as set out in paragraph 3.2.5;
- g) appoint members to the Special Licensing Objections Committee as set out in paragraph 3.2.6;

- h) agree the payment of senior councillor allowances in accordance with the guidance set out in paragraph 3.3.2;
- i) agree the appointment of external members to the Education and Children's Services Committee as set out in section 3.4; and
- j) nominate one member and one substitute member to be appointed to the North East Scotland Pension Fund Pensions Board, on the basis of the information contained within section 3.5.

3. BACKGROUND/MAIN ISSUES

3.1 Committee Structure

3.1.1 The Council's current committee structure comprises the committees below. The Integration Joint Board is a separate legal entity composing of members of NHS Grampian and Aberdeen City Council.

Committee/Board	Regulatory Committee
Finance, Policy and Resources Committee	Planning Development Management Committee
Communities, Housing and Infrastructure Committee	Licensing Committee
Education and Children's Services Committee	Pensions Committee
Audit, Risk and Scrutiny Committee	Appeals Committee
Petitions Committee	
Urgent Business Committee	
Integration Joint Board	

3.1.2 A separate report relating to Sub Committees, Working Groups and Outside Bodies is also on the agenda.

3.2 Composition and Membership

3.2.1 The Council has traditionally followed the principles of Section 15 of the Local Government and Housing Act 1989 which is not in force and has given effect to this through Standing Order 43.7 which states that Council will set the membership for each Committee and will reflect the political composition of the Council. The principles of the 1989 Act are:-

- (a) not all the seats of the body are to be allocated to a particular group;
- (b) the majority of seats on the body are to be allocated to the group having a majority of seats on the Council; and
- (c) the number of seats on ordinary committees which are allocated to each group bears the same proportion to the total number of seats on those committees as the number of seats held by the group on the Council does to the whole membership of the Council.

3.2.2 The position following the local government election on 4 May 2017 is as follows:-

SNP	19 members	19/45 = 42.22%
Conservative	11 members	11/45 = 24.44%
Labour	9 members	9/45 = 20%
Liberal Democrat	4 members	4/45 = 8.9%
Independents	2 members	2/45 = 4.44%

3.2.3 It is proposed that the following committee sizes be applied:-

<u>Committee</u>	<u>Size</u>
Education and Children's Services	21
Audit, Risk and Scrutiny	17
Communities, Housing and Infrastructure	17
Finance, Policy and Resources	17
Licensing	17
Planning Development Management	17
Petitions	15
Urgent Business	13
Appeals*	9
Pensions Committee	9
Integration Joint Board**	4
Total	<u>156</u>

*The membership of the Appeals Committee must be drawn from the membership of the committee with responsibility for the Council's Human Resources function, i.e. the Finance, Policy and Resources Committee. It is mandatory for members of the Committee to undertake training prior to considering an appeal and the training session will be held on 12 June 2017 at 10am. Meetings of the Appeals Committee are scheduled for 19 June at 2pm, 10 July at 10am and 13 July at 10am at present.

**The Integration Joint Board has a total of 20 members, however only 8 of these are voting members - 4 for Aberdeen City Council and 4 for NHS Grampian. The Council is also required to appoint 3 substitute

members. Any proposal to amend the number of Aberdeen City Council members would need to be agreed with NHS Grampian.

- 3.2.4 The Guildry and Mortification Funds Committee should comprise the Master of Mortifications (to be appointed under item 12 on the agenda), the Lord Provost and one other elected member. The Convener of the Guildry and Mortification Funds Committee is the Master of Mortifications.
- 3.2.5 The Aberdeen City Region Deal Joint Committee has a total of 9 members, with Aberdeen City having 3 members. The Council is also required to appoint 3 substitute members. The Council at its meeting of 16 December 2015 agreed that the membership would be:- the Leader of the Council, the Convener and Vice Convener of the Finance, Policy and Resources Committee, and that the substitutes would be the Depute Leader of the Council and the Convener and Vice Convener of the Audit, Risk and Scrutiny Committee.
- 3.2.6 The Council is also required to appoint five members to the Special Licensing Objections Committee (suggested composition 2 SNP, 1 Conservative, 1 Labour and 1 Liberal Democrat or Independent Alliance). It is suggested that the members of the Special Licensing Objections Committee should not be members of the Licensing Board as this would create a conflict of interest. It should be noted that the Special Licensing Objections Committee is ad-hoc in nature and only met on one occasion in the previous Council term.
- 3.2.7 The following calculation illustrates the number of committee places available to each political group and the group of Independent members. This is on an approximate basis as figures are rounded to the nearest whole number.

<u>Group</u>	<u>Calculation</u>	<u>Number of Places</u>
SNP	$19/45 \times 156 =$	66
Conservative	$11/45 \times 156 =$	38
Labour	$9/45 \times 156 =$	31
Liberal Democrats	$4/45 \times 156 =$	14
Independents	$2/45 \times 156 =$	<u>7</u>
	Total	<u>156</u>

- 3.2.8 Appended to the report (Appendix 1) are proposals for appointing members to the committees. It is for the Council to determine the allocation of the committee places, and thereafter the groups to notify the Head of Legal and Democratic Services of their appointments.

3.3 Appointment of Conveners and Vice Conveners and Payment of Senior Councillor Allowances

- 3.3.1 The Council is requested to appoint Conveners and Vice Conveners to the committees in paragraph 3.1.1 as appropriate. At the end of the previous Council term the following Committees did not have a Vice Convener - Appeals, Licensing and Urgent Business. The Chairperson of the Integration Joint Board is currently a representative of NHS Grampian, therefore the Council is only required to nominate a Vice Chairperson. Lastly, in line with the Council's constitutional documents, the Convener of the Audit, Risk and Scrutiny Committee should be the Leader of the largest Opposition Group.
- 3.3.2 When making these appointments, the Council must have regard to the following structure for the payment of allowances to Councillors:-
- (a) up to 19 Councillors can hold senior positions with an allowance between £22,218 (lower level) and £29,623 (upper level) provided the total is within the maximum permissible of £442,215; and
 - (b) a basic allowance of £16,927 must be paid as a minimum to each member of the Council as set out in the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017. No member can be paid more than one allowance.
- 3.3.3 The Council is asked to agree the senior allowances to be paid, bearing in mind that separate provision is made for the Civic Head (Lord Provost) and the Leader of the Council.

3.4 External Members on Education and Children's Services Committee

- 3.4.1 The Council currently has appointed to its Education and Children's Services Committee seven external members under the provisions of the Local Government (Scotland) Act 1973 Section 124 (as amended). The Act states that, when the Council has appointed a committee whose purposes include advising the authority on any matter relating to the discharge of their functions as education authority, or discharging any of those functions of the authority on their behalf, it shall appoint three church representatives and may appoint persons who are not members of the authority.
- 3.4.2 Two church representatives, Church of Scotland and Roman Catholic, are to be nominated in such a way as those bodies determine. Both have indicated that they wish to retain their current representatives as nominees for membership of the Committee, noting that the Roman Catholic representative was only approved at the Council meeting on 15 March 2017.
- 3.4.3 The discretionary provision has been used to appoint two teacher representatives and two parent representatives.

- 3.4.4 The third church representative is to be appointed by the Council having regard to the comparative strength within the area of all the churches and denominational bodies having duly constituted charges or other regular appointed places of worship within the city. In accordance with this duty, a consultative meeting was held on 18 April 2017, with a view to securing a nomination for the appointment of the third religious representative.
- 3.4.5 The following faith groups attended the meeting:-
- The Cathedral Church of St Andrew - Scottish Episcopal Church
 - Local Spiritual Assembly of the Baha'is of Aberdeen
 - The Junction Church
 - RCCG - Fountain of Love
 - The Father's House
 - Crown Terrace Baptist Church
- 3.4.6 Eight nominations were received, of which three were subsequently withdrawn. A ballot was held in respect of the remaining nominations.
- 3.4.7 There were six faith groups in attendance and each faith group was entitled to one vote. Following the ballot, Mrs Stephanie Brock received two votes and all other nominees received one. Mrs Brock was therefore nominated as the preferred candidate to Council to take up the third religious representative place on the Education and Children's Services Committee
- 3.4.8 The Council is asked to appoint the undernoted members to the Education and Children's Services Committee -

Church representatives

Reverend Hutton Steel, Church of Scotland
Mr John Murray, Roman Catholic Church
Mrs Stephanie Brock, third religious representative

Teacher representatives

Miss Pamela Scott, representing the primary sector
Mr Mike Paul, representing the secondary sector

Parent representatives

Mrs Louise Bruce, representing the primary sector
Mr Anthony Rafferty, representing the secondary sector

3.5 Nomination to the North East Scotland Pension Fund Pension Board

- 3.5.1 The Pensions Board is responsible for assisting the Scheme Manager (Aberdeen City Council as the 'administering authority') in relation to compliance with Scheme Regulations and the requirements of the Pensions Regulator. The Board is legally required under the Public Service Pensions Act 2013.

3.5.2 Membership of the Pension Board consists of equal numbers of trade union representatives and employer representatives, drawn from Councils, scheduled and admitted bodies.

3.5.3 Pension Board representatives must not also participate in or act as members of the Pensions Committee and will normally be Elected Members serving as part of the Council.

3.5.4 Due to the resignation of Aberdeen City Council's current Board member, the Pension Fund now seeks one nomination for membership of the North East Scotland Pension Fund Pension Board, and one nomination for a substitute member to act as a representative of the Employer on the Board. The substitute member will only be able to participate in the absence of the substantive member.

4. FINANCIAL IMPLICATIONS

4.1 The financial implications as set out in paragraph 3.3.2 will be met from within existing approved budgets.

5. LEGAL IMPLICATIONS

5.1 Under Section 56 of the Local Government (Scotland) Act 1973, the Council may arrange for the discharge of any of its functions by a Committee or a Sub Committee

6. MANAGEMENT OF RISK

6.1 Acceptance of the above recommendations is not considered to pose any risk to the Council and will help ensure that the Council meets its statutory obligations.

7. IMPACT SECTION

Economy

There will be no impact on economy arising from the recommendations.

People

The report may be of interest to the public as it establishes memberships of the agreed Council committees and the appointment of Conveners and Vice Conveners to those Committees in accordance with statute.

An Equality and Human Rights Impact Assessment is not required as the proposal does not disproportionately impact on persons with protected characteristics compared to persons without such characteristics.

Place

Acceptance of the recommendations will ensure that the Council meets its statutory obligations.

Technology

There will be no impact on technology arising from the recommendations.

8. BACKGROUND PAPERS

None.

9. APPENDICES

Appendix 1 - Committee Allocations

10. REPORT AUTHOR DETAILS

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HEAD OF SERVICE DETAILS

Name	Fraser Bell
Job title	Head of Legal and Democratic Services
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Appendix 1

Committee	SNP	Conservative	Labour	Lib Dem	Independent	Total
Education and Children's Services	9	5	4	2	1	21
Audit, Risk and Scrutiny	7	4	3	2	1	17
Communities, Housing and Infrastructure	7	4	3	2	1	17
Finance, Policy and Resources	7	4	3	2	1	17
Licensing Committee	7	4	4	1	1	17
Planning Development Management	7	5	3	1	1	17
Petitions	6	4	4	1	0	15
Urgent Business	6	3	2	1	1	13
Appeals*	4	2	2	1	0	9
Pensions Committee	4	2	2	1	0	9
Integration Joint Board**	2	1	1	0	0	4
Total	66	38	31	14	7	156

*The membership of the Appeals Committee must be drawn from the membership of the committee with responsibility for the Council's Human Resources function, i.e. the Finance, Policy and Resources Committee.

**The Integration Joint Board has a total of 20 members, however only 8 of these are voting members - 4 for Aberdeen City Council and 4 for NHS Grampian. The Council is also required to appoint 3 substitute members. Any proposal to amend the number of Aberdeen City Council members would need to be agreed with NHS Grampian.

SUBMISSION OF LATE REPORT

NAME OF COMMITTEE : Council

DATE OF COMMITTEE : 17 May 2017

TITLE OF REPORT : Appointment of Members to Sub Committees and Outside Bodies

Please explain why this report is late.

Awaiting information on the composition of the new Administration to allow political proportionality options to be calculated.

Please explain:

- why this report must be submitted to the next meeting of the Council/Committee; and
- why it cannot be submitted to a meeting of the Council/Committee at a later date.

The decisions relate to appointments which are required before the next meeting of Council to allow representation at scheduled meetings, or to the establishment of bodies to which committees will appoint members.

Director

Date 12 May 2017

SIGNED

The following section must be completed by the Convener where a report must be submitted less than three clear days¹ before a meeting of the Council/Committee.

By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.

An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.

Please explain why you are of the opinion that the item should be considered as a matter of urgency.

Not applicable as the Convener of the Council (Lord Provost) is still to be appointed.

Convener N/A

Date N/A

Please note that under Standing Order 12.9, the Head of Legal and Democratic Services may refuse to allow any item of business on to the agenda or may withdraw any item of business from an agenda, following consultation with the Convener and Vice Convener.

¹ For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.

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COMMITTEE	Statutory Council Meeting
DATE	17 May 2017
REPORT TITLE	Appointment of Members to Sub-Committees, Groups, and Outside Bodies
REPORT NUMBER	CG/17/053
DIRECTOR/HOS	Fraser Bell
REPORT AUTHOR	Roderick MacBeath

1. PURPOSE OF REPORT:-

1.1 The purpose of this report is to advise elected members in (a) making appointments to certain sub-committees and working groups; and (b) nominating members to be appointed to a small number of outside bodies pending the outcome of a wider review.

2. RECOMMENDATIONS

It is recommended that the Council:

- (a) approves the compositions for the sub committees and working groups listed in Appendix 1;
- (b) notes that the membership of the sub-committees and working groups listed in Appendix 1 will be appointed to by the relevant committees;
- (c) appoints members to the outside bodies listed in Appendix 2, noting that those outside bodies are due to hold meetings prior to 30 June 2017; and
- (d) delegates authority to the Head of Legal and Democratic Services following consultation with the Group Leaders, to approve and determine the appointment or nomination, as the case may be, of an Elected Member or Elected Members to any Outside Bodies where Elected Members participation is urgently required prior to the Council meeting on the 21st June 2017. Once agreed, these appointments or nominations, as the case may be, shall be reported to the next full Council meeting.

3. BACKGROUND/MAIN ISSUES

3.1 The Council is requested to consider the attached appendices and to delegate appointment of members to the appropriate sub-committees and working groups of the Council to the relevant Committee indicated. The Council is also asked to make some priority appointments to a short list of outside bodies.

3.2 Appendix 1 - Sub-Committees, Working Groups and Other Groups

3.2.1 The majority of sub-committees and working groups listed in appendix 1 are current, some of which have meetings fixed shortly. Sub-committees, working groups and task groups which have been in abeyance for some time have been omitted. If any sub-committee or working group which has been omitted requires to be reconvened then the appointment of elected members to those groups can be considered by the appropriate committee in due course.

3.2.2 Appendix 1 to the report sets out the number of Council representatives required and any additional information which affects the Council's appointments. Bearing this in mind, the table below provides examples of potential compositions for the Council's appointments to these groups.

3.2.3 This is not an exact exercise in proportionality because of the varying number of members on these groups. It is not possible to carry out this exercise in the same way as the composition of committees is determined by the Council at item 5 on the agenda which results in a more exact mathematical approach. This report treats each group individually and the principles agreed by the Council would be applied to each group on an individual basis.

Number of Members	Possible Composition (Based on the following order - SNP, Conservative, Labour, Liberal Democrat and Independent Alliance)
3	1 + 1 + 1 or 2 + 1
4	1 + 1 + 1 + 1
5	2 + 1 + 1 + 1 or 1 + 1 + 1 + 1 + 1
6	2 + 1 + 1 + 1 + 1
7	2 + 2 + 1 + 1 + 1
8	3 + 2 + 1 + 1 + 1
9	3 + 3 + 1 + 1 + 1

3.3 Appendix 2 - Outside Bodies

3.3.1 Aberdeen City Council provides support to a large number of organisations. This includes administrative or financial support, and/or elected member or senior officer representation. To ensure this support meets the Council's duty to secure best value, and resource is in place, we are reviewing our accountability and governance arrangements with other organisations, as well as our financial requirements where appropriate. This exercise forms part of a wider review of our governance framework to ensure that the Council is compliant with internationally recognised principles of good, strong governance. A key aim of this review is to develop a clearer understanding of the relationships the Council has with all external bodies and organisations. The intention is to present a proposed policy on member appointments to outside bodies to the Full Council meeting on 21 June 2017. At that meeting,

members will be asked to make appointments to additional Outside Bodies in accordance with the proposed policy.

3.3.2 Appendix 2 lists “priority nominations” where a member or members are requested at this meeting. Whilst reasonable efforts have been made to identify Outside Bodies that have meetings in May and June so as to ascertain where such appointments or nominations cannot be deferred until 21st June 2017, there may be Outside Bodies that have not yet responded to Officers to inform them of this. In the event that any Outside Bodies contact the Council late to advise that they require an appointment or nomination between the Council Statutory meeting today and the next Council meeting on the 21st June 2017, or for some other reason an appointment or nomination requires to be made urgently, it is recommended that the Council delegate authority to the Head of Legal and Democratic Services to approve and determine such appointments and nominations, as the case may be, following consultation with the Group Leaders.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 Acceptance of the above recommendations is not considered to pose any risk to the Council and will ensure that the Council meets its statutory obligations. If the Council fails to appoint representatives to the outlined organisations, depending on the constitution of the body this could be a statutory duty or a requirement of a trust deed.

6. MANAGEMENT OF RISK

6.1 Acceptance of the above recommendations is not considered to pose any risk to the Council and will ensure that the Council meets its statutory obligations. If the Council fails to appoint representatives to the outlined organisations, depending on the constitution of the body this could be a breach of a statutory duty or a requirement of a trust deed.

7. IMPACT SECTION

7.1 Once decisions have been made as to the composition or appointments or nominations to the bodies contained within the report, the relevant organisations will be contacted as to the representatives nominated.

Economy

7.2 There will be no impact on economy arising from the recommendations.

People

7.3 The report may be of interest to the public as it establishes memberships of outlined bodies in accordance with statute.

An Equality and Human Rights Impact Assessment is not required as the proposal does not disproportionately impact on persons with protected characteristics compared to persons without such characteristics.

Place

7.4 Acceptance of the recommendations will help ensure that the Council meets its statutory obligations.

Technology

7.5 There will be no impact on technology arising from the recommendations.

8. BACKGROUND PAPERS

None.

9. APPENDICES (if applicable)

Appendix 1 - Appointment of Representatives to Sub-Committees and Groups

Appendix 2 - Appointment of Representatives to Outside bodies

10. REPORT AUTHOR DETAILS

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HEAD OF SERVICE DETAILS

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APPENDIX 1

SUB-COMMITTEES AND WORKING GROUPS OF THE COUNCIL

Group	Number of Council Representatives Previously Appointed	Relevant Committee to appoint Members
Aberdeen Area Support Team	1	Education and Children's Services
Aberdeen Winter Festival Working Group	5	Finance, Policy and Resources
Business Rates Appeals Sub Committee	5 (and 5 substitute members)	Finance, Policy and Resources
City Centre Masterplan Reference Group	6	Communities, Housing and Infrastructure
Community Planning Aberdeen Board	4 (one members must be Council Leader)	Communities, Housing and Infrastructure
Corporate Health and Safety Committee	5 (one must be member of Audit, Risk and Scutiny Group)	Audit, Risk and Scrutiny
Disability Equity Partnership	5	Communities, Housing and Infrastructure
Electoral Boundaries Working Group	7	Finance, Policy and Resources
Energy from Waste Stakeholder Group	Nil (3 attend as locals but are not appointed)	Communities, Housing and Infrastructure
Fishing Industry Memorial Working Group	1	Education and Children's Services
Governance Reference Group	7	Finance, Policy and Resources

Group	Number of Council Representatives Previously Appointed	Relevant Committee to appoint Members
Hazlehead Grove Nursery Advisory Group	5	Communities, Housing and Infrastructure
Housing Cases Review Sub-Committee	7	Communities, Housing and Infrastructure
Licensing Evidential Hearings Sub-Committee	7	Licensing
Licensing Urgent Business Sub-Committee	7	Licensing
Local Government Employees Joint Consultative Committee	7	Finance, Policy and Resources
Planning Appeals Panel	5	Planning Development Management Committee / Council
Taxi Consultation Group	5	Licensing
Zero Waste Management Sub-Committee	7	Communities, Housing and Infrastructure

APPENDIX 2

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES WHICH ARE DUE TO MEET PRIOR TO 30 JUNE 2017

Body	Type	Council Representatives Required	Discretionary / mandatory	Date of Next Meeting	Reason for Appointing	Current state re liabilities	Nature of appointment	Notes
Aberdeen Airport Consultative Committee	Statutory Committee	4	Mandatory	Due to meet on 06/06/2017	To advise the British Airports Authority and consider problems relating to the airport affecting users, communities and organisations, to make recommendations on the administration of the airport and to stimulate interest in the airport's achievements locally.	N/a	Consultative	
Aberdeen International Youth Festival Trust	Trust	6	Trust Deed - mandatory	Meets on 26/06/2017	The Trust encourages groups from all over the world to give performances in Aberdeen and tour the North East of Scotland to share with the people their culture, and to create international orchestras, massed choirs and evenings of dance and theatre to allow participants the chance to work and create alongside each other.	None	Decision making	To be reviewed as part of wider governance review on trusts.
Aberdeen Greenspace Trust Ltd	Trust	4	Trust Deed - mandatory	Expected to meet in June	Aberdeen Greenspace Trust Limited works with individuals, communities, businesses and organisations in and around the city of Aberdeen to develop access, to increase biodiversity, to carry out landscape improvements and to provide information and interpretation. The Project offers grants and volunteer assistance for projects that benefit communities and wildlife.	Not known - see note	Decision making	This trust requires 1 Cllr appointment, as trust is to be wound up at its meeting in June. Cllr representation required in order to wind the trust up.

Kommunenes Internasjonale Miljøorganisasjon (KIMO)	Other - Organisation set up by local authorities.	1	Mandatory - Constitution	17-Jun	KIMO was founded in to protect, preserve and enhance northern Europe's oceans. KIMO is designed to give municipalities a political voice at the international level, to share best practice and to find solutions to marine political problems that affect coastal communities	None	Decision making	Aberdeen City Council, as part of Grampian Regional Council, one of the four founding members of KIMO and as such has been a member of KIMO for more than 25 years.
Shaping Aberdeen Housing LLP	Joint Venture between ACC and Places for People Homes (Limited)	3	Mandatory - Constitution	Expected to meet in June	The purpose of SAH LLP's management board is to manage the delivery of the LLP's 5-Year Business Plan and to manage this in accordance with the Partnership Agreement between the Parties.	None	Decision making	
North Sea Commission and East of Scotland European Consortium	Other - not a legal entity	1	Mandatory	Expected to meet in June for AGM	Facilitates and enhances partnerships between regions which are affected by the North Sea. Promotes the North Sea basin as a major economic entity within Europe, by encouraging joint development initiatives and political lobbying at EU level. Its activities bring positive benefits to the people of the North Sea basin.	N/A	Decision making	
Scotland Excel - Centre for Procurement Expertise for Local Government	Joint Committee	2 (and 2 substitutes)	Mandatory - Constitution	30/06/2017	Designed to help councils meet the twin challenges of reducing budgets at a time of growing demand. Collaborative procurement increases efficiency and ensures money is saved to protect front line services. And by working together through Scotland Excel, councils can realise a host of social, economic and environmental benefits from their spend.	None	Decision making	

Scottish Councils Committee on Radioactive Substances (SCCORS)	Joint Committee	1	Mandatory	Expected to meet in June	SCCORS was established to give local authorities independent factual advice to Scottish Local Government on radiation and radioactivity matters	None	Consultative	
Aberdeen Exhibition and Conference Centre (AECC)	ALEO - Board	5	Mandatory	June	AECC is a purpose-built events venue which hosts conferences, concerts, exhibitions and other events. The organisation aims to generate wealth for the local economy by attracting business and tourism to the city. It also aims to provide the people of Aberdeen and the surrounding area with a greater choice of events and entertainment.	Not known - see note	Decision making	AECC Ltd to be wound up. Requires appointment of 5 Cllrs to facilitate winding up.
North East of Scotland Transport Partnership	Joint Partnership	4 (and 4 substitutes)	Mandatory	Meets on 26 June	NESTRANS is the statutory Regional Transport Partnership. Its Board comprises 4 City Council members, 4 Aberdeenshire Council members and 4 non-Councillor members. Its primary function is to develop a Regional Transport Strategy, setting the context for transport improvements, as economic development enablers, across the City and Shire Region.	N/A	Decision making	
Strategic Development Transport Partnership	Joint Partnership	6 (and 6 substitutes)	Mandatory	Meets on 30 June	To develop a Strategic Development Plan for the SDPA area. This is a joint authority with Aberdeenshire Council.	N/A	Decision making	
Aberdeen City Heritage Trust	Trust	4	Trust Deed - mandatory	Meets on 22 May	Aberdeen City Heritage Trust was set up by Historic Scotland in partnership with Aberdeen City Council as a means of delivering focussed investment in the historic built environment of Aberdeen.	none	Decision making	To be reviewed as part of wider governance review on trusts.

Gomel Trust	Trust	6	Trust Deed - mandatory	Meets on 20 June	The purpose of the Trust shall be to formulate and put into effect policies designed to assist the City of Gomel and Gomel Oblast in Byelorussia, USSR, in addressing and resolving the medical, nutritional, social and spiritual problems being experienced by them. To that purpose the Trust will act as an official focus for the ingathering and dissemination of information relevant to Gomel City and Oblast.	None	Decision making	To be reviewed as part of wider governance review on trusts.
Grampian NHS Board	Statutory Nomination	1	Mandatory	Meets on 1 June		N/A	Decision making	

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SUBMISSION OF LATE REPORT

NAME OF COMMITTEE : Council
DATE OF COMMITTEE : 17th May 2017
TITLE OF REPORT : Council Business

Please explain why this report is late.

Time-critical decisions required from Council in relation to the timetabling of Council business in the coming weeks. The Council meeting on 17th May is the only decision-making forum available to move these matters forward.

Please explain:

- why this report must be submitted to the next meeting of the Council/Committee; and
- why it cannot be submitted to a meeting of the Council/Committee at a later date.

Chief Executive

Date

16th May 2017

STGWED

The following section must be completed by the Convener where a report must be submitted less than three clear days¹ before a meeting of the Council/Committee.

By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.

An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.

Please explain why you are of the opinion that the item should be considered as a matter of urgency.

Lord Provost No Lord Provost as yet in post.

Date

Please note that under Standing Order 12.9, the Head of Legal and Democratic Services may refuse to allow any item of business on to the agenda or may withdraw any item of business from an agenda, following consultation with the Convener and Vice Convener.

¹ For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days' notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.

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COMMITTEE	Council
DATE	17 th May 2017
REPORT TITLE	Council Business
REPORT NUMBER	OCE/17/009
LEAD OFFICER	Chief Executive
REPORT AUTHOR	Head of Service, Office of Chief Executive

1. PURPOSE OF REPORT

- 1.1 The report brings before members two matters relating to Council business in the coming weeks.

2. RECOMMENDATIONS

- 2.1 That Council resolves:-
- i. to note that the Chief Executive will bring to its meeting on 21st June 2017 a report on her use of emergency powers in relation to Kingsmead Nursing Home; and
 - ii. to agree that the Head of Legal and Democratic Services be authorised to change the dates of the forthcoming meetings of the Housing Cases Review Sub-Committee, the Petitions Committee and the Finance, Policy and Resources Committee in order to clear the Council diary for 7th and 8th June 2017.

3. BACKGROUND/MAIN ISSUES

Emergency Powers

- 3.1 At its meeting on 14th December 2016, the Council considered a report by the Director of Corporate Governance on Interim Revisions to the Council's Standing Orders and Scheme of Delegation (CG/16/155).
- 3.2 The Council agreed to amend the Scheme of Delegation by authorising the Chief Executive *to take any action on behalf of the Council which s/he considers necessary in the event of an emergency - with emergency defined in accordance with that detailed in the Civil Contingencies Act 2004 - on the basis that any such action shall be reported to the next meeting of the Council or relevant committee or sub-committee as an item on the agenda.*

- 3.3 On Friday 31st March 2017 the Chief Executive exercised these emergency powers in order to allow the Council, working with partners, to take over the running of the Kingsmead Nursing Home. The Care Inspectorate had that day informed the Chief Executive that it intended to seek a notice of cancellation of registration against the operator of the home. As a matter of urgency, arrangements were put in place to assume responsibility for the running of the home from 7.30 am on Saturday 1st April 2017.
- 3.4 Rather than have this substantive item on the agenda of the Statutory Meeting, the Chief Executive will bring to the Council at its meeting on 21st June 2017 her report as required in the delegation to her.

Council Diary

- 3.5 Members will be aware that a General Election has been called for Thursday 8th June. It is normal practice for the Council diary to be altered in light of major electoral events in recognition of the number of members who will be involved in campaigns and the number of officers involved in the delivery of the polls.
- 3.6 It is therefore suggested that the three meetings currently due to be held on Wednesday 7th and Thursday 8th June (Housing Cases Review Sub-Committee, Petitions Committee and Finance, Policy and Resources Committee) be rescheduled to alternative dates in order to clear the Council diary for these days.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

- 6.1 The subject matter of the report deals solely with the timetabling of Council business.

7. IMPACT

- 7.1 This report has no direct impact on the delivery of the Local Outcome Improvement Plan or the Strategic Business Plan.

8. BACKGROUND PAPERS

8.1 None

9. APPENDICES

9.1 None

10. REPORT AUTHOR DETAILS

10.1 Ciaran Monaghan
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