

Public Document Pack

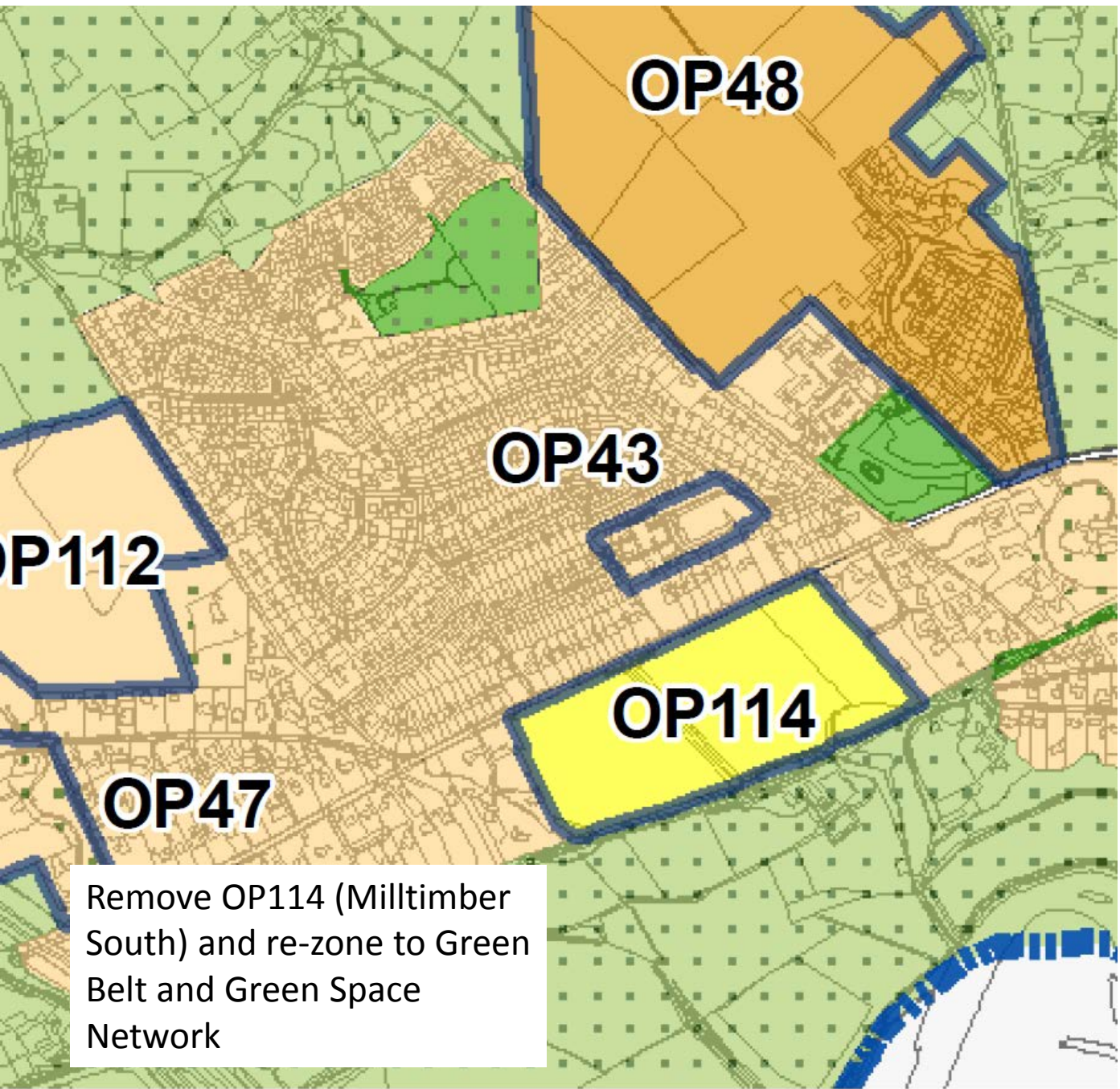


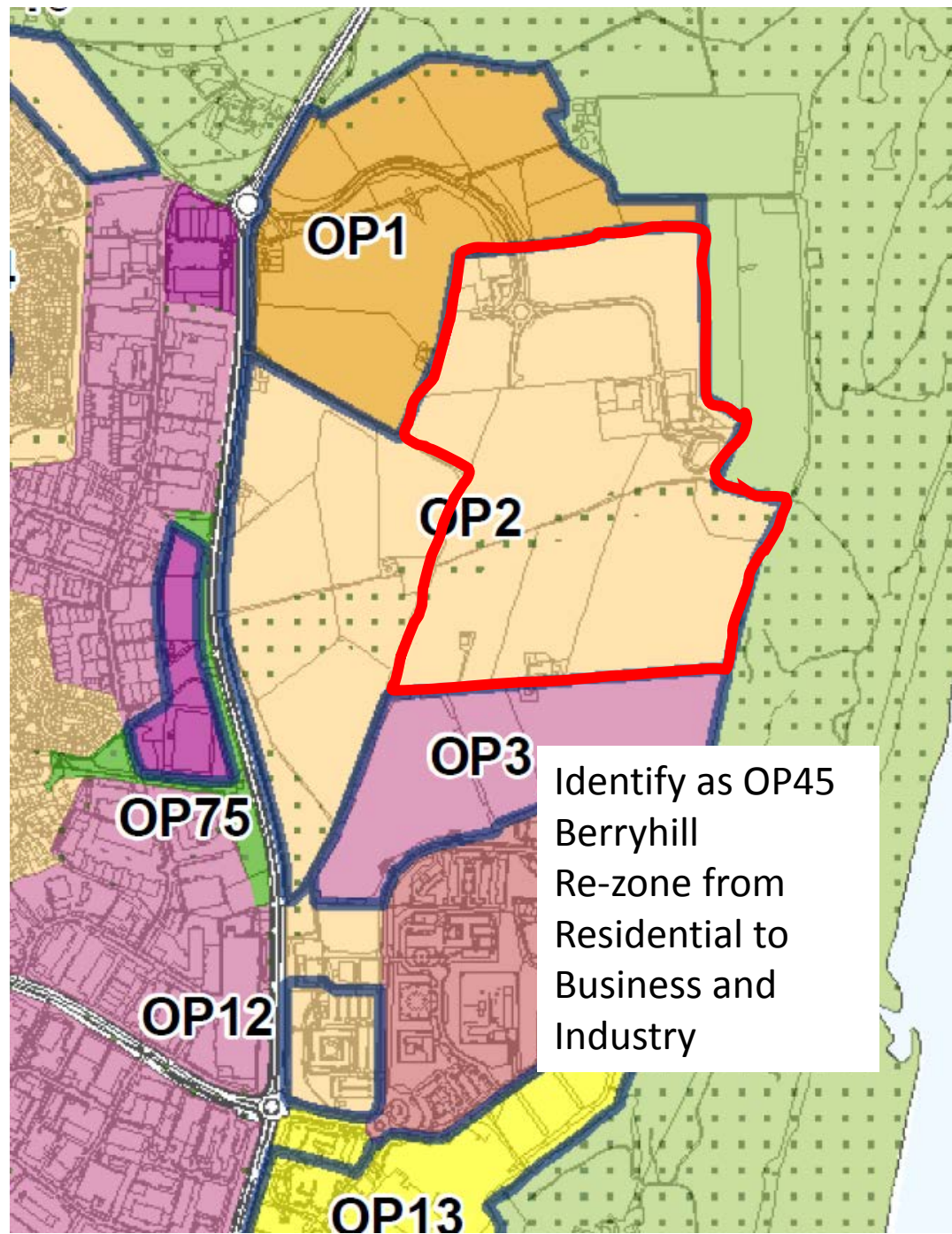
COUNCIL – 2 MARCH 2020

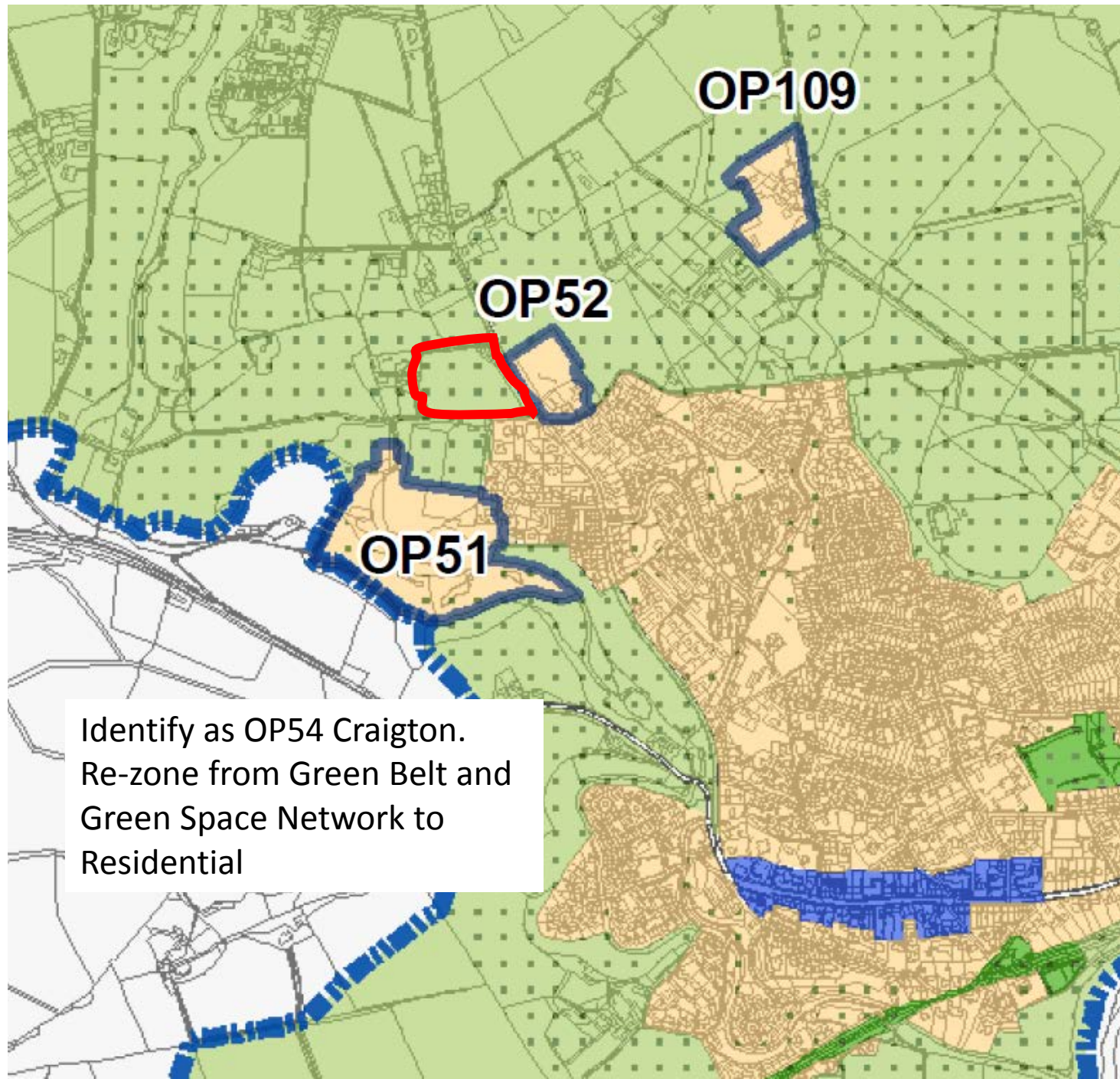
- 9.3 Proposed Aberdeen Local Development Plan – Amended Maps (Pages 3 - 8)

- 9.4 Scheme of Governance Review – Approved Motion and Amended Documentation
(Pages 9 - 84)

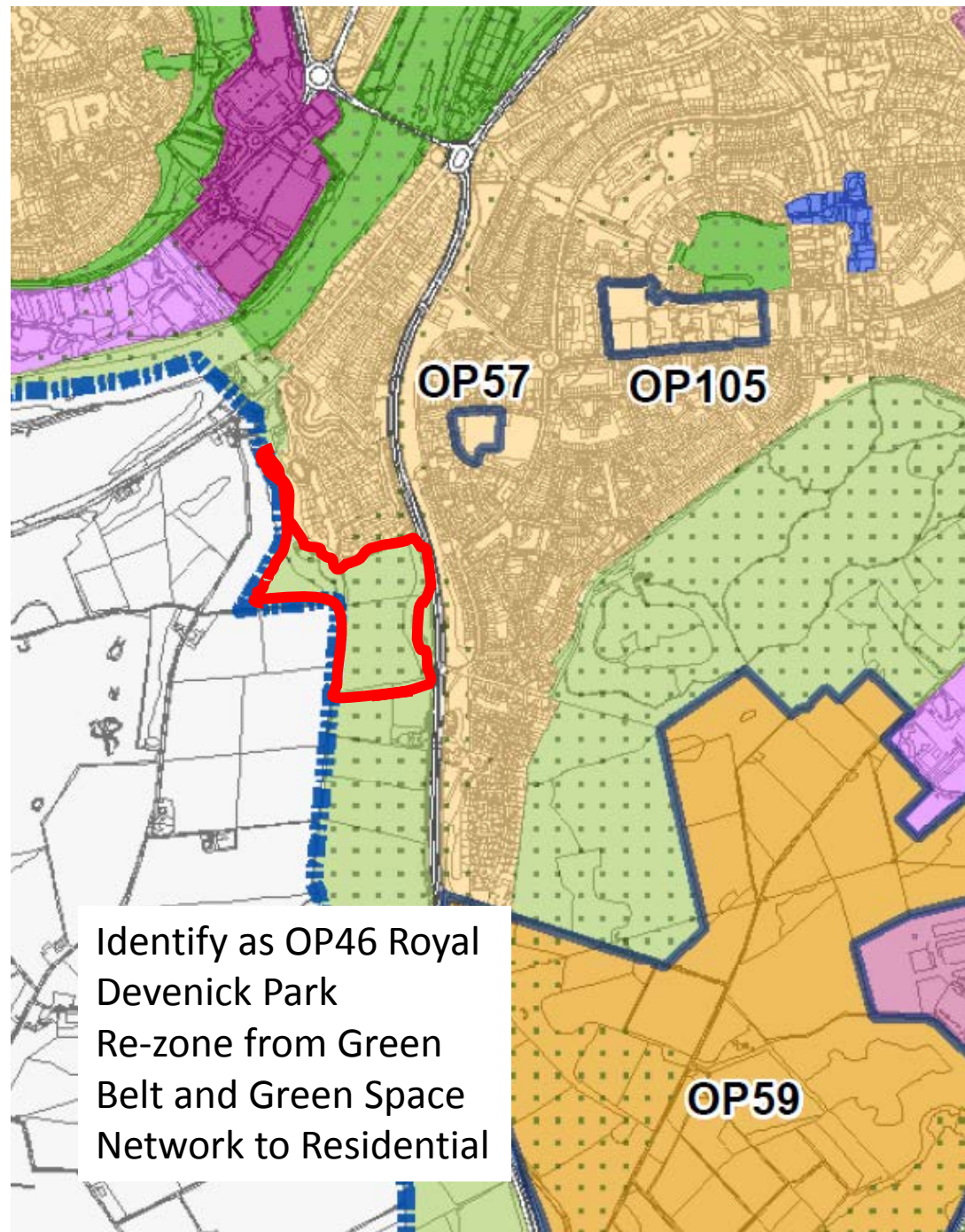
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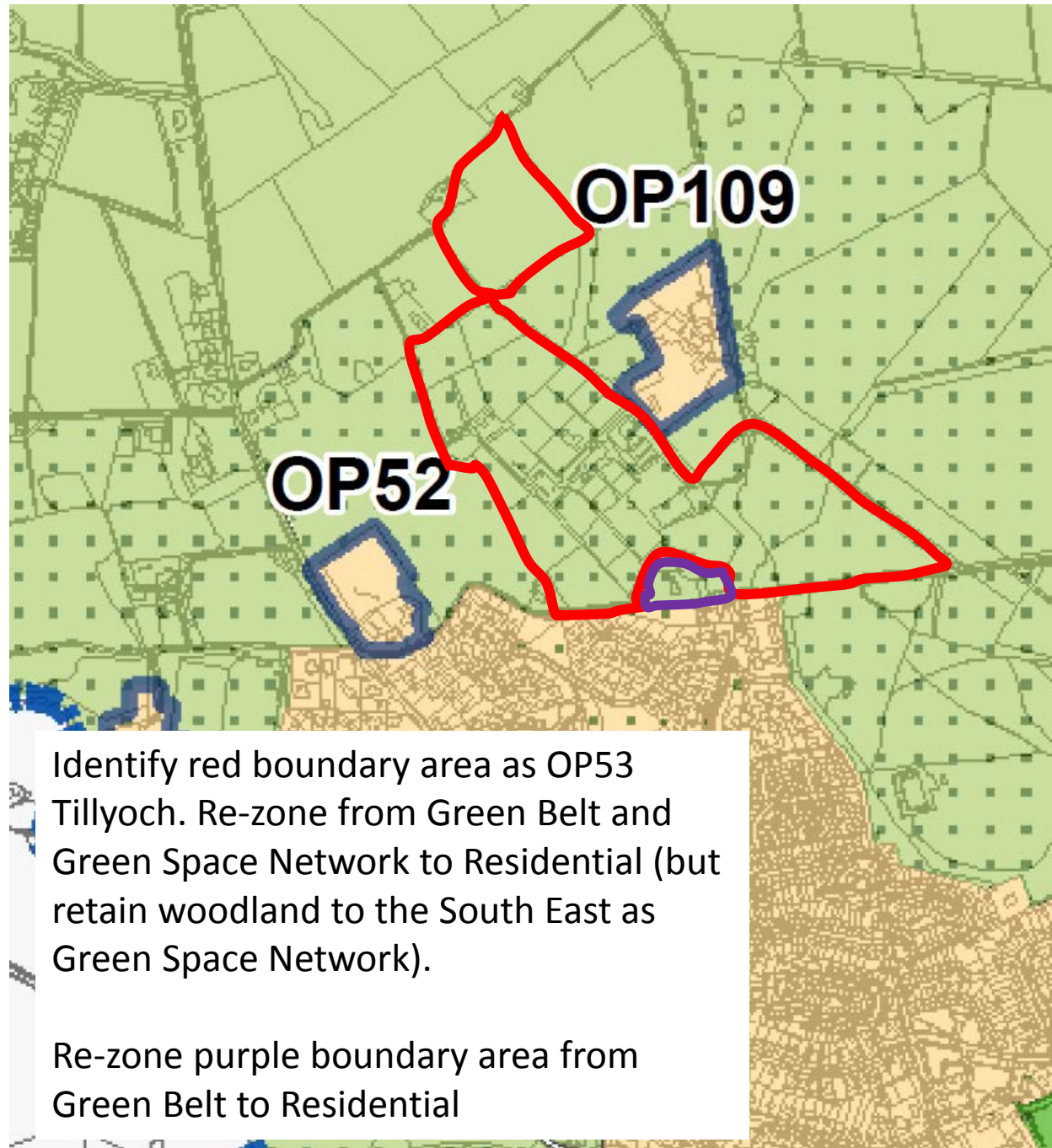






Identify as OP54 Craigton.
Re-zone from Green Belt and
Green Space Network to
Residential





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Councillor Lumsden

Scheme of Governance Review – Item 9.4 2 March 2020

That Council –

- (a) notes Aberdeen City Council has been named as a finalist in the annual LGC Awards with Aberdeen being the only Scottish authority to have been shortlisted; and agrees that this recognition by the LGC Awards judging panel is a reward for the efforts of the thousands of Aberdeen City Council staff who are at the heart of everything we do and therefore;
- (b) approves recommendations 2.1, 2.2, 2.3 2.4, 2.6, 2.9, 2.14, 2.16, and 2.20 as contained in the report;
- (c) approves the revised Standing Orders for Council, Committee and Sub Committee Meetings as contained at Appendix A to this motion with immediate effect;
- (d) approves the revised Procurement Regulations as contained at Appendix B to this motion with effect from 1 April 2020;
- (e) approves the revised Member Officer Relations Protocol, with effect from 1 April 2020 subject to the deletion of 4.1.3D;
- (f) approves the membership number and composition of each committee as detailed in the following table; and appoints members on the basis that names of members shall be provided to the Chief Officer - Governance after this meeting and that the Chief Officer - Governance be authorised to finalise membership of committees where required;

Committee	Conservative	Aberdeen Labour	Independent Alliance	SNP	Liberal Democrats	Independent	Total
Audit, Risk and Scrutiny	2	2	1	3	1	0	9
Capital Programme	2	2	1	3	1	0	9
City Growth and Resources	2	2	1	3	1	0	9
Education Operational Delivery	3	3	1	5	1	0	13
Licensing	2	2	1	3	1	0	9
Operational Delivery	3	3	1	5	1	0	13

Pensions	2	2	1	3	1	0	9
Planning Development Management	1	2	2	3	1	0	9
Public Protection	2	2	1	3	1	0	9
Staff Governance	1	3	1	3	1	0	9
Strategic Commissioning	3	2	0	3	1	0	9
Urgent Business	2	2	1	3	1	0	9
Total	25	27	12	40	12	0	116

(g) approves the status quo (as detailed in the table below) in terms of:

- i. appointments to Convener and Vice Convener to the committees listed in paragraph 5.2 with the exception that Councillor Alex Nicoll be appointed as Convener of the Audit, Risk and Scrutiny Committee;
- ii. the positions detailed at paragraph 6.1 of the report; and
- iii. the remuneration of the Lord Provost and one post of Council Leader and the allocation, and amount in each case, of senior councillor allowances, on the basis of the guidance contained in paragraphs 7.2 to 7.3 of the report;

Post	Appointee	Remuneration on basis of 1 April 2020
Lord Provost	Councillor Crockett	£31,247
Council Leader and Convener of Strategic Commissioning	Councillor Laing	£41,662
Depute Provost	Councillor Jennifer Stewart	-
Vice Convener, Strategic Commissioning	Councillor John	£23,435
Convener, Operational Delivery	Councillor Wheeler	£31,247
Vice Convener, Operational Delivery and Regeneration spokesperson	Councillor Graham	£23,435

Post	Appointee	Remuneration on basis of 1 April 2020
Vice Convener, Operational Delivery and Environmental spokesperson	Councillor Bell	£23,435
Convener, City Growth and Resources	Councillor Lumsden	£31,247
Vice Convener, City Growth and Resources	Councillor Grant	£23,435
Convener, Education Operational Delivery	Councillor Wheeler	-
Vice Convener, Education Operational Delivery	Councillor Malik	£23,435
Convener, Capital Programme and Culture Spokesperson	Councillor Boulton	£31,247
Vice Convener, Capital Programme	Councillor Lumsden	-
NHS/Social Care Integration Joint Board and Social Care Spokesperson	Councillor Duncan	£23,435
Convener, Public Protection	Councillor Jennifer Stewart	£31,247
Vice Convener, Public Protection	Councillor Lesley Dunbar	£23,435
Convener, Staff Governance	Councillor Allan	£31,247
Vice Convener, Staff Governance	Councillor Houghton	-
Mental Health Spokesperson	Councillor Imrie	-
Convener, Planning Development Management	Councillor Boulton	-
Vice Convener, Planning Development Management	Councillor Jennifer Stewart	-
Convener, Licensing Committee, Economic development spokesperson	Councillor Reynolds	£31,247
Vice Convener, Licensing Committee	Councillor Malik	-
Convener, Appeals Committee	Councillor Allan	-

Post	Appointee	Remuneration on basis of 1 April 2020
Convener, Audit, Risk and Scrutiny	Councillor Alex Nicoll	£31,247
Vice Convener, Audit, Risk and Scrutiny	Councillor Yuill	£23,435
Convener, Urgent Business Committee	Councillor Laing	-
Vice Convener, Urgent Business Committee	Councillor Lumsden	-
Convener, Pensions Committee	Councillor Malik	-
Vice Convener, Pensions Committee	Councillor Reynolds	-
Convener, Aberdeen City Region Deal	Councillor Laing	-
Convener, Licensing Board	Councillor Boulton	-
Business Manager	Councillor Houghton	£31,247
Housing and Transport Spokesperson	Councillor Macdonald	-
Depute Business Manager	Councillor Malik	-
Senior Councillor Totals	17¹	£437,456²
Maximum allowed	19	£466,455²

(h) approves the membership number and composition for each working group as detailed in Appendix C to this Motion; and appoints members on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;

(i) appoints 9 members to the Appointment Panel and agrees the composition (of 2 Aberdeen Labour, 2 Conservative, 1 Independent Alliance, 1 Liberal Democrat and 3 SNP) for the Panel and appoints members on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;

¹ Lord Provost not included as separate provision exists for the Lord Provost as Civic Head in terms of the Regulations

² Lord Provost and Council Leader not included as separate provision exists for these roles in terms of the Regulations

- (j) approves the composition for each of the joint committees/partnerships as detailed at Appendix D to this Motion, and appoints members and substitutes (where applicable) on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;
- (k) approves the appointment of members and compositions in respect of the various outside bodies listed in Appendix E to this Motion and appoints members on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;
- (l) agrees to withdraw from the East of Scotland European Consortium;
- (m) notes the resignation of Councillor Donnelly from the Licensing Board and elects Councillor Sellar to fill the vacancy on the Licensing Board; and
- (n) agrees to formally establish the Members' Services Working Group with 5 members with the remit of discussing, and identifying solutions, for any operational issues that impact members and a composition of 1 Aberdeen Labour, 1 Conservative, 1 Independent Alliance, 1 Liberal Democrat and 1 SNP.

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Standing Orders For Council, Committee and Sub Committee Meetings

Approved by Council 24 March 202019



Aberdeen City Council Standing Orders For Council, Committee and Sub Committee Meetings

The Council will exercise all its powers and duties in accordance with the law and the Council's Scheme of Governance.

In the event of any conflict or inconsistency between these Standing Orders and legislation, the legislation shall prevail.

Version	2.0
Effective From	6 March 2019 March 2020
To be Reviewed	March 2021
Application of Policy	Council-wide
Policy Author	Stephanie Dunsmuir Lynsey McBain , Committee Services Officer

DRAFT

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Commented [AS1]: The Contents page will be updated following the Council meeting. Standing Order 15 (Petitions) needs to be added which is on page 14, however due to the format of the contents page it cannot be added at this stage.

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FIRST COUNCIL MEETING FOLLOWING AN ELECTION THE STATUTORY MEETING

1. Calling of Statutory Meeting

- 1.1 In a local government election year, the Council will hold its first meeting within 21 days of the election, on a date set by the Chief Officer - Governance.

2. Terms of Business

- 2.1 The Returning Officer, whom failing such Councillor as the meeting may select, will chair the meeting until the Lord Provost is elected.
- 2.2 The agenda will include the following business:
- 2.2.1 Receipt of notice of election of Councillors;
 - 2.2.2 Election of Lord Provost, Depute Provost, Leader or Co-Leaders, and Depute Leader of the Council;
 - 2.2.3 Appointment of a Business Manager and Depute Business Manager;
 - 2.2.4 Appointment of a Convener and Vice Convener(s) for Committees of the Council;
 - 2.2.5 Appointment of Members to Committees;
 - 2.2.6 Nomination or appointment as the case may be of representatives to Boards, Joint Committees and Outside Bodies; and
 - 2.2.7 Approval of Senior Councillor allowances.
- 2.3 Where Standing Orders refer to the Leader of the Council, this will include reference at all times to Co-Leaders, if appointed.
- 2.4 Where any function in terms of the Standing Orders is attributed to the Leader of the Council, the Co-Leaders will determine who will undertake it and notify the Chief Executive on request.
- 2.5 In the absence of the Business Manager, the Depute Business Manager will fulfil the duties of the Business Manager.
- 2.6 There will be no more than one appointment made to the roles of:
- Lord Provost;
 - Depute Provost;
 - Depute Leader (if appointed);
 - Business Manager;
 - Depute Business Manager; and
 - Convener.

- 2.7 The Convener and Vice Convener of the Audit, Risk and Scrutiny Committee must be a member of the opposition.
- 2.8 Any External Member appointed by Council to any Committee or Sub Committee will have full voting rights on all matters considered relevant by the Council, Committee or Sub Committee, unless otherwise agreed by Council.
- 2.9 An External Member will remain as a member of the Committee or Sub Committee until the next ordinary election of Councillors, subject to their right to resign or their removal by the nominating body.
- 2.10 An External Member will be expected to comply with the Councillors' Code of Conduct.

3. Nominations and Appointments

3.1 General Procedures

- 3.1.1 When nominating or appointing Members to any office or position where there are a greater number of candidates than vacancies, the decision will be taken by a vote.
- 3.1.2 A Member will be entitled to vote for as many candidates as there are vacancies.
- 3.1.3 A Member must not vote more than once for any one candidate in any ballot.
- 3.1.4 In addition to the nominator and seconder, Members may speak in support of their own candidacy for a maximum of 5 minutes.

3.2 Voting in the Case of One Vacancy

- 3.2.1 Where only one vacancy requires to be filled and one candidate has an absolute majority of votes cast, that candidate will be declared elected, nominated or appointed, as the case may be.
- 3.2.2 Where only one vacancy requires to be filled and there are only two candidates and the vote results in a tie, the candidate to be removed will be determined by lot, using a method decided upon by the Clerk.
- 3.2.3 Where there are more than two candidates and the first vote does not produce an absolute majority in favour of any candidate, the candidate with fewest votes will be removed, and a fresh vote will take place between the remaining candidates.
- 3.2.4 This process will continue until one candidate has a majority of votes cast.
- 3.2.5 Where there is an equal number of votes for the candidates with fewest votes, an extra vote will be taken between those candidates.
 - 3.2.5.1 The name of the candidate with the fewest votes will be removed from the process.
 - 3.2.5.2 If an equal number of votes remains, the candidate to be removed will be determined by lot using a method decided upon by the Clerk.

3.3 Voting in the Case of Two or More Vacancies

- 3.3.1 Where there is more than one vacancy and the number of candidates exceeds the number of vacancies, the following method of voting shall apply:-

3.3.1.1 The number of candidates matching the number of vacancies that receive the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.

3.3.1.2 Where there is an equal number of votes between two or more candidates, and where their respective proportion of the votes cast does not allow them to automatically take up a vacancy, an extra vote will be taken between those candidates. The candidate(s) receiving the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.

3.3.2 In the event that Standing Order 3.3.1.2 still produces an equality of votes, the decision will be by lot using a method decided upon by the Clerk.

3.3.2.1 The first named candidate drawn will be elected, nominated or appointed, as the case may be, followed by the second named candidate, should there be more than two candidates with an equality of votes.

3.3.2.2 This process will continue until the number of candidates amounts to the same number of vacancies.

4. Duration of Appointments

4.1 Each appointment made under Standing Order 3 will stand until the next local government election, unless and until:

4.1.1 a Member resigns from that appointment; or

4.1.2 is removed by the Council as set out in Standing Order 5; or

4.1.3 in the case of a Leader, the Council agrees to that Member being a Co-Leader with another Member.

5. Removal from Office

5.1 Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co_Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12.

5.2 Any such Notice of Motion will form the first item of business at the next Full Council meeting.

5.3 Any such Notice of Motion can only be heard by Full Council and, for the avoidance of doubt, not by the Urgent Business Committee.

5.4 Following debate, a proposal as to whether to remove from office the office bearers detailed at Standing Order 5.1 will be voted on and decided by simple majority.

5.5 For the avoidance of doubt, there will be a casting vote in the event of there being no overall majority.

5.6 Where the Council agrees to remove a Co-Leader from their role, the removal from office will only apply to the named Member.

- 5.6.1 The remaining Co-Leader will be determined to be the Leader of the Council, unless Council appoints a replacement Co-Leader.

6. Appointment and Employment of Chief Officers

- 6.1 The processes which apply to the appointment and employment of Chief Officers are set out at Appendix 3 to this document.

COUNCIL AND COMMITTEE MEETINGS

7. Ordinary Meetings

- 7.1 Meetings of the Council, its Committees and Sub Committees will be held in line with the meeting timetable as approved by the Council.
- 7.2 No meetings will be held on a Saturday or Sunday or on public holidays observed by the Council.
- 7.3 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.

8. Special Meetings

- 8.1 A special meeting of the Council, a Committee or Sub Committee may be called at any time by its Convener.
- 8.2 A special meeting may also be called by at least a quarter of the Members of the Council, Committee or Sub Committee.
- 8.2.1 In such instances a special meeting will be held within fourteen days of a written request being received by the Chief Officer - Governance.
- 8.2.2 The written request must set out the business of the meeting and be signed by at least a quarter of the Members of the Council, Committee or Sub Committee.

9. Place of Meetings

- 9.1 All meetings of the Council, its Committees and Sub Committees will, unless otherwise determined by the Chief Officer - Governance in consultation with the Convener, take place in the Town House.

10. Notice of Meetings

- 10.1 At least five Clear Days before a meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.
- 10.1.1 Standing Order 10.1 does not apply to the Urgent Business Committee nor the Licensing Sub Committee.
- 10.2 A Summons to attend the meeting including the list of business to be transacted at the meeting will be delivered:-
- 10.2.1 by post to a Member's normal place of residence;
- 10.2.2 to such other address as a Member may specify; or
- 10.2.3 by email to an address provided by the Council.

- 10.3 If a Summons is not sent to or received by any Member, the meeting will still be valid.

11. Order of Business

11.1 Council Meetings

- 11.1.1 At an ordinary meeting of Council, the business shown on the agenda will (unless otherwise determined by the Convener) proceed in the following

order:-

- 11.1.1.1 Admission of Burgesses
- 11.1.1.2 Notification of Urgent Business
- 11.1.1.3 Determination of Exempt Business
- 11.1.1.4 Declarations of Interest
- 11.1.1.5 Deputations
- 11.1.1.6 Minutes of Previous Meeting(s) of Council
- 11.1.1.7 Referrals from Committees
- 11.1.1.8 Committee Planner
- 11.1.1.9 Council Business
- 11.1.1.10 Notices of Motion
- 11.1.1.11 Exempt / Confidential Business

11.2 Committee and Sub Committee Meetings

- 11.2.1 At an ordinary Committee or Sub Committee meeting, the business shown on the agenda will usually (unless otherwise determined by the Convener) proceed in the following order:

- 11.2.1.1 Notification of Urgent Business
- 11.2.1.2 Determination of Exempt Business
- 11.2.1.3 Declarations of Interest
- 11.2.1.4 Deputations
- 11.2.1.5 Minutes of Previous Meeting
- 11.2.1.6 Committee Planner
- 11.2.1.7 Notices of Motion
- 11.2.1.8 Referrals from Council, Committees and Sub Committees
- 11.2.1.9 Committee Business (to be set out as per Committee Terms of Reference)
- 11.2.1.10 Exempt / Confidential Business

OPERATION OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS

12. Notices of Motion

- 12.1 A Member can submit a Notice of Motion to Council, a Committee or Sub Committee.
- 12.2 Notices of Motion should be submitted to the Clerk in writing at least three weeks prior to the meeting.
 - 12.2.1 The Clerk will then be responsible for collating the views of the relevant Director(s), Chief Officer - Governance, Chief Officer - Finance and any other relevant Chief Officer(s) and presenting these to the Member.
- 12.3 Following the conclusion of the consultation set out in Standing Orders 12.1 and 12.2, the final written motion must be submitted by the Member to the Clerk by 12 noon two weeks prior to the meeting, along with any relevant correspondence.
- 12.4 Precise deadlines for all Council, Committee and Sub Committee meetings will be made available to Members on the internal website.
- 12.5 Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency.
- 12.6 A Notice of Motion will be determined incompetent if:-
 - 12.6.1 The judgement of the relevant Director(s) or Chief Officer(s) is that the matter is already being pursued. In such circumstances, the Member may only resubmit the motion after a period of six months from the date of submission of the Notice of Motion;
 - 12.6.2 The terms of the motion could result in a breach in law;
 - 12.6.3 The motion proposes expenditure and does not identify a source of funding; or
 - 12.6.4 A motion in similar terms has already been submitted for the same meeting by another Member.
- 12.7 If the Convener rules the motion incompetent, it will not appear on the agenda for the meeting.
- 12.8 If the motion is ruled incompetent, the Member may submit a revised version, subject to adhering to the process outlined in Standing Orders 12.1, 12.2 and 12.3 above.
- 12.9 A Notice of Motion submitted to the Clerk outwith the deadlines referred to above, can only be accepted onto the agenda at the discretion of the Convener, prior to, or at the meeting of the Council, Committee or Sub Committee.
- 12.10 Standing Order 12.9 does not apply to any Notice of Motion submitted under Standing Order 5.1 (Removal of Office of Lord Provost, Depute Provost, Leader or Co Leaders, Depute Leader of the Council or Convener or Vice Convener).

- 12.11 When submitting a Notice of Motion, outwith the deadlines referred to above, the Member will be required to specify why the motion should be considered as a matter of urgency.
- 12.12 If a Member who has submitted a Notice of Motion is absent from the meeting when the motion is due to be considered, the motion will not be considered at that meeting but will be put on the agenda for the next meeting.
- 12.13 If the Member is absent on the second occasion, the motion will fall.
- 12.14 If a Member is not a member of the Committee or Sub Committee where their motion is to be considered, they will be invited to the meeting to move or speak to the motion and sum up; however they will not be entitled to vote on the matter.
- 12.15 Members are permitted to submit joint notices of motion, however the 10 minute time limit for moving the motion will remain unchanged, which can be split between any or all of the Members who submit the joint motion.
- 12.16 A Member can make minor alterations to their motion, with the consent of the Convener.
- 12.17 Any motion proposing a nomination for Freedom of the City must be signed by at least 23 Members of the Council.

13. Reports by Officers

- 13.1 Reports to the Council, Committees or Sub Committees will be in the name of the Chief Executive, Directors, Statutory and Chief Officers or by the Council's Internal or External Auditors; or by a representative of Police Scotland or the Scottish Fire and Rescue Service.
- 13.2** Reports must be provided in draft to the following for consultation in accordance with the published timetable:
- 13.2.1 Chief Officer - Finance
 - 13.2.2 Chief Officer - Governance
 - 13.2.3 Chief Executive
 - 13.2.4 Clerk
 - 13.2.5 Administration Leaders
 - 13.2.6 Convener of the City Growth and Resources Committee
 - 13.2.7 Convener and Vice Convener of Council or the relevant Committee or Sub Committee
 - 13.2.8 Business Manager
 - 13.2.9 Executive lead for their respective committee
- 13.3 Reports must also be provided in draft to the following officers for consultation, in cases where the report contains matters within their professional remit:-
- 13.3.1 Chief Officer – Integrated Children's and Family Services
 - 13.3.2 Chief Officer – People and Organisational Development

Commented [AS2]: This addition ensures the Executive Lead receives all draft reports.

Commented [SD3]: Updated to reflect title changes

13.3.3 Chief Officer – Organisational Development**13.3.34 Head of Commercial and Procurement Services****13.3.45 Chief Officer – Corporate Landlord****13.3.56 Chief Officer – City Growth**

- 13.4 Standing Orders 13.2 and 13.3 do not apply to planning or licensing applications where there are no draft reports and separate statutory consultation procedures apply.
- 13.5 A report author must consult the local Members of a ward where the report contains proposals which, if implemented, would will have a significant local impact on that particular ward.
- 13.6 Where an initial report is prepared as a result of a Notice of Motion having been considered, the report author must consult the Member(s) who submitted the Notice of Motion.
- 13.7 A report will only be submitted for consideration by the Council, Committee or Sub Committee where the Clerk, Chief Officer – Finance and the Chief Officer – Governance have responded to the consultation on that report.
- 13.8 Subject to Standing Orders 13.9 to 13.12 below, final reports to be included on an agenda for a meeting of the Council, Committee or Sub Committee must be submitted to the Clerk as specified in the timetable published by the Chief Officer - Governance.
- 13.9 If a report not listed on the agenda is submitted after the agenda for the meeting of the Council, Committee or Sub Committee has been published; the Convener must give authority for the report to be added to the agenda.
- 13.10 If a report listed on the agenda is submitted after the agenda has been published but more than three Clear Days before the meeting, no Late Docquet will be required.
- 13.11 If a report is submitted after the agenda has been published but less than three Clear Days before the meeting, the relevant Director or Chief Officer must submit a Late Docquet to the Clerk explaining why the report is late and the special circumstances which require the item to be considered as a matter of urgency.
- 13.11.1 In terms of Standing Order 365.3, the Docquet must also be signed by the Convener who will specify why the item should be considered at the meeting as a matter of urgency.
- 13.11.2 Standing Order 13.11 does not apply to the Licensing Committee, Urgent Business Committee or Licensing Sub Committee.
- 13.12 Any officer listed under Standing Order 13.1 will have the authority to withdraw his/her report from the agenda, following consultation with the Business Manager.

Commented [AS4]: Reviewed to clarify when a local member should be consulted

14. Deputations

- 14.1 Every request for a deputation must be in writing and received by the Clerk at least two working days before the meeting to which it relates. Any documentation that a deputation may wish to circulate to the Committee must be submitted along with the deputation request. Should such documentation not be submitted with the request, it will be for the Convener to determine if the document is circulated.

Commented [AS5]: Reviewed in line with recent documents submitted with a deputation request.

- 14.1.1 For example, for a meeting on a Thursday, requests must be received by the end of the Monday; and for a meeting on a Tuesday, requests must be received by the end of the previous Thursday.
- 14.2 In the event that a report has not been published to enable a deputation request to comply with the deadline set out in Standing Order 14.1, deputation requests may still be submitted and put on to the agenda.
 - 14.2.1 In such instances, Standing Order 14.1 would require to be suspended at the meeting for the deputation to be heard.
- 14.3 The request must relate to a report on an agenda.
- 14.4 The request must state the report on which the deputation wants to be heard and the action (if any) the deputation would like the Council, Committee or Sub Committee to take in relation to the report.
- 14.5 The following deputation requests are not competent:-
 - 14.5.1 Deputations which fail to comply with Standing Order 14.1
 - 14.5.2 Deputations which relate to reports containing confidential information (see Standing Order [224](#))
 - 14.5.3 Deputations which relate to the annual budget
 - 14.5.4 Deputations which relate to a petition
 - 14.5.5 Deputations which relate to a planning or licensing application
 - 14.5.6 Deputations which relate to matters that have alternative procedures for representation (which may include, but are not restricted to, the Council's proposed sale or let of a property which has been subject to a closing date and the Council's proposed tendering of goods, services or works).
 - 14.5.7 Deputations which relate to a Notice of Motion which has not yet been moved.
- 14.6 Subject to Standing Order 14.2 (late publication of reports), if a deputation request is determined to be incompetent, it will not be put on the agenda.
- 14.7 Deputations cannot consist of more than three people.
- 14.8 No individual may form part of more than one deputation on the same matter.
- 14.9 A competent deputation request will be placed on the agenda for the relevant meeting of the Council, Committee or Sub Committee.
 - 14.9.1 If a deputation is deemed to be competent, it will be heard at the meeting, unless a Member moves a procedural motion to determine otherwise.
- 14.10 If, having heard the deputation, the Council, Committee or Sub Committee defer consideration of the report, no further request will be accepted from the same body or individuals in relation to the matter unless a new report containing substantially different information is submitted to a future meeting.
- 14.11 Competency in respect of Standing Orders 14.3, 14.5 and 14.10 will be determined by the Convener.

- 14.12 If a report on which a deputation has been heard is referred to another meeting of the Council, a Committee or Sub Committee, in order for the same body or individuals to be heard, a fresh request for a deputation must be submitted.
- 14.13 Deputations will be given a maximum of ten minutes to present their case, irrespective of the number of speakers.
- 14.14 Following the conclusion of the deputation, Members will be given the opportunity to ask questions of the deputation for a maximum of ten minutes.
 - 14.14.1 No questions can be asked of officers during this time period, and no debate or discussion will take place until the report is considered as part of the agenda.

15. Petitions

- 15.1 A petition complying with the agreed criteria and having received at least 100 valid signatures will be placed on the agenda for consideration at the relevant committee.
- 15.2 The petitioner will be invited to explain their petition at the relevant committee and will have a maximum of ~~10~~ten minutes to present their case, following which Members will be given the opportunity to ask questions of the petitioner for a maximum of ten minutes.
- 15.3 The petitioner can be supported by up to two other individuals but the ten minute limit will be the same.
- 15.4 A Council officer will then have the opportunity to present their case for a maximum of ten minutes, following which Members will be given the opportunity to ask questions of the officer for a maximum of ten minutes.
- 15.5 There are three options for the committee to consider.
 - 15.5.1 Take no action and advise the lead petitioner of the Committee's reasoning.
 - 15.5.2 Agree that the matter be the subject of a report to the relevant Committee(s).
 - 15.5.3 Refer the matter to a relevant organisation with or without a recommendation.

Commented [AS6]: Added to be consistent with deputations and to ensure the same procedure adopted across all committees. Reflects the process agreed by Council.

15.16. Rights of Members to Attend Meetings

- 15.16.1 Subject to Standing Orders 12.14 and 16.2 and 16.3, any Member will be entitled to attend any Committee or Sub Committee meeting of which they are not a member and will, with the consent of the Convener, be entitled to ask questions or address the meeting.
 - 15.1.16.1.1 The Member may not propose or second any motion or amendment or vote.
- 15.2.16.2 A Member cannot be present at a meeting of a Committee or Sub Committee for which they are not a member when all of the following three conditions apply:-
 - 15.2.16.2.1 The press and public have been excluded from the meeting; **and**
 - 15.2.16.2.2 The meeting is likely to involve the taking of a decision which may affect the interests of any person or body following a hearing; **and**

16.2.3 The person or body has a right in terms of the law, Standing Orders or other administrative procedure, to be heard at that meeting in person or through a representative, for example the Appeals Sub Committee or Licensing Committee.

16.3 In respect of the following, Members will only be entitled to make representations through, as applicable, the formal statutory process or other procedure agreed by Council Committee or Sub Committee:
16.3.1 quasi-judicial matters;
16.3.2 individual housing allocation decisions; or
16.3.3 reviews to be undertaken by the Community Asset Transfer Review Sub Committee.

16.4 Prior to sitting as a member or a substitute of the Pensions Committee and the Appeals Sub Committee, a Councillor must have undertaken the required training.

Commented [AS7]: Added to clarify the right of members to attend and speak at committee meetings when a quasi judicial applications are being considered to ensure all parties are getting an equal opportunity; to clarify the right of members to attend and speak at committee meetings when an individual housing allocation is being determined to ensure fairness as the housing applicant does not get an opportunity to address the Committee; and to clarify the right of members to attend and speak at meetings of the CATSC

Commented [AS8]: Clarifies requirements of Members to undertake training. Anyone that sits on the Pensions Committee or Board have to have the knowledge and skills to execute their fiduciary duty and be able to challenge the advice they may be given. This is in line with the Knowledge and Skills Framework developed by CIPFA in 2010 which has been adopted by the Fund, the Training Policy which applies to Committee & Board members and The Local Government Pension Scheme (Scotland) Regulations 2018

Appeals Sub Committee procedure requires members to have undertaken training prior to hearing an appeal.

16.17 Substitute Members

17.1 Members or Groups will be entitled to nominate substitutes to attend meetings of Committees and Sub Committees on their behalf, providing those substitutes have received relevant training as determined by the Council.

17.2 Bodies appointing External Members shall be permitted to appoint a named substitute for their substantive Member, providing those substitutes have received relevant training as determined by the Council.

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17.18 Failure to Attend Meetings

17.418.1 If a Member does not attend any meeting of the authority within a period of six consecutive months, the Chief Executive must report this to Council, unless leave of absence has been granted to the Member.

17.518.2 If the Council is not satisfied as to the cause of the failure to attend, the Member will cease to be a Member of the Council.

17.618.3 The Member will not cease to be a Member of the Council if the absence is due to the Member having been suspended by the Standards Commission.

17.618.3.1 No report from the Chief Executive is required in these circumstances.

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18.19 Chairing of Meetings

18.419.1 At any meeting of the Council, its Committees or Sub Committees, the chair will be taken by the Convener, or where the Convener is absent, the Vice Convener, who will be addressed in accordance with Standing Order 25.2.

18.419.1.1 In the event that there is more than one Vice Convener, it will be for those Members to determine which of them will chair the meeting.

18.419.1.2 In the event that no agreement is reached between those Members, the decision will be taken by means of a procedural motion.

18.419.1.3 In the absence of both Convener and Vice Convener(s), the Members present will appoint a Convener.

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Commented [AS9]: Reviewed to provide clarification as to how the Vice Convener should be addressed when acting as Convener.

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1920 Quorum

20.1 The quorum of Council, Committees and Sub Committees will be one quarter of the total number of members of the Council, Committee or Sub Committee, or three members, whichever is the higher.

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2021 Attendance at Meetings by Chief Officers

20.421.1 All meetings will normally have advice available from the Chief Officer – Finance and the Chief Officer - Governance.

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20.521.2 The attendance of all other officers is at the discretion of the appropriate Chief Officer, taking into account the business of the meeting and the Working Time Regulations 1998.

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2122 Exempt and Confidential Information

21.422.1 Agendas and reports containing Confidential Information will contain a declaration that the report is 'Not for Publication' because it contains Confidential Information as described in Appendix 1 to the Standing Orders.

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21.522.2 Agendas and reports containing Exempt Information (exempt items) will contain a declaration that the report is 'Not for Publication' because it contains Exempt Information as described in Appendix 2 to the Standing Orders.

21.622.3 The public **may** be excluded from a meeting when an item of business is being considered, if it is likely that, if the public were present, Exempt Information would be disclosed.

21.722.4 The public **must** be excluded from a meeting when an item of business is being considered and it is likely that, if the public were present, Confidential Information would be disclosed to them in breach of an obligation of confidence.

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2223 Declarations of Interest

22.423.1 Any Member making a declaration of interest should:-

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22.4.223.1.1 indicate whether it is a financial or non-financial interest;

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22.4.223.1.2 include some information on the nature of the interest; and

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22.4.223.1.3 confirm whether or not they intend to withdraw from the meeting room.

22.523.2 A Member must withdraw from the meeting room, including from the public gallery, where they have declared an interest that prevents them from participating in the discussion of, and voting on, the item.

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2324 Introducing Reports

23.424.1 The Convener may identify that a report requires introduction from an officer, ~~following which, Members will be given the opportunity to ask questions of officers. Or a representative of an external organisation, following which, Members will be given the opportunity to ask questions of officers or an external representative. Any introduction and questions for an external representative should be undertaken prior to asking questions of officers.~~

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Commented [AS10]: Reviewed to take account of external representatives such as ALEOs speaking to officer reports regarding their performance etc.

23.524.2 To promote the effective management of the meeting, Members should seek clarification or advice on any points from officers in advance of the meeting.

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23.624.3 When, in the opinion of the Convener, Members have had a reasonable opportunity to ask questions, the Convener will move to determination of the matter.

1725 Speaking at Meetings

23.725.1 When addressing Members, Trade Union Advisers, officers, deputations or representatives of external partners at meetings, no Member or officer should use the first name of the person being addressed.

25.2 When referring to or addressing the Convener, Members, Trade Union Advisers and officers should address the Convener as 'Lord Provost', 'Convener' or 'Chair' as appropriate.

23.825.3 When referring to or addressing a Member, Members, Trade Union Advisers and officers should address the Member as Councillor.

2426 Order of Debate

24.426.1 If consensus cannot be reached on an item, the order of debate will be as follows:-

24.4.126.1.1 Motion moved and seconded

24.4.226.1.2 Amendment(s) moved and seconded

265.1.3 Debate

265.1.4 Summing up for the amendment(s)

265.1.5 Summing up for the motion

265.1.6 Vote

265.2 Any Member wishing to speak at any meeting will address the Convener and restrict their remarks to the item of business before the meeting through:-

265.2.1 Asking questions

265.2.2 Moving, seconding or supporting a motion or any relative amendment

265.2.3 Moving or seconding a Procedural Motion; and

265.2.4 Raising a Point of Order

265.3 Advisers to the Staff Governance Committee will be entitled to raise a Point of Order, ask questions and participate in any debate, but will not be entitled to move a motion or amendment, nor participate in any vote.

276. Points of Order

276.1 A Point of Order is a verbal objection made to the Convener that a statement or proposed procedure or action at the meeting may be in breach of the law, Standing Orders or Councillors' Code of Conduct.

276.2 Any Member may raise a Point of Order at any point in the meeting, and must specify which Standing Order, law or section of the Councillors' Code of Conduct will be, or has been, breached.

276.3 The Convener will decide how the Point of Order will be dealt with.

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Commented [AS11]: Added to reflect how Councillors should be addressed during a meeting. This is already covered in the Member Officer Relations Protocol but should be included in Standing Orders for completeness.

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Commented [AS12]: Added to allow Advisers to raise a Point of Order

287. Procedural Motions

- 287.1** A Procedural Motion is a motion on the procedure being proposed or undertaken at the meeting, including, but not restricted to:-
- 287.1.1** Moving exempt business to the public section of the agenda;
 - 287.1.2** Proposing a change to the minute;
 - 287.1.3** Proposing that an item be deferred to a later date;
 - 287.1.4** Proposing that an item be referred to another Committee or directly to full Council;
 - 287.1.5** Proposing that no further debate or questioning take place;
 - 287.1.6** Proposing the suspension of a Standing Order;
 - 287.1.7** Proposing an alternative method of voting; and
 - 287.1.8** Proposing that a planning site visit be undertaken.
- 287.2** A Procedural Motion has to be moved and seconded, and Members will then vote on whether to support or oppose it.
- 287.3** When a Procedural Motion has been moved and seconded, it will be put immediately to the vote, without any debate.
- 287.4** If a Procedural Motion is not seconded, it will fall and this will be recorded in the minute.
- 287.5** Except where the Procedural Motion is to suspend Standing Orders in terms of Standing Order 410, for a Procedural Motion to be successful, it requires a simple majority of the vote.

298. Motions and Amendments

- 298.1** Where a motion and amendments are proposed prior to a Council, Committee or Sub Committee meeting, Members should provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, before the meeting commences.
- 29.21** ~~Any motion or amendment proposed at a Council, Committee or Sub Committee meeting should be submitted to the Clerk by 10am on the working day before the meeting takes place to enable competency of the motion/amendment to be considered prior to the commencement of the meeting. If a motion or amendment is submitted outwith this time, an adjournment at the meeting may be required to allow for advice to be given to the relevant member.~~
- 29.23** Any motion or amendment in respect of the budget should be submitted to the Chief Officer – Finance, by 10am on the third last Working Day before the meeting takes place to enable the Chief Officer – Finance to consider any financial implications. For example, if the budget meeting is on Tuesday then any amendment should be submitted to the Chief Officer – Finance, by 10am the Thursday before. Such motion or amendment should detail the cost of the proposal(s) being advanced or the savings proposed to be achieved and the consequential impact of that cost or those savings on the annual budget and any associated commissioning intentions and service standards.

Commented [AS13]: ADMIN proposal to retain current SO 28.1 and to not accept proposed SO 29.1

Commented [AS14]: ADMIN proposal to not accept this proposal

Commented [AS15]: Added to ensure the effective operation of the meeting and to provide officers with sufficient time to consider the competency of the proposals.

- 298.42** The Clerk will then be responsible for collating the views of the following officers and presenting these to the Member:
- 298.42.1** the relevant Director(s);
 - 298.42.2** Chief Officer – Governance;
 - 298.42.3** Chief Officer – Finance; and
 - 298.42.4** other relevant Chief Officer(s).
- 298.53** The Convener will have the prior right to the motion, except:-
- 298.53.1** where he/she waives this right and allows another Member to have the prior right to the motion;
 - 298.53.2** where a written Notice of Motion submitted by a Member is moved; or
 - 298.53.3** the Council is meeting to consider its annual revenue budget, in which case the Convener of the City Growth and Resources Committee will have the prior right to the motion. Following the moving of each budget, the spokesperson of the biggest Opposition Group will have the right to propose an amendment.
- 298.64** When moving any motion or amendment, a Member will provide its terms in full, which will then require to be seconded by another Member.
- 298.64.1** No Member will speak in support of a motion or amendment until it has been seconded.
 - 298.64.2** Any Member who has moved or seconded a motion or amendment will not be entitled to enter the debate.
- 298.75** All motions and amendments must be relevant to the report.
- 298.86** All amendments must differ from the motion and from each other substantially.
- 298.97** The Convener will offer any relevant officer an opportunity to address the meeting on the competency, relevancy or implications of any motion or amendment.
- 29.108.8** A motion or amendment is incompetent if it would require the incurring of expenditure and the source of funding is not identified.
- 298.119** A motion or amendment which identifies the source of funding as the Council's reserves will not be competent without advice being provided to the meeting by the Chief Officer - Finance.
- 298.1210** The Convener will determine whether a motion or amendment is competent and relevant, and may seek advice from officers in this regard.
- 298.131** A motion or amendment moved but not seconded, or which has been ruled by the Convener to be incompetent will not be put to the vote but will be recorded in the minute.
- 298.142** If a motion or amendment is withdrawn, the mover and seconder can move or second and speak in support of a further motion or amendment.
- 298.153** No Member will speak more than once (except on a Point of Order, by asking a question or by moving a Procedural Motion) in a debate, except for the Members who moved the motion / amendment(s), who will have the right to sum up.

~~298.153~~.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.

~~298.164~~ A Member can make minor alterations to their motion or amendment, with the consent of the Convener.

~~298.175~~ When there is only one amendment to the motion, the vote will be taken between the motion and the amendment.

~~298.175~~.1 Whichever is carried will be the resolution of the meeting.

~~298.186~~ Where there is more than one amendment to the motion, a vote will be taken between the last two amendments, and this process will be repeated until only one amendment remains.

~~298.186~~.1 A vote will then be taken between the motion and the remaining amendment.

~~298.186~~.21 Whichever is carried by majority will become the resolution of the meeting.

~~298.197~~ If an amendment proposes that no decision be taken, the first vote will be between it and the motion.

~~298.197~~.1 If the amendment is carried, the meeting will proceed to the next item of business.

~~28.19.28-17-1~~ If the amendment is not carried, it will be eliminated from the amendments which, with the motion, will be voted on in the usual way.

~~298.2018~~ The processes outlined above will not apply to the Appointment Panel, unless this is agreed by Members of the Panel.

3029. Time Allowed for Speaking

~~3029~~.1 Moving a motion or amendment – 10 minutes

~~3029~~.2 Seconding a motion or amendment – 5 minutes

~~3029~~.3 Speaking in debate – 5 minutes

~~3029~~.4 Summing up – 5 minutes

~~3029~~.5 Moving a Council budget – no time limit

~~3029~~.6 Seconding a Council budget – 10 minutes

~~3028~~.7 Summing up a Council budget – 10 minutes

310. Closure of Debate

~~310~~.1 After eight or more Members have spoken (including the movers and seconders of motions and amendments), any Member who has not spoken can move as a Procedural Motion that no further debate take place.

~~310~~.2 If the Procedural Motion is agreed, the movers of the original motion and amendment(s) will have the right to sum up and the matter will thereafter be put to the vote.

~~310~~.2.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.

~~310~~.3 If the Procedural Motion is defeated, the debate will continue.

- 310.4** Subsequent Procedural Motions that no further debate take place can be made after a further three Members have spoken.

321. Method of Voting

- 321.1** Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub Committees, subject to Standing Orders:

321.1.1 (Votes in Respect of Two or More Vacancies); and

321.21.22 (Motion by a Member for an Alternative Method of Voting).

31.1.132.1.13 Votes in respect of two or more vacancies may be taken by roll call.

- 321.2** A Member can move that an alternative method of voting is used, such as roll call or show of hands, by means of a Procedural Motion.

- 321.3** The Clerk will conduct the vote.

321.3.1 No one will interrupt the proceedings (except to draw attention to an omission in the calling of a Member's name or to a Point of Order) until the result of the vote has been announced.

- 321.4** With the exception of Standing Order **419.1** (Suspending Standing Orders), a simple majority of those present and voting will decide the result of any vote between motions and amendments.

- 321.5** Subject to Standing Order **332.1** (Quasi-Judicial Items of Business), a Member who is absent when their name is called will be entitled to vote if they enter the meeting before the result of the vote is announced.

- 321.6** In the event of a tied vote, the Convener will have the casting vote, except where the vote relates to the appointment of a Member to any particular office.

321.6.1 If the Convener chooses not to exercise their casting vote, lots will be drawn using a method decided upon by the Clerk.

- 321.7** Any Member wishing to record their dissent against the decision after a vote should do so immediately after the result has been announced, and this will be recorded in the minute.

332. Quasi-Judicial Items of Business

- 332.1** Where the Council, Committee or Sub Committee is required to determine an item of business which is of a Quasi-Judicial nature, a Member must be present in the meeting room for the duration of the item.

- 332.2** If a Member has left the room at any point during discussion of the item, they will not be permitted to participate in the determination of the item, nor any vote.

343. Referrals

- 343.1** Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision, unless the Convener determines otherwise (see Glossary for calculation).

- 343.2** Subject to Standing Orders **343.3** and **343.4**, should the matter be referred in terms of Standing Order **343.1**, the Clerk will then arrange for the matter to be referred to the next meeting of Council, relevant Committee or Sub Committee for determination.

343.3 Standing Orders 343.1 and 343.2 will not apply to any proceedings relating to:-

343.3.1 The appointment of or retirement of staff;

343.3.2 Grievance or disciplinary appeals by staff;

343.3.3 School attendance;

343.3.4 Bursaries;

343.3.5 Admission of any particular child to school;

343.3.6 Provision of school transport for any particular child;

343.3.7 The granting of any licence, registration or certificate;

343.3.8 Assumption of parental rights or adoption in the case of any individual; or

343.3.9 Aids and adaptations to premises for the benefit of social work clients.

343.4 Where an item is referred to a meeting of the Council, Committee or Sub Committee, and it is not possible for the item to be open to the public for inspection at least three Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.

343.4.1 The Convener of the Council, Committee or Sub Committee to which the item is referred will then determine whether it is added to the agenda.

345. Minutes

354.1 The Clerk will prepare the minutes of meetings of the Council, its Committees and Sub Committees and any other meetings at which Members are represented, as may be determined by the Chief Officer - Governance.

354.2 The minutes will record the names of the Members who attended the meeting and will contain a summary of the business of the meeting as determined by the Clerk.

354.3 The Convener and Vice Convener will normally propose and second the minute as a true record unless either were not present, in which case any Member present at the meeting can either propose or second the minute as a true record.

354.4 At the meeting, if any Member challenges the accuracy of the minute, they can move a Procedural Motion that a correction is made.

354.5 Any corrections to the minute will be outlined in the subsequent minute.

354.6 Any discussion around the approval of the minute cannot extend to opening up discussion of the substantive issues detailed in the minute.

365. Powers of Convener

365.1 To preserve order and ensure that Standing Orders are followed.

365.2 To decide on the order of business and matters of competency and relevancy, unless otherwise specified.

365.3 To accept urgent business onto the agenda in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973.

365.3.1 The reason(s) why the matter must be considered urgently will be recorded in the minute of the meeting.

365.4 To ensure that all Members are given the opportunity to speak and to decide on the order in which they speak.

365.5 To rule on all Points of Order.

365.6 To adjourn the meeting at any time for any reason, and to determine the length of the adjournment.

365.7 When the Convener begins to speak, all other Members must stop speaking.

365.8 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.

365.9 The decision of the Convener on all matters in Standing Order 365 will be final.

376. Behaviour

376.1 All Members must behave respectfully at any meeting and should not behave in a manner that is improper, offensive or deliberately obstructs the business of the meeting.

376.2 All Members are bound by the Councillors' Code of Conduct and are responsible for complying with it at all times.

376.3 If a member of the public interrupts any meeting, the Convener may issue a warning to the person creating the disturbance or may order them to leave the meeting.

376.4 If there is general disturbance during any part of the meeting, the Convener may order that the public leave the meeting.

387. Suspension of Members

387.1 If any Member disregards the authority of the Convener, obstructs the meeting or, in the opinion of the Convener, acts in an offensive or disruptive manner at a meeting, the Convener may move, as a Procedural Motion, that the Member be suspended for the remainder of the meeting.

387.2 If seconded, the motion will be put to the vote immediately.

387.3 If the Procedural Motion is carried, the suspended Member will leave the meeting room immediately.

387.4 If the Procedural Motion is not carried, the Convener may call for an adjournment in the meeting.

398. Filming, Photographing and Recording of Meetings

398.1 Other than the live webcasting of Council, Committee and Sub Committee meetings by Aberdeen City Council, any video or sound recordings or broadcasting of meetings, or the taking of any photographs, will be at the Convener's discretion.

4039. Length of Meetings

4039.1 The Convener can call a break in proceedings at any time.

4039.2 Meetings will last no longer than six hours.

4039.2.1 If a meeting continues beyond six hours, and where there has been no break in proceedings, the Convener must call a twenty minute break in proceedings in line with the Working Time Regulations 1998.

4039.2.2 For the avoidance of doubt, the calculation of six hours will not include any adjournments.

4039.3 If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume.

410. Suspending Standing Orders

410.1 Any Standing Order may be suspended at any meeting with the agreement of two thirds of the Members present and entitled to vote (see Glossary for calculation).

410.1.1 This will be done by means of a Procedural Motion.

410.2 The Member must specify which Standing Order they are proposing to suspend.

421. Altering Previous Decisions

421.1 It will not be competent for the Council, Committee or Sub Committee to alter or reverse a previous decision within a period of six months.

421.2 Standing Order **421.1** does not apply:-

421.2.1 where a Notice of Motion to that effect has been submitted, of which appropriate prior notice has been given in terms of Standing Order 12;

421.2.2 where the Council, Committee or Sub Committee approves a recommendation contained in a report to alter or reverse a previous decision; or

421.2.3 to ongoing negotiations between the Council and any other party.

432. Amendments to Standing Orders

432.1 Non-material amendments can be made to the Standing Orders by the Chief Officer - Governance, following consultation with the Business Manager, without the requirement to report to Council.

432.1.12 Such amendments will be notified to all Members once completed.

432.23 Material amendments to the Standing Orders, including the removal or addition of Standing Orders, may only be approved after consideration of a report to the Council by the Chief Officer - Governance.

44. Review of Standing Orders

44.1 The Standing Orders will be subject to annual review by the Chief Officer - Governance.

45. Monitoring Officer

45.1 A Monitoring Officer's report may be required where any proposal, decision or omission by the Council may breach or has breached the law or any statutory code of practice.

465. Member Access to Documents

- 465.1 The additional rights of access to documents for Members are as set out in Appendix 4 to the Standing Orders.

COMMITTEES AND SUB COMMITTEES

47. Delegation and Appointment to Committees and Sub Committees

- 47.1 The Council may appoint or disband Committees for any purpose at any time, and will delegate or refer to these Committees any matter it thinks fit.
- 47.2 Committees may appoint or disband Sub Committees for any purpose at any time, and will delegate or refer to these Sub Committees any matter they think fit.
- 47.3 Matters referred or delegated to Committees or Sub Committees will be set out in the Terms of Reference.
- 47.4 Committee and Sub Committee remits may be amended only after consideration of a report to Council or the appropriate parent Committee by the Chief Officer – Governance.
- 47.5 Each Committee and Sub Committee can delegate any of its delegated functions to a named officer.
- 47.6 Where a matter for consideration is not specifically referred to in the Terms of Reference, it will be competent for it to be considered by ~~the Full Council or the~~ Committee or Sub Committee with the most relevant Terms of Reference, as determined by the Chief Officer - Governance.
- 47.7 The Council may, at any time, deal with any matter falling within the Terms of Reference of any Committee or Sub Committee.
- 47.8 Similarly, a Committee may, at any time, deal with any matter falling within the Terms of Reference of any of its Sub Committees.
- 47.9 The Council will set the membership for each Committee and ~~must reflect in doing so should have regard to~~ the political composition of the Council.
- 47.10 Committees will set the membership for each Sub Committee and ~~must reflect in doing so should have regard to~~ the political composition of the Council.
- 47.11 Members of Sub Committees who are not Members of the parent Committee will be provided with relevant training where required.
- 47.12 The Council may establish Working Groups with no delegated powers for such functions deemed necessary, consisting wholly of Councillors or otherwise.
- 47.13 On behalf of the Council, each Committee and Sub Committee can appoint representatives to outside bodies which provide services linked to, or associated with, the remit of that Committee or Sub Committee.

Commented [AS16]: Reviewed to cover reports to be considered by Full Council that are not covered by the Terms of Reference.

Commented [AS17]: ADMIN proposed amendment

Commented [AS18]: ADMIN proposed amendment

GLOSSARY

Agenda

A list of business to be considered at Council, Committee and Sub Committee Meetings.

Amendment

Where a motion has been put forward in respect of an item on the agenda, a Member may move an alternative proposal. The motion and amendment will then be **debated** and a vote taken between the two.

Business Manager

A Councillor appointed by Council to liaise with Chief Officers and Members of all parties in respect of Council business and governance matters.

Calculation of Quarter or One Third / Two Thirds of Members

If the figure is not a whole **number** it will be rounded up. This is to ensure that a quarter, one third or two thirds will always be met.

Chief Officer - Finance

Where this document refers to the Chief Officer - Finance, it should be noted that this may also refer to his/her nominated officer.

Chief Officer - Governance

Where this document refers to the Chief Officer - Governance, it should be noted that this may also refer to his/her nominated officer.

Clear Days

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.

Clerk

The Committee Officer with responsibility for the administration of the Council, Committee or Sub Committee.

Committee

A Committee of the Council appointed in accordance with Standing Orders.

Committee Planner

A document containing outstanding and pending business that is placed on the agenda for each meeting.

Confidential Information

See Appendix 1 to this document.

Convener

The Chair of the Committee. Where 'Convener' is referred to in this document, this will also include the Lord Provost.

Council

Where 'Council' is referred to in this document, it refers to meetings of Full Council.

Deputation

A request submitted by a member of the public to address a Council, Committee or Sub Committee meeting in respect of a report on a published agenda.

Depute Provost

The Vice Convener of [Full](#)the Council. The Depute Provost will act as Chair in the absence of the Lord Provost.

Depute Business Manager

A Councillor appointed by Council who acts as Business Manager in the absence of the Business Manager.

Exempt Information

See Appendix 2 to this document.

External Member

A representative appointed to any Committee or Sub Committee from outwith Aberdeen City Council who may have full voting rights.

Group

A number of Councillors who form a group. A group cannot be composed of a single member.

Group Leaders

The leaders of the individual political groups.

Late Docquet

A document which must accompany any reports that are not available for inspection by members of the public at least three clear days before a meeting. This contains the reason for lateness, an explanation of why the Council, Committee or Sub Committee requires to consider the report as a matter of urgency, and is signed by the Director and Convener. The Convener has ultimate discretion as to whether or not the item should be considered.

Lord Provost

The Convener of the Council. The Lord Provost is the civic head of the Council.

Minute

A summary of decisions from any Council, Committee or Sub Committee meeting prepared by the Clerk. This will not be a verbatim record.

Motion

An initial proposal of action submitted by a Member in respect of an item of business on an agenda.

Non-Material Amendments to Standing Orders

Such amendments may include the change of title for a particular post referred to in the Standing Orders, or an error in the text.

Notice of Motion

A request submitted by a Member in advance of a meeting of Council, a Committee or Sub Committee which may be placed on the agenda for an issue to be discussed and for a decision to be made.

Quasi-Judicial

Where the Council, Committee or Sub Committee has powers and procedures resembling those of a court of law or **judge**, and is obliged to objectively determine facts and draw conclusions from them so as to provide the basis of an official action.

Quorum

The minimum number of Members at a Council, Committee or Sub Committee meeting who must be present for valid transaction of business.

Significant Local Impact

In relation to a particular ward, this means in the opinion of the relevant Chief Officer, a significant impact on:

- roads or traffic arrangements within that ward;
- buildings or facilities within that ward; or
- the natural environment of that ward.

Sub Committee

A Sub Committee of any Council Committee appointed in accordance with Standing Orders.

Summons

A calling notice advising Members of the date, time and location of a Council, Committee or Sub Committee meeting.

Vice Convener

The Vice Chair of the Committee. The Vice Convener will act as Chair in the absence of the Convener (see Standing Order [198](#)).

Appendix 1

LOCAL GOVERNMENT (SCOTLAND) ACT 1973 SECTION 50(A)

DEFINITION OF CONFIDENTIAL INFORMATION

In accordance with section 50A of the Local Government (Scotland) Act 1973, Confidential Information means:

- information furnished to the authority by a Government department upon terms (**however** expressed) which forbid the disclosure of the information to the public; and
- information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

In either case the reference to the obligation of confidence is to be construed accordingly.

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Appendix 2

LOCAL GOVERNMENT (SCOTLAND) ACT 1973

SCHEDULE 7A

ACCESS TO INFORMATION: EXEMPT INFORMATION

DESCRIPTIONS OF EXEMPT INFORMATION

(INCLUDING QUALIFICATIONS)

Employee/Office Holder:

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority.

Occupier:

2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.

Recipient of Council Service:

3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.

Recipient of Financial Assistance:

4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.

Particular Child:

5. Information relating to the adoption, care, fostering or education of any particular child or where any particular child is subject to a compulsory supervision order or interim compulsory supervision order (as defined respectively in sections 83 and 86 of the Children's Hearings (Scotland) Act 2011) information relating to the order. "Child" means a person under the age of 18 and any person who has attained that age and is in attendance as a pupil at a school.

Financial Affairs of Particular Person:

6. Information relating to the financial or business affairs of any particular person (other than the authority). Information is not exempt if it is required to be registered under the Companies Acts (as defined in section 2(1) of the Companies Act 2006) or similar legislation.

Social Work Relating to a Particular Person:

7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).

Proposed Expenditure on Contracts:

8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services if and so long as disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the authority in respect of the property, goods or services, whether the advantage would arise as against the authority or as against such other persons.

Contractual Terms:

9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services if and so long as disclosure to the public of the terms would prejudice the authority in those or any other negotiations concerning the property or goods or services.

Tender for Contract:

10. The identity of the authority (as well as of any other person by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.

Labour Relations:

11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officeholders under, the authority if and so long as disclosure to the public of the information would prejudice the authority in those or any other consultations or negotiations in connection with a labour relations matter arising as mentioned in that paragraph.

Legal Proceedings:

12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –
 - a. any legal proceedings by or against the authority, or
 - b. the determination of any matter affecting the authority (whether, in either case, proceedings have been commenced or are in contemplation).

Statutory Notices Etc:

13. Information which, if disclosed to the public, would reveal that the authority proposes –
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment if and so long as disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction is to be given or made.

Crime:

14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Informant:

15. The identity of a protected informant.

Appendix 3

PROTOCOL FOR APPOINTMENT OF CHIEF OFFICERS

1. The Chief Executive, all Directors and Chief Officer posts at second tier level or above will be appointed by an Appointment Panel. ~~In setting the membership of the -which must reflect Panel, the Council should have regard to~~ the political composition of the Council
 - 1.1 Meetings of the Appointment Panel will be arranged by the Chief Officer – Governance.
 - 1.2 Group Leaders will provide the Chief Officer – Governance with the names of Members to sit on the Panel
 - 1.3 The Panel will be chaired by the Convener of the City Growth and Resources Committee unless otherwise agreed by the Members on the Appointment Panel.
 - 1.4 Only those Members who participate in the shortlisting of candidates can participate in the interview and selection process.
 - 1.5 The Chief Executive, Chief Officer – [People and Organisational Development](#) and any officer nominated by the Chief Executive will be entitled to be represented at any interview or meeting relating to the appointment of Chief Officers.
2. The above process does not apply to Chief Officer posts in respect of the Integration Joint Board, which will be in line with the process set out in the Aberdeen City Health and Social Care Partnership Integration Scheme.
3. There will be a period of at least seven days between the date a vacancy is advertised and the closing date for the receipt of applications.
4. The Panel responsible for making the appointment will draw up a shortlist of suitably qualified applicants who will then be called for interview.
5. Meetings dates for the Appointment Panel will be set by the Chief Officer – Governance, following consultation with the Chairperson.
 - 5.1 It will be within the discretion of the Chairperson to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.
6. The quorum for the Appointment Panel will be one quarter of the total number of members of the Panel, or three members, whichever is the higher. ~~The determinations of the Panel will not be recorded in the minute.~~
7. The list of applicants for any appointment will be treated as confidential and only the name of successful candidates will be recorded in the minutes of the Appointment Panel.
8. The determinations of the Panel will not be recorded in the minute.
9. The Convener will have the casting vote in the case of an equality of votes.

Commented [AS19]: ADMIN proposed amendment

Appendix 4

ADDITIONAL RIGHTS OF ACCESS TO DOCUMENTS FOR MEMBERS OF LOCAL AUTHORITIES

1. Any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted or proceedings at a meeting of –
 - a. the authority or of a committee or sub-committee of the authority; or
 - b. a statutory committee appointed by the authority, or any sub-committee of that committee, or
 - c. a relevant body, any member of which was appointed by the authority, or of a committee or sub-committee of such a bodyshall, subject to subsection (2) below, be open to inspection by any member of the authority and, in the case of a committee, sub-committee or relevant body, by any other member of the committee, sub-committee or relevant body.
2. Where it appears to the proper officer that a document discloses exempt information of a description for the time being falling within any of paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A to this Act, subsection (1) above does not require the document to be open to inspection.
3. The Secretary of State may by order amend subsection (2) above –
 - a. by adding to the descriptions of exempt information to which that subsection refers for the time being; or
 - b. by removing any description of exempt information to which it refers for the time being.
3. Any statutory instrument containing an order under subsection (3) above shall be subject to annulment in pursuance of a resolution of either House of Parliament.
4. The rights conferred by this section on a member of a local authority are in addition to any other rights he may have apart from this section.



Aberdeen City Council Procurement Regulations

Approved by Council ~~4 March 2019~~ [date]



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Application of Policy	Council-wide
Policy Author	<u>Head of Commercial and Procurement Alison</u>

1. Overview

- 1.1 The purpose of these Procurement Regulations is to:
- a. ensure that uniform contracting procedures of the highest standard are laid down for use throughout the Council;
 - b. secure compliance with the law;
 - c. ensure that the Council obtains best value in its procurement activity and all resultant contracts;
 - d. provide a framework for a more detailed Procurement Manual; and
 - e. protect the Council and its staff.
- 1.2 This shall ensure the Council consistently acts in a transparent and proportionate manner and in a way that is equal and without discrimination. In turn this shall lead to value for money, and more sustainable outcomes.

2. Definitions

- 2.1 Throughout this document the following definitions shall apply:
- 2.1.1 **Annual Procurement Report** means a report published by the Council annually in relation to Regulated Procurements.
- 2.1.2 **Capital Programme** means a list of the budgets allocated to capital projects, and the associated funding, either (i) approved at the annual Council budget meeting; (ii) approved by the City Growth and Resources Committee; or (iii) approved under Powers Delegated to Officers, or a specific delegation from Council or committee.
- 2.1.23 **City Region Deal Committee** means the Joint Committee established by Aberdeen City Council and Aberdeenshire Council under sections 56 and 57 of the Local Government (Scotland) Act 1973 with authority to approve business cases for City Region Deal projects; to approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets; and with responsibility for supporting and overseeing the implementation of the Aberdeen City Region Deal;
- 2.1.34 **Committee** means the Strategic Commissioning Committee of the Council with responsibility for monitoring best value, internal financial control, corporate governance relating to procurement, or any other matter to which the procedure for award of Council contracts may be relevant; or the City Growth and Resources Committee of the Council with responsibility for approving expenditure and procurement related to the Capital Programme, which may include an element of revenue spend;
- 2.1.45 **Concession Contract** means a works concession contract or a services concession contract as defined by the Concession Contracts (Scotland) Regulations 2016.
- 2.1.56 **Contract of Employment** means a contract between the Council and an individual that sets out an employee's employment conditions, rights, responsibilities and duties. This is distinct from an agreement to provide services for the Council, for example by a consultancy arrangement.

- 2.1.67** **Contract Value** means the estimated aggregate total value (total estimated value), excluding VAT, over the entire term of the Contract which the Council expects to be payable under the contract. In the case of a works concession contract or a services concession contract, the value shall be calculated on the basis of the total net turnover of the concessionaire generated over the duration of the contract, as estimated by the Council, in consideration for the works and services that are the object of the concession.
- 2.1.78** **Contracts Register** means a record of contract details currently in place within the Council.
- 2.1.89** **Corporate Procurement Plan Strategy** means a document giving details on how the Council intends to carry out regulated procurements as required by Section 15 of the Procurement Reform (Scotland) Act 2014.
- 2.1.910** **Council** means Aberdeen City Council.
- 2.1.101** **Delegated Procurement Authority** or DPA means the authority that permits a Delegated Procurer to conduct a procurement, and to agree to award, amend or vary contracts for supplies, services or works on behalf of the Council.
- 2.1.112** **Delegated Procurer** means any officer holding Delegated Procurement Authority and authorised to carry out procurement activities.
- 2.1.123** **E-Tendering or Electronic Tendering** means a tendering process where the contract documents are published electronically and the tender response to these is also submitted electronically in the first instance. E-tender shall be construed accordingly.
- 2.1.134** **EU Procurement Directive** means the European legislative framework for public procurement in force at the time a procurement process is entered into.
- 2.1.15** **EU Threshold** means the Contract Value thresholds set by the EU from time to time, current thresholds are set out in the Procurement Manual.
- 2.1.164** **Framework Agreement** means an agreement between one or more contracting authorities and one or more suppliers. The purpose of such agreements is to establish the terms governing public contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
- 2.1.175** **IJB** means the Aberdeen City Integration Joint Board established by Order under section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 2.1.186** **Inside Information** means information which relates directly or indirectly to the Council or any of its group entities; has not been made public; is precise; and if it were made public, would be likely to have a significant effect on the prices of one or more of the Council's Bonds or could have an impact on the Council's credit rating.
- 2.1.197** **Pensions Committee** means the Committee of the Council with responsibility for discharging all functions and responsibilities relating to the Council's role as administering authority for the North East Scotland Pension Fund;
- 2.1.2018** **Procurement Manual** means a supplement to these Procurement Regulations which gives detailed guidance on the Procurement Regulations.

- 2.1.219 Procuring ~~Service-Cluster~~ means the ~~service department-Cluster~~ of the Council with responsibility for procuring any particular requirement for supplies, services, ~~or~~ works or a concession on behalf of the Council or for the disposal of surplus materials.
- 2.1.220 Proper Officer means any officer in the employment of the Council who is duly authorised for the purpose of signing contracts on behalf of the Council under the Council's Scheme of Delegation or any other resolution of the Council authorising officers to sign contracts.
- 2.1.234 Public Contracts Scotland means the national portal for advertising public sector contract opportunities in Scotland, which may be found at www.publiccontractsscotland.gov.uk.
- 2.1.242 Regulated Procurements means a procurement where any contract formed will be a public contract the Contract ~~Value~~ of which is equal to or greater than the relevant contract Threshold, and which is not for the procurement of an excluded contract as defined in Section 4 of the Procurement Reform (Scotland) Act 2014 or a contract excluded from the scope of the Concession Contracts (Scotland) Regulations 2016.
- 2.1.253 Relevant Legislation means the Scottish procurement legislation in effect at the time any procurement process is entered into, along with EU Procurement Directives and any other relevant applicable law.
- 2.1.264 Terms and Conditions means the special and general arrangements, provisions and requirements of a contract.
- 2.1.275 Thresholds means the financial value that determines how a procurement is to be undertaken.

3. Extent and Application

- 3.1 These Procurement Regulations are made under section 81 of the Local Government (Scotland) Act 1973.
- 3.2 These Procurement Regulations must be interpreted in accordance with the principles of openness, fairness and non-discrimination.
- 3.3 All Council personnel shall comply with the terms of the Procurement Regulations. Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Head of Commercial and Procurement ~~Services~~. The Head of Commercial and Procurement ~~Services~~ may consult other relevant officers, including the Chief Executive, in order to determine the appropriate action. Failure by any employee to comply with the Procurement Regulations or the associated Procurement Manual may be grounds for disciplinary action. Employees of NHS Grampian appointed as officers of the Council for the purpose of delivering integrated services will be required to comply with Aberdeen City Council Procurement Regulations when undertaking a procurement pursuant to a Direction issued by the IJB to the Council. The Council's Head of Commercial and Procurement will maintain a list of such individuals. Any breach or non-compliance may result in being removed from the appointment as an officer of the Council and may result in a referral for disciplinary action in line with the policies of the NHS Grampian. The Council's Head of Commercial and Procurement will maintain a list of those officers of the Council that are required to comply with the Procurement Regulations of NHS Grampian. Any breach of those regulations will be treated as non-compliance with Council's Procurement Regulations.

3.4 Subject to the provisions of Paragraph 3.11, the Procurement Regulations shall apply to:

- a. Any procurements undertaken by, or on behalf of, the Council with the intention of creating a contract or contracts (including the creation of a framework agreement) for the purchase of goods and/or services, ~~or~~ for the execution of works, or for the award of a concession;
- b. Any procurements undertaken by, or on behalf of, the Council with the intention to enter into a call-off contract under an external framework agreement. Prior to call-off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual;
- c. Any amendment or variation of an existing contract for the purchase of goods or services, or for the execution of works, or an existing Concession Contract where:
 - I. that amendment or variation would exceed the parameters of the approval of the original procurement, or
 - II. the aggregate ~~C~~contract ~~v~~value of the original contract and the variation of that contract would exceed a threshold requiring approval at a higher level, or
 - III. the amendment would result in an assignation or novation to a new supplier;and
- d. Any procurement undertaken by, or on behalf of, the Council with the intention of leading to the award of a public services concession contract or public works concession contract.

3.5 The Procurement Regulations are subject to the over-riding provisions of European, United Kingdom or Scots law governing public procurement. They are also subject to any statutory guidance issued from time to time by the EU Commission, UK Government or Scottish Government on public procurement.

3.6 When determining the ~~C~~contract ~~v~~value for the purchase of goods or services, or for the execution of works, the Delegated Procurer must take into account the aggregate value of the particular requirement for supplies, services or works across the whole Council and any contract extension option. When determining the Contract Value of a Concession Contract, the Delegated Procurer shall follow the Procurement Manual. Where any single requirement is divided into Lots the Contract Value will equal the aggregate value of all the Lots. If the procurement of any such requirements is split amongst a number of contracts which, taken individually, are below the threshold values, each of these contracts will be subject to the relevant EU Procurement Directive in place at the time of the procurement in the same way as if the requirements were procured through a single large contract.

3.7 Contracts related for “care and support services” are subject to a Light-Touch Regime as defined in the legislation. Details of the services covered under this regime, and how the Council will procure such services are covered by Procurement Regulation 15 and also included within the Procurement Manual.

3.8 All tendering for Supplies, Services and/or Works, or a Concession Contract by a Delegated Procurer shall be carried out following consultation with the Head of Commercial and Procurement ~~Services~~.

- 3.9 The following types of contract are exempted from the provisions of these Procurement Regulations:-
- a. Any contract of employment;
 - b. Any contract relating to the acquisition or disposal or lease of heritable property or any other interest in land;
 - c. Any award or receipt of a Grant;
 - d. Any contract for the Sponsorship of an event;
 - e. Any contract which relates to the appointment of legal counsel or expert witnesses in any legal proceedings on behalf of the Council subject to Procurement Regulation 4.1.1.3;
 - f. Any contract which, in the opinion of the Director of the ~~p~~Procuring ~~ServiceCluster~~, or of the Chief Executive, is urgently required to prevent danger to life, serious risk to health or damage to property. Where practicable the Director or the Chief Executive shall consult with the Head of Commercial and Procurement ~~Services~~ before taking any action under this paragraph. In all circumstances where this exemption has been used:
 - i. the Head of Commercial and Procurement ~~Services~~ shall be notified as soon as reasonably practicable; and
 - ii. any contract with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) entered into, varied or terminated on behalf of the Council must be noted in the Contracts Register and be reported to the appropriate Committee by the Delegated Procurer as soon as practicable; and
 - g. Any contract that is to be performed in-house.
- 3.10 The Procurement Regulations may be suspended either in whole or in part by the Director of Commissioning and the Head of Commercial and Procurement ~~Services~~ in writing in respect of an award of any contract where the award of that contract is urgently required to meet the exigencies of the ~~ServiceFunction/ Cluster~~.
- 3.11 Where the Director of Commissioning and the Head of Commercial and Procurement ~~Services~~ have decided that the criteria for suspension of Procurement Regulations are fulfilled, then a contract may be awarded to the preferred supplier or contractor as appropriate and the reason(s) must be noted in the Contracts Register if the Contract Value is greater than £10,000 (supplies/ services or works) or £4.5m (concessions). Any contract made on behalf of the Council under this paragraph shall be reported to the Strategic Commissioning Committee or the City Growth and Resources Committee, as appropriate by the Delegated Procurer as soon as practicable.
- 3.12 The Procurement Regulations must be read in conjunction with the Procurement Manual issued by the Head of Commercial and Procurement ~~Services~~. Where there is any discrepancy between documents, the Procurement Regulations will take precedence.
- ~~3.13~~ Any query regarding the application or interpretation of the Procurement Regulations should be made in the first instance to the ~~Commercial and Procurement Cluster Services~~.

4. Procurement Procedures

4.1 Authority to Incur Expenditure

4.1.1 No tender shall be invited or contract entered into for the purchase of goods or services, or for the execution of works unless the total estimated expenditure has been previously approved and can be met from an approved budget. No tender shall be invited for a concession or Concession Contract entered into unless it has been previously approved. The method of authorising a procurement is dependent on the Contract Value as follows:

4.1.1.1 ~~Contract Values~~ below £50,000 (supplies/services), ~~or~~ £250,000 (works) or £4.5m (concessions). Subject to budget approval, the relevant Chief Officer may give authority to conduct any procurement where the estimated ~~value of contract~~ Contract Value is below £50,000 (supplies/services) or £250,000 (works), and following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee, the Head of Commercial and Procurement may give authority to conduct any procurement where the estimated Contract Value of a Concession Contract is below £4.5m. ~~The Such~~ procurements shall be undertaken by a Delegated Procurer in line with Section 4.3 of these Procurement Regulations.

4.1.1.2 ~~Contracts Value~~ above £50,000 (supplies/services) ~~or~~ £250,000 (works), or £4.5m (concessions). Contracts with an estimated ~~Contract Value of above £50,000 (for supplies/services) or above £250,000 (works)~~ these thresholds shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement ~~Services~~) to be submitted by the relevant Chief Officer to the Strategic Commissioning Committee or the City Growth and Resources Committee as appropriate or where the contract relates to a capital project that is already part of the Capital Programme, to the Director of Resources.

~~Such~~ Business cases may only be submitted to the ~~relevant~~ Strategic Commissioning ~~Committee~~ on the approval of the Head of Commercial and Procurement ~~Services~~. The approval of the ~~applicable~~ Strategic Commissioning Committee is required prior to the procurement being undertaken.

Business cases may only be submitted to the City Growth and Resources Committee on the approval of the Chief Officer – Capital, following consultation with the Director of Resources and Chief Officer – Finance. The approval of the City Growth and Resources Committee is required prior to the procurement being undertaken.

Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Director of Resources following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Conveners of the Capital

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Programme Committee and the City Growth and Resources Committee.

4.1.1.3 Contracts above £5,000 for consultancy and accountancy services and services provided by Advocates and QCs

Where the estimated ~~value of a e~~Contract Value or appointment for:

- a. Business and management consultancy and related services;
- b. Financial consultancy and accountancy related services; or
- c. Services provided by Advocates or QCs;

exceeds £5,000, the relevant Chief Officer may only give authority to engage the services following consultation with the Leader of the Council. In determining the estimated ~~C~~contract Value of any contract or appointment covered by this Regulation 4.1.1.3, each individual contract or appointment shall be considered separately and there shall be no aggregation of separate contracts or appointments for the purposes of arriving at an estimated expenditure.

4.1.1.4 Expenditure via Framework Agreements

Delegated Procurers ~~may~~must whenever possible procure supplies, services and works under ~~external~~Scotland Excel or Scottish Government framework agreements provided that authority to incur expenditure for each call-off contract has been approved in accordance with these Procurement Regulations and also provided that: -

- i. An Adoption Report has been completed in accordance with the Procurement Manual,
- ii. No material change has been made to the call-off terms under the framework agreement and calling-off from the framework has been done in accordance with the procedures laid down within that framework,
- iii. All call-off contracts with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) must be added to the Contracts Register, and

iv. If the aggregate Contract Value of call-off contracts under a framework agreement is likely to exceed the thresholds stated in Procurement Regulation 4.1.1.2 then the authority of the Strategic Commissioning Committee to incur the expenditure must be obtained in advance of the applicable thresholds being exceeded.

If it is not possible to procure supplies, services and works under a Scotland Excel or Scottish Government framework agreement, where the Contract Value exceeds £50,000 (services) or £250,000 (works) the Delegated Procurer must detail the reasons why in the business case to be submitted in accordance Procurement

Regulation 4.1.1.2. Procurement Regulation 4.1.1.4(i) to (iv) will also apply.

4.1.1.5 Expenditure Approved by the Integrated Joint Board

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Commissioning can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integrated Joint Board to the Council and/or a relevant business case, where the ~~estimated-Contract Value~~ value of the contract is above £50,000 (supplies/services) or £250,000 (works) or £4.5m (concessions), subject to the approval of the Chief Officer – Finance and the Head of Commercial and Procurement ~~Services~~ without the need for the approval of any other Committee .

4.1.1.6 Expenditure Approved by the Pensions Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant business case, where the ~~estimated-Contract Value~~ value of the contract is of or above £50,000 (supplies/ services) or £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance and the Head of Commercial and Procurement ~~Services~~.

4.1.1.7 Expenditure Approved by the City Region Deal Joint Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/or a relevant business case, where the ~~estimated value of the eContract Value~~ value is of or above £50,000 (supplies/services) or £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance, Chief Officer - Capital and the Head of Commercial and Procurement ~~Services~~.

4.1.2 Exceeding approved ~~C~~econtract ~~v~~Value

4.1.2.1 Where a ~~e~~Ccontract ~~v~~Value has been previously approved by the relevant Chief Officer, or Committee and it becomes apparent to the Chief Officer of the ~~p~~Procuring ~~S~~erviceCluster that the indicative total ~~Contract Value of the contract~~ as previously reported is likely to be exceeded, the relevant Chief Officer shall consult with the Head of Commercial and Procurement ~~Services~~ on what action requires to be taken and no further orders shall be made under the contract until such advice has been obtained.

4.1.2.2 In all cases Subject to 4.1.2.3 where the ~~C~~econtract ~~v~~Value is likely to exceed what has previously been approved, and the additional cost is more than either the lesser of ~~1~~) £100,000; or 50% of the approved ~~C~~econtract ~~v~~Value, in the case of supplies/ services or works, or the additional turnover from the contract is more than the lesser of

£4.5m and 10% of the original Contract Value in the case of a Concession Contract; the relevant Chief Officer shall ensure that a report on the matter is submitted to the next meeting of the Strategic Commissioning Committee or the City Growth and Resources Committee, as appropriate, for consideration. This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services and to contracts equal to or greater than £250,000 for Works or a Contract Value of equal or greater than £4.5m for concessions. In such circumstances the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received.

4.1.3 **Competition absent for Technical Reasons**

4.1.3.1 Where the works, supplies or services can only be provided by a particular economic operator because competition is absent for technical reasons or because that operator has an exclusive right (including intellectual property rights), and no reasonable alternative or substitute exists, following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee (as appropriate) the Head of Commercial and Procurement may approve a direct award to that economic operator and the estimated expenditure associated with that without the need for a business case to be presented to the relevant Committee. In all other respects, Regulation 4.1.1 will continue to apply, including the requirement that expenditure can be met from an approved budget.

4.1.4 There shall be no artificial splitting of a contract to avoid the application of the provisions of Scottish, UK or EU procurement law and/or these Procurement Regulations

4.2 **Authority to Carry Out Procurements**

4.2.1 All contracts let by or on behalf of the Council shall be subject to an obligation on the Head of Commercial and Procurement ~~Services~~ to seek best value for the Council. The Head of Commercial and Procurement ~~Services~~ and the Delegated Procurer will be responsible for demonstrating fairness, non-discrimination, equal treatment and transparency in the contract procedures chosen to all parties having an interest in those procedures.

4.2.2 Procurements shall only be carried out by Delegated Procurers who have been designated as such by the Head of Commercial and Procurement ~~Services~~ and who hold relevant Delegated Procurement Authority (Procurement Manual).

4.2.3 Delegated Procurement Authority will be reviewed on an annual basis, or as required, and may be increased, reduced or withdrawn by the Head of Commercial and Procurement ~~Services~~ as necessary.

4.3 **Quotations - Contracts below £50,000 (Supplies/Services) or £250,000 (Works)**

4.3.1 The procedure to be followed for the award of any contract by the Council depends on the estimated Contract Value. Values or amounts referred to in these Procurement Regulations shall be based on the best available estimate at the time of tendering.

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4.3.2 For any contract with a total estimated ~~Contract Value~~ below £50,000 (for supplies and services) ~~or~~ £250,000 (for works), or £4.5m (for concessions) the Delegated Procurer shall follow the Procurement Manual and obtain written quotations to ensure the demonstration of best value to the Council in the sourcing decision. If quotations cannot be obtained the Delegated Procurer shall complete a Non-Competitive Action Form (included in the Procurement Manual) explaining why this is the case and submit it to the relevant Chief Officer for approval.

4.3.3 All requests for quotations shall be advertised, and submissions received, via the Quick Quote online procurement tool available via Public Contracts Scotland, unless authorisation has been given by the Head of Commercial and Procurement ~~Services~~ to the contrary.

4.4 Competitive Tendering (Where the Contract Value is below the EU Threshold)

4.4.1 Where any contract has an estimated ~~Contract Value~~ of between £50,000 and the EU Threshold (for supplies/services) or between £250,000 and the EU Threshold (works), or is otherwise exempt from the full application of EU Procurement Rules, competitive tendering shall be undertaken.

4.4.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.

4.4.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement ~~Services~~.

4.5 EU Procurement

4.5.1 An EU Procurement means a procurement undertaken in accordance with the Public Contracts (Scotland) Regulations 2015 or the Concession Contracts (Scotland) Regulations 2016 and requires advertising in the Official Journal of the European Union (OJEU). An EU Procurement must be undertaken where the Council proposes to tender for any contract with an estimated value equal to or exceeding the applicable EU Threshold (Supplies, Services or Works).

4.5.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.

4.5.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement ~~Services~~.

5. Roles and Responsibilities

5.1 General Responsibilities

5.1.1 It is the duty of all employees within the Council to ensure that these Procurement Regulations, and the Procurement ~~Manual~~, are adhered to in order to ensure ~~best value~~ is achieved in relation to expenditure relating to supplies, services or works and the granting of Concession Contracts. The allocation of a budget as part of the Council's budget setting process is not sufficient to comply with these Procurement Regulations.

5.2 Head of Commercial and Procurement ~~Services~~

- 5.2.1 The Head of Commercial and Procurement ~~Services~~ is responsible for all procurement and tendering arrangements for the purchase of supplies, services, and works and the granting of concessions.
- 5.2.2 The Head of Commercial and Procurement ~~Services~~ shall authorise, by means of Delegated Procurement Authority, adequately trained staff to undertake procurement activity (Delegated Procurers).
- 5.2.3 The Head of Commercial and Procurement ~~Services~~ shall ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice.
- 5.2.4 The Head of Commercial and Procurement ~~Services~~ shall maintain a consolidated workplan for the Strategic Commissioning Committee and for the City Growth and Resources Committee. The workplans will contain a list of proposed procurement activity for the next financial year where the estimated expenditure per contract is £50,000 or more (supplies/services) or £250,000 (works) or £4.5m (concession) and will be compiled with the information provided by Directors/Chief Officers in accordance with Procurement Regulation 14.6.

5.3 Directors (including Chief Officer of Integrated Health & Social Care Partnership)

- 5.3.1 Each Director has responsibility to ensure that staff in their Function follow the Procurement Regulations for all contracts let by their Function and is accountable to the Council for the performance of their duties in relation to contract management. Each Director shall be able to evidence that the procurements are compliant with these Procurement Regulations and the Procurement Manual.
- 5.3.2 Each Director shall ensure that all contracts in place within their Function with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) are entered into the corporate Contracts Register. The details required to be provided are detailed within the Procurement Manual.

5.4 Delegated Procurers

- 5.4.1 All Delegated Procurers will ensure compliance with relevant procurement legislation, these Procurement Regulations and the Procurement Manual.
- 5.4.2 Delegated Procurers are authorised to undertake procurements to the levels stated within their individual Delegated Procurement Authority. They must ensure that these are not exceeded without the authority of the Head of Commercial and Procurement ~~Services~~.
- 5.4.3 Delegated Procurers will undertake regular training in order to maintain their Delegated Procurement Authority.

6. Sustainable Procurement

- 6.1 The Council is committed to working towards sustainable development, and in particular sustainable procurement and will work to embed the principles of sustainability at all stages of procurement activities to ensure that social, environmental and economic impacts are considered throughout the procurement and contract management process, consistent with relevant legislation.

6.2 In the context of these Procurement Regulations “sustainable development” shall be taken to mean development which secures a balance of social, economic, health and environmental well-being in the impact of activities and decisions. Sustainable development seeks to meet the needs of the present without compromising the ability of future generations to meet their own needs.

6.3 Before carrying out a Regulated Procurement (other than the procurement of a concessionaire), the Council must consider how in conducting the procurement process it can:

- i. improve the economic, social and environmental wellbeing of the Council’s area.
- ii. facilitate the involvement of small and medium enterprises, third sector bodies and
- iii. supported businesses in the process ~~and;~~

6.4 In carrying out the procurement the Council must act with a view to securing such improvements as identified within paragraph 6.3. However the Council must only consider matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters in to account.

6.5 Detailed information is available within the Procurement Manual.

7. Purchase Orders

7.1 No supplies, services or works shall be ordered or instructed except on an official order form, which shall be in an approved format unless one of the alternative control processes listed in Appendix A to the Council’s Financial Regulations is in place. Where, by reason of urgency or necessity, a verbal order is issued, it must be confirmed within 3 working days with the issue of an official order form from the ordering system. The supplier shall be requested to quote order numbers on all invoices. The budget holder risks disciplinary action for noncompliance.

7.2 The order, with the contract references/schedule numbers added, shall be approved by the Director or other authorised signatory. All Directors must furnish the Chief Officer - Finance with a list of signatories approved for this purpose, and shall advise him or her of additions to or deletions from the list as they occur as per the Council’s Scheme of Delegation. The officer approving the purchase order must be satisfied that there is appropriate budgetary provision covering the estimated cost and that Council procurement procedures have been followed prior to authorisation.

8. Special Matters

8.1 Internal Services

8.1.1 Where supplies, services or works can be provided by another Service-Cluster of the Council, this may be delivered by that Council Service-Cluster following consultation between the Chief Officers of the relevant ServiceCluster(s) and the Head of Commercial and Procurement-Services. It is the responsibility of the Chief Officer of the in-house provider to ensure that Best Value for the Council is achieved by either:

- a. carrying out such supplies, services or works at cost; or
- b. providing requested advice and support in relation to contracting with an external provider.

8.2 Second Hand Goods

- 8.2.1 Second hand goods up to a ~~Contract~~ value of £50,000 may be acquired by the Council without a competitive quotation being obtained provided that:
- a. The Director of the relevant ~~Service-Function~~ can demonstrate that the purchase is necessary to facilitate service delivery;
 - b. The Director of the relevant ~~Service-Function~~ can demonstrate that the purchase represents best value, having given due consideration to the cost of an equivalent new purchase and estimated life of the asset both from new and current age;
 - c. The goods have been subject to inspection to ascertain their physical condition, with a record kept of the outcome of the inspection
 - d. The Council has clear title to the goods; and
 - e. The Director obtains in writing (which may be by e-mail) the prior agreement of the Head of Commercial and Procurement before effecting the purchase.

8.3 Grants

- 8.3.1 The award of grants is a means by which the Council provides subsidies or funding to external bodies (including individuals, businesses and third sector organisations) to further the aims of those external bodies. Grants must not be used to procure supplies, services or works which the Council would otherwise have to procure in accordance with these Procurement Regulations.
- 8.3.2 Whilst an award of a grant by the Council may not be subject to these Procurement Regulations, it is essential that the Council's procedures on Following the Public Pound are considered.
- 8.3.3 Where it is envisaged that there may be any procurement or state aid implications in the award of grants, then the Head of Commercial and Procurement ~~Services~~ must be consulted prior to entering into any such arrangement.
- 8.3.4 Purchase of supplies, services or works in relation to grant funding awarded to the Council will be carried out in accordance with the provisions within these Procurement Regulations, as per the values within Regulation 4.1.

8.4 Shared Services

- 8.4.1 Shared Services are arrangements where the Council collaborates with other public authorities to obtain supplies, services or works from them. Advice on the operation of procurement rules in respect of any proposed shared service arrangement should be sought from the Head of Commercial and Procurement ~~Services~~.
- 8.4.2 Identification of a proposed shared service arrangement should be undertaken only following consultation with the Head of Commercial and Procurement ~~Services~~ and can only be entered into where the Director of the relevant ~~Service-Function~~ can demonstrate that such an arrangement represents ~~b~~Best ~~v~~value to the Council.

8.4.3 Approval to enter into a shared service arrangement may also require the approval of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, as per Regulation 4.1.

8.5 Income Generation

8.5.1 Where a contract is to be entered into by the Council for income generation purposes and there will be no expenditure by the Council outwith approved budgets, the Head of Commercial and Procurement ~~Services~~, following consultation with the Convener of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, shall approve the decision to enter into the contract and the Terms and Conditions of Contract to be utilised and there shall be no requirement for Committee approval.

8.6 Inside Information

8.6.1 The Council has issued Bonds on the London Stock Exchange and must comply with the Market Abuse Regulations which control how Inside Information must be dealt with by the Council. The Council may from time to time be required to make Inside Information public as part of the procurement process and must do so through the London Stock Exchange. All Delegated Procurers must ensure that they comply with the requirements of the Market Abuse Regulations in this regard and that they take advice as necessary from the Chief Office – Finance, Chief Officer - Governance or the Head of Commercial and Procurement ~~Services~~. Further information may be sought in the Council's Bond Governance Protocol.

8.7 Procurement of Consultants

8.7.1 The appointment of consultants or sub-contractors shall be done in accordance with Procurement Regulation 4.1.1.3. Such appointments may fall within the IR35 rules which may result in the Council being liable to pay income tax and national insurance contributions in respect of the engagement. The Council must not enter into contracts with any individual or company direct without the prior approval of the Head of Commercial and Procurement ~~Services~~. Officers must follow these Procurement Regulations and must engage with the Commercial and Procurement ~~Services-Cluster~~ prior to agreeing to contract with an individual or organisation.

8.7.2 In appointing consultants Directors / Chief Officers must ensure that the terms of agreement are controlled and knowledge transfer to Council officers should be effected where beneficial.

8.7.3 Any contract for consultancy services shall be subject to the approval of the Head of Commercial and Procurement ~~Services~~. IR35 implications must be established prior to commencing the procurement process. Amongst other things the contract shall specify:

- the precise scope of the commission;
- cost limits and controls;
- lines and levels of reporting, responsibility and authority;
- insurance cover (which must be verified by Council officers);
- the method of determining completion of work and payment thereof;

- standard Aberdeen City Council terms of payment; and
- the ownership of intellectual property rights relating to any material or computer software developed during the consultancy.

It shall be the responsibility of the relevant Director to ensure that any consultancy contract complies with the Procurement Regulations and the Financial Regulations.

8.8 ALEOs

- 8.8.1 Notwithstanding the regulations relating to Concession Contracts contained within these Procurement Regulations, no agreements setting out the terms and conditions of annual funding shall be entered into with an ALEO unless previously approved by the Strategic Commissioning Committee.

9. Tender Issue and Receipt

- 9.1 The Delegated Procurer shall issue invitations to quote/tender and contract documents for all contracts in compliance with these Procurement Regulations and the Procurement Manual.

9.2 Terms and Conditions of Contract

- 9.2.1 Except where specialist Terms and Conditions are required, the Delegated Procurer shall use the standard Terms and Conditions of Contract in use by the Council, or those within a relevant framework agreement. Any specialist Terms and Conditions must be approved in writing by the Head of Commercial and Procurement ~~Services~~. Terms and Conditions of Contract are detailed within the Procurement Manual.
- 9.2.1 On no occasion will the Council contract under Terms and Conditions supplied by any tenderer/contractor unless these have been reviewed and agreed by the Head of Commercial and Procurement ~~Services~~.

9.3 Advertisement

- 9.3.1 Unless agreed otherwise in writing by the Head of Commercial and Procurement ~~Services~~, any tender which requires to be advertised in accordance with these Procurement Regulations shall be advertised via the Public Contracts Scotland website (www.publiccontractsscotland.gov.uk), notwithstanding any other form of advertisement or notice required by law or otherwise.

9.4 Issue of Tenders

- 9.4.1 Electronic ~~Tendering procurement~~ (e-~~procurement~~tendering) processes will be utilised for all tender exercises where this is practically possible. Contracts shall be advertised, contract documents issued, information exchanged, tenders submitted, received and opened via electronic means. Detailed information is available within the Procurement Manual.
- 9.4.2 Where in exceptional circumstances, ~~Electronic procurement~~ ~~Tendering~~ is not utilised all procedures shall reflect as closely as possible those where ~~e~~Electronic ~~procurement~~ ~~Tendering~~ is utilised. Tender issue, submission and opening shall, in these circumstances, be undertaken as per the Procurement Guidance Note 12 Manual.

9.5 Receipts of Tenders

- 9.5.1 Tenders will be received and opened electronically via the electronic tendering system utilised by the Council. Where, in exceptional circumstances, ~~e~~Electronic ~~procurement-Tendering~~ is not utilised, tender receipt and submission shall be undertaken as per the Procurement Manual.

10. Tender Evaluation

- 10.1 Tenders shall be evaluated by a group of nominated individuals in accordance with ~~the relevant~~ the Procurement Manual.
- 10.2 Tenders shall be evaluated in accordance with the quotation or tender award criteria, and on the basis of establishing which offer is the most economically advantageous and provides ~~B~~est ~~V~~alue to the Council.
- 10.3 Tenders shall be evaluated strictly in accordance with the evaluation criteria set out in the tender documents. No tender shall be accepted based on evaluation of criteria not set out in the tender documents
- 10.4 A written record shall be maintained outlining the evaluation process, recording the process followed, the criteria applied, and detailing the reasons for the decision. This record shall be retained as per the Council's Corporate Retention & Disposal Schedule and is further detailed within the Procurement Manual.

11. Supplier Selection and Tender Acceptance

- 11.1 As soon as reasonably practicable after a decision has been made to eliminate a supplier or tender at any stage of a procurement procedure the Council must notify those tenderers and candidates concerned of their elimination by notice in writing.
- 11.2 As soon as possible after a decision has been made to award any contract following a procurement process where Contract Value is above the relevant EU ~~T~~hreshold the Council shall, by notice in writing, inform all candidates and economic operators concerned of the Council's decision to award the contract.
- 11.3 Tender ~~a~~Acceptance letters and debrief letters shall be prepared by the Delegated Procurer and approved by the relevant Category Manager within Commercial and Procurement ~~S~~ervices. Debriefs shall be undertaken in accordance with relevant legislation.
- 11.4 An ~~a~~Award ~~r~~Report must be completed in accordance with the Procurement Manual.

12. Award of Contract

- 12.1 At the conclusion of the tender procedure and (if applicable) after the expiry of any Standstill Period the final contract shall be entered into between the Council and the successful tenderer. Officers awarding contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.
- 12.2 Contracts shall be entered into and executed as follows:
- 12.2.1 Contracts with a ~~C~~ontract ~~v~~alue equal to or exceeding the relevant EU Threshold, through the execution of a written contract executed in accordance with Scots law, unless otherwise agreed in accordance with Paragraph 9.2.1,

signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person.

12.2.2 Contract Values of less than the relevant EU Threshold, unless the Head of Commercial and Procurement ~~Services~~ has directed a particular option in the case of a procurement, the Delegated Procurer shall determine whether the contract should be executed either:

- i. through the execution of a written contract executed in accordance with Scots law (unless otherwise agreed in accordance with Paragraph 9.2.1) and signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person; or
- ii. by the issuing of an Award Letter by the Chief Officer of the ~~p~~Procuring ~~Service~~Cluster, and the return of such letter signed by a duly authorised person on behalf of the tenderer signifying their acceptance of the appointment on the terms and conditions stated therein.

13. Contract Management

13.1 It is the responsibility of the Delegated Procurer to ensure that details of all contracts ~~with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions)~~ are included within the Contracts Register and that copies of all concluded contracts are available to Commercial and Procurement ~~Services~~ as required.

13.2 The Delegated Procurer shall ensure that the performance of the contract is monitored and reviewed in a way which is proportionate to the value, duration, subject matter and complexity of the contract, and in accordance with the Manual and any other guidelines on contract management issued by the Council from time to time.

13.3 Officers managing contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.

14. Records and Reporting

14.1 The Head of Commercial and Procurement ~~Services~~ shall maintain and publish a Contracts Register for the monitoring of all contracts and framework agreements developed or in use across the Council, which shall include, as a minimum, all information as required by relevant legislation. This information is detailed within the Procurement Manual.

14.2 Each Procuring ~~Service~~Cluster shall ensure that the required information as detailed within the Procurement Manual is communicated to Commercial and Procurement ~~Services~~ in order to maintain the Contracts Register.

14.3 The Head of Commercial and Procurement ~~Services~~ shall produce and publish a Corporate Procurement ~~Plan~~Strategy, which shall be reviewed on an annual basis. The Corporate Procurement ~~Strategy~~Plan shall include, as a minimum, all information as required by relevant legislation.

14.4 The Head of Commercial and Procurement ~~Services~~ shall produce and publish an Annual Procurement Report as soon as practicable after the end of each financial year. The Annual Procurement Report shall include, as a minimum, all information as required by relevant legislation.

14.5 Delegated Procurers shall comply with all reporting procedures put in place by the Head of Commercial and Procurement ~~Services~~.

14.6 The Chief Operating Officer, the Directors of Resources, Commissioning and Customer Services, the Chief Officer – Governance, the Chief Officer – Strategic Place Planning, ~~and~~ the Chief Officer – City Growth and the Chief Officer of the IJB shall: -

14.6.1 submit to the Head of Commercial and Procurement, a workplan for their Function/Cluster prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement ~~Services~~) detailing all contracts to be procured in the coming year with a Contract Value of £50,000 or more (supplies/services) or £250,000 or more (works) or £4.5m or more (concession); and

14.6.2 ~~submit a workplan for their Function/Cluster to the Strategic Commissioning Committee or the City Growth and Resources Committee, as appropriate, prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement Services) detailing all contract to be procured in the coming year with a Contract Value of £50,000 or more (supplies/services) or £250,000 or more (works), and updating~~ update the ~~Committee~~ Head of Commercial and Procurement from time to time in the event of any new procurements being added to the workplan; and

14.6.3 submit business cases for their Function/Cluster as and when required to the ~~Strategic Commissioning Committee or the City Growth and Resources Committee~~ Head of Commercial and Procurement, as appropriate, (conforming to a template approved by the Head of Commercial and Procurement ~~Services~~) for each contract to be procured with a Contract Value of £50,000 or more (supplies/services), ~~or~~ £250,000 or more (works) or £4.5m or more (concessions). The ~~Director of the procuring Function/Cluster~~ Head of Commercial and Procurement shall ensure that required business cases are brought to the appropriate Committee prior to any tender process commencing.

14.7 The Head of Commercial and Procurement ~~Services~~ shall ensure that reports on matters specified in the Corporate Procurement ~~Plan~~ Strategy, and otherwise as required by the Procurement Regulations, are brought to the Strategic Commissioning Committee. or City Growth and Resources Committee, as appropriate.

15. Contracts for Care and Support Services

15.1 Except as otherwise stated in this section, these Procurement Regulations shall apply to Care and Support Services. For the purposes of this section of the Procurement Regulations, Contracts for Care and Support Services shall mean contracts for the provision of services under the Social Work (Scotland) Act 1968; the Children (Scotland) Act 1995; the Mental Health (Care and Treatment) (Scotland) Act 2003 or any other function of the Council covered by the definition of a care service in the Regulation of Care (Scotland) Act 2001, including housing support services and any other relevant legislation, and included in Schedule 3 of the Public Contracts (Scotland) Regulations 2015.

15.2 The degree and method of competition required approving expenditure will depend on the total estimated expenditure for the contract as follows: -

Estimated Contract Value / Threshold	Degree of Competition Required
--------------------------------------	--------------------------------

i. Up to £50,000	Written quotations must be obtained to demonstrate best value to the Council in accordance with the Procurement Manual.
ii. <u>£50,000 up to the EU Light Touch Regime ("LTR") Threshold (from 1st January 2018 set at £615,278 but subject to change every second 1st of January)</u>	Direct awards may be made subject to appropriate approval in accordance with Procurement Regulation 15.3, otherwise a competitive tendering process shall be undertaken in accordance with procurement legislation.
iii. LTR Threshold and above	Must be advertised in OJEU and the light touch provisions in The Public Contracts (Scotland) Regulations 2015 apply.
iv. <u>Contract Value over £4.5m (concessions only)</u>	<u>Prior Information Notice must be published in OJEU. A contract Notice is not required. Concession contract award notices must be published in OJEU, but may be grouped and published quarterly, containing the information set out in s49 of the Concession Contracts (Scotland) Regulations 2016.</u>

15.3 Justification of Direct Awards

Justification for making a direct award in relation to Threshold (ii), including call off contracts directly awarded from Framework Agreements, may include the following: -

- a. Where the relevant Chief Officer is satisfied that the requirement of the contract is unique or, after research, only one suitable source of supply can be identified;
- b. When, for reasons of extreme urgency or risk to life or health and wellbeing, the other procurement procedures cannot be complied with;
- c. Where, for example, in the case of certain residential or supported living services, there are only limited places available for a specific type of care and/or support and those places only become available occasionally and/or at short notice;
- d. Where the Council is instructed by a Children's Hearing or Educational Tribunal to place a child in a particular setting;
- e. Where the individual has a right to choose and direct their own accommodation and/or support;
- f. Where the Relevant Chief Officer is satisfied that the risk to service user(s) outweighs the benefits of advertising the requirement and awarding the contract or framework following competition; or
- g. In exceptional circumstances, a direct award may be made in relation to Threshold (iii), for example in relation to residential care homes, where the provider owns the property and delivers the service and we have no ability to re-tender to change the provider. In accordance with the Scottish Government's Best Practice Guidance: A public body should decide, on a case-by-case basis, whether or not to advertise the requirement and award a contract or framework agreement by

competition. A number of factors should be taken into account, including application of the procurement legislation, procurement policy and risk of legal challenge; application of local financial regulations and standing orders; and benefits and risks to people who use services and service delivery.

15.4 Authority to Incur Expenditure in relation to Direct Awards

15.4.1 Where the contract is for a service that does not facilitate individual placements:

15.4.1.1 In relation to Threshold (i) – Approval by the relevant Chief Officer and in relation to a Concession Contract below Threshold (iv) approval in accordance with procurement regulation 4.1.1.1;

Commented [AS2]: Admin Proposal – Consequential change to reflect proposal at 4.1.1.1

15.4.1.2 In relation to Threshold (ii) - £50,000 up to the LTR Threshold and Threshold (iii) and (iv): - The submission of a business case by the relevant Chief Officer to the IJB or, if applicable, the Strategic Commissioning Committee in advance of the contract being awarded: -

Commented [AS3]: Admin Proposal – Consequential change to reflect proposal at 4.1.1.1

Where the direct award of a contract is being made for a service that does not facilitate individual placements, the business case must be approved by the Chief Officer in advance of the contract being issued. Where the direct award of a contract is being made as a call off from a framework agreement, i.e. relating to care and support for an individual, authorisation to incur expenditure will be obtained in accordance with Care Management processes.

15.4.2 Where the contract is for an individual placement, for any value, including call-off contracts from framework agreements, authorisation will be obtained in accordance with social work / care management procedures, for example, resource allocation or placing panel. Prior to call-off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual.

15.5 Authority to Carry Out Procurements

The Social Care Commissioning, Procurement and Contracts team are Delegated Procurers for Health and Social Care Services, designated as such by the Head of Commercial and Procurement ~~Services~~.



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Working Group	Number of Council Representatives Previously Appointed	Relevant Committee	Current Membership	Proposed Composition (Status Quo)	Proposed Administration Membership
City Centre Masterplan Reference Group	5	Operational Delivery Committee	Councillors Boulton, Jackie Dunbar, Laing, Lumsden and Yuill	3 Admin, 2 Opposition	Councillors Boulton, Laing and Lumsden
Conservation Area Regeneration Scheme Project Board	2	Operational Delivery Committee	Councillors Boulton and Hutchison	1 Admin, 1 Opposition	Councillor Boulton
Disability Equity Partnership	5	Operational Delivery Committee	Councillors Bell, Delaney, Lesley Dunbar and Hutchison and 1 Vacancy	3 Admin, 2 Opposition	Councillors Bell, Lesley Dunbar and 1 admin vacancy
Electoral Boundaries Working Group	7	City Growth and Resources Committee	okay	4 Admin, 3 Opposition	Councillors Laing, Macdonald, Reynolds and Sellar
Freedom of the City Working Group	6	City Growth and Resources Committee	None	Lord Provost, 3 Administration, 2 Opposition	Lord Provost & 3 admin vacancies
Governance Reference Group	7	City Growth and Resources Committee	Councillors Jackie Dunbar, Houghton, Laing, Lumsden, Alex Nicoll, Reynolds and Yuill	4 Admin, 3 Opposition	Councillors Houghton, Laing, Lumsden and Reynolds
School Estate Strategy Working Group	3	Education Operational Delivery Committee	Councillors Malik, Alex Nicoll and Wheeler	2 Admin, 1 Opposition	Councillors Malik and Wheeler
Special Licensing Objections Committee	5 (It is suggested that the members should not be members of the Licensing Board as this would create a conflict of interest)	Council	None	3 Admin, 2 Opposition	3 admin vacancies names to be confirmed
Taxi and Private Hire Car Consultation Group	5	Licensing Committee	Councillors Delaney, Graham, McRae and Reynolds and 1 Vacancy	3 Admin, 2 Opposition	Councillors Graham and Reynolds & 1 admin vacancy

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Joint Committee / Partnership	Membership requirement	Current Members	Current Substitutes	Proposed Composition (Status Quo)	Proposed Administration Members	Proposed Administration Substitutes
City Region Deal Joint Committee	3 members and 3 substitute members	Councillors Boulton, Laing and Lumsden	Councillors Flynn, Graham and Yuill	3 Admin	Councillors Boulton, Laing and Lumsden	
Clinical and Care Governance Committee	2 members	Councillors Lesley Dunbar and Duncan	N/A	2 Admin	Councillors Lesley Dunbar and Duncan	
Community Planning Aberdeen Board	Council Leader (Chairperson) and 3 members	Councillor Laing, Flynn, Greig and Wheeler	N/A	2 Admin, 2 Opposition	Councillors Laing and Wheeler	
Guildry and Mortification Funds Committee	3 members, one of whom is Convener as Master of Mortifications	Councillors Reynolds and Mason and the Lord Provost	N/A	3 Admin	Councillors Mason and Reynolds Lord Provost	
Integration Joint Board	4 members and 4 substitute members	Councillors Al-Samarai, Bell, Duncan and Lesley Dunbar	Councillors Cooke, Greig, Laing and Mackenzie	3 Admin, 1 Opposition	Councillors Bell, Duncan and Lesley Dunbar	Councillors Laing and Mackenzie
Northern Roads Collaboration Joint Committee	2 members and 2 substitutes	Councillors Hutchison and Macdonald	Councillors Grant and Alex Nicoll	1 Admin, 1 Opposition	Councillor Macdonald	Councillor Grant
NESTRANS	4 members and 4 substitutes	Councillors Bell, Macdonald, Mackenzie and Alex Nicoll	Councillors Grant, Houghton, Hutchison and Yuill	3 Admin, 1 Opposition	Councillors Bell, Macdonald and Mackenzie	Councillors Grant and Houghton
Risk, Audit and Performance Committee (IJB)	2 members	Councillors Al-Samarai and Bell	N/A	1 Admin, 1 Opposition	Councillor Bell	
Strategic Development Planning Authority	6 members (and 6 substitutes)	Councillors Bell, Boulton, Cooke, Graham, Grant and Yuill	Councillors Copland, Cormie, Macdonald, Mason, Reynolds and 1 vacancy	4 Admin, 2 Opposition	Councillors Bell, Boulton, Graham and Grant	Councillors Macdonald, Mason, Reynolds and 1 vacancy

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Outside Body	No. of Members	Current Members (including vacancies)	Current Substitutes	Proposed Composition (Status Quo)	Proposed Administration Membership	Notes
Aberdeen Airport Consultative Committee	4	Councillors Al-Samarai, MacGregor, Mackenzie and the Lord Provost		2 Admin, 2	Councillor Mackenzie Lord Provost	
Aberdeen Area Support Team (Children's Panel)	1	Councillor Lesley Dunbar		1 Admin	Councillor Lesley Dunbar	
Aberdeen Bulawayo Trust	7	Councillors Allan, Alphonse, Bell, Lesley Dunbar, Greig and MacGregor and 1 Vacancy (Administration)		4 Admin, 3 Opposition	Councillors Allan, Bell, Lesley Dunbar & Mackenzie	
Aberdeen City Heritage Trust	4	Councillor MacGregor, Councillor Jennifer Stewart, the Depute Provost, the Lord Provost and 1 Vacancy (Cons)		3 Admin, 1 Opposition	Councillor Mackenzie Depute Provost Lord Provost	
Aberdeen Endowments Trust	3	Councillor MacGregor and 2 Vacancies (Administration)		2 Admin, 1 Opposition	Councillor Duncan & Councillor Cross	
Aberdeen Foyer	2	Councillors Cameron and Duncan		1 Admin, 1 Opposition	Councillor Duncan	
Aberdeen Gomel Trust	6	Councillors Allan, Cooke, Lesley Dunbar and Greig and 2 Vacancies (Cons / SNP)		3 Admin, 3 Opposition	Councillors Allan, Bell and Lesley Dunbar	
Aberdeen Heat and Power	2	Councillors Macdonald and McLellan		1 Admin, 1 Opposition	Councillor Macdonald	
Aberdeen Inspired	1	Councillor Laing		1 Admin	Councillor Laing	
Aberdeen Lads Club	3	Councillors Grant, McLellan and Noble		1 Admin, 2 Opposition	Councillor Grant	
Aberdeen Outdoor Access Forum	1 1 reserve	Councillor Boulton	Councillor Yuill	1 Admin	Councillor Boulton	
Aberdeen Performing Arts	4	Councillors Boulton, Duncan, Mackenzie and 1 Vacancy (SNP)		3 Admin, 1 Opposition	Councillors Boulton, Duncan and Mackenzie	
Aberdeen Renewable Energy Group	1	Councillor Bell		1 Admin	Councillor Bell	

Aberdeen Science Centre	2	Councillors Bell and Hutchison		1 Admin, 1 Opposition	Councillor Bell	
Aberdeen Sports Village	2	Councillors Cameron and Wheeler		1 Admin, 1 Opposition	Councillor Wheeler	
Alcohol and Drugs Partnership	2	Councillors Al-Samarai and Boulton		1 Admin, 1 Opposition	Councillor Boulton	
Association for Public Service Excellence (APSE)	1	Vacancy (Administration)		1 Admin	Councillor Mackenzie	
Care and Repair Initiative Scotland - Aberdeen Agency	3	Councillors Bell and Lesley Dunbar and 1 Vacancy (Opposition)		2 Admin, 1 Opposition	Councillors Bell and Lesley Dunbar	
Champions Board	2	Councillors Al-Samarai and Lesley Dunbar		1 Admin, 1 Opposition	Councillor Lesley Dunbar	
Citizens Advice Bureau Management Committee	3	Councillors Duncan and McRae and 1 Vacancy (Administration)		2 Admin, 1 Opposition	Councillors Duncan & Imrie	
Community Food Initiatives North East (CFINE) Board	1	Councillor Lesley Dunbar		1 Admin	Councillor Lesley Dunbar	
COSLA Board - Children & Young People	1	Councillor Wheeler		1 Admin	Councillor Wheeler	
COSLA Board - Health and Social Care	1	Councillor Duncan		1 Admin	Councillor Duncan	
COSLA Board - Environment and Economy	1	Vacancy		1 Admin	Councillor Grant	
COSLA Board - Community Wellbeing	1	Councillor Lesley Dunbar		1 Admin	Councillor Lesley Dunbar	
COSLA Convention	5	Councillors Flynn, Lumsden, Malik, Reynolds and Yuill		3 Admin, 2 Opposition	Councillors Lumsden, Malik and Yuill	
Disabled Persons Housing Service	1	Councillor Macdonald		1 Admin	Councillor Macdonald	

East Grampian Coastal Partnership Management Group	2	Councillors Henrickson and Sellar		1 Admin, 1 Opposition	Councillor Sellar	
East of Scotland European Consortium	1	Councillor Reynolds			Agree to withdraw from the East of Scotland European Consortium	Following a review of existing memberships in respect of city growth, it is recommended that the Council withdraw its membership from the East of Scotland European Consortium. As a consequence of the EU Exit the UK will not have access to European Structural and Investment funds. This was an area where ESEC had been able to offer support historically, but that will not be the case going forward. The replacement funds, a UK Shared Prosperity Fund, are being influenced by ACC directly through COSLA and through free networks such as SLAED.
Enterprise North East Trust Ltd (Elevator)	1	Councillor Reynolds		1 Admin	Councillor Reynolds	
Fairer Aberdeen Fund Board	4	Councillors Allan, Jackie Dunbar, Graham and Laing		3 Admin, 1 Opposition	Councillors Allan, Graham and Laing	
Gordon Highlanders Museum Board	5	Councillors Cooke, Jackie Dunbar, Imrie, Councillor Jennifer Stewart, the Depute Provost, the Lord Provost		3 Admin, 2 Opposition	Councillor Imrie Depute Provost Lord Provost	The Board has been renamed Gordon Highlanders Museum Advisory Group and require at least one elected member from ACC, however they would be delighted to retain all five.

Governors of Oakbank School	9	Councillors Allan, Boulton, Laing, Lumsden and Nicoll and 4 Vacancies (1 Admin / 3 Opposition)		5 Admin, 4 Opposition	Councillors Allan, Boulton, Laing, Lumsden and 1 vacancy (admin)	
Grampian Houston Association	5	Councillors Delaney and Reynolds and 3 Vacancies (Lord Provost, 1 Admin, 1 Opposition)		3 Admin, 2 Opposition	Councillors Reynolds & Sellar Lord Provost	
Grampian Regional Equality Council (GREC)	2	Councillors Hutchison and Malik		1 Admin, 1 Opposition	Councillor Malik	
Grampian Valuation Joint Board	6 6 reserves	Councillors Cormie, Copland, Graham, MacGregor, Mackenzie, and Reynolds	Councillors Delaney, Houghton, Hutchison and Macdonald and 2 vacancies (SNP/Ind)	3 Admin, 3 Opposition	Councillors Graham, Mackenzie and Reynolds Councillors Houghton and Macdonald (Reserves)	
Highland Reserves Forces and Cadets Association	1	Councillor Alphonse		1 Opposition		
KIMO	1	Vacancy		1 Admin	vacancy	
MacDonald Art Committee	4	Councillors Boulton, Greig, Imrie and 1 Vacancy (Opposition)		2 Admin, 2 Opposition	Councillors Boulton and Imrie	
Marguerite McBey Trust	2	Councillor Boulton and 1 Vacancy (Opposition)		1 Admin, 1 Opposition	Councillor Boulton	
Middlefield Community Project Management Committee	3	Councillors Jackie Dunbar, Graham and McRae		1 Admin, 2 Opposition	Councillor Graham	
Mitchell's Hospital Trust	2	Councillor Grant and 1 Vacancy (Opposition)		1 Admin, 1 Opposition	Councillor Grant	
NHS Grampian Board	1	Councillor Lumsden		1 Admin	Councillor Lumsden	
North East Agricultural Advisory Committee	5	Councillors MacGregor, Mackenzie, Yuill and the Lord Provost and 1 Vacancy (Admin)		3 Admin, 2 Opposition	Councillor Mackenzie Lord Provost & 1 vacancy	

North East of Scotland Climate Change Partnership	1	Councillor Bell		1 Admin	Councillor Bell	
North East of Scotland Port Welfare Committee	1	Councillor McRae		1 Opposition		
North East Scotland Fisheries Development Partnership	5	Councillors Cameron, Greig, Houghton and Laing and 1 Vacancy (Admin)		3 Admin, 2 Opposition	Councillors Houghton, Laing ,Mason	
North East Sensory Services (NESS)	1	Councillor Lumsden		1 Admin	Councillor Lumsden	
North Sea Commission	1	Councillor Reynolds		1 Admin	Councillor Reynolds	
Opportunity North East (ONE)	1 1 reserve	Councillor Lumsden	Councillor Laing	1 Admin	Councillor Lumsden	
Peacock Visual Arts Ltd	1	Councillor Malik		1 Admin	Councillor Malik	
Printfield Community Project	2	Councillors Copland and Lesley Dunbar		1 Admin, 1 Opposition	Councillor Lesley Dunbar	
Proctor's Orphanage Trust	5	Councillors Al-Samarai, Delaney, Houghton and the Lord Provost and 1 Vacancy (Admin)		3 Admin, 2 Opposition	Councillor Houghton Lord Provost & Wheeler	
Robbs Trust	2	Councillor Cross and the Depute Provost		2 Admin	Councillor Cross Depute Provost	
Robert Gordons College Board of Governors	4	Councillors Cormie, Houghton, Yuill and the Depute Provost		2 Admin, 2 Opposition	Councillor Houghton Depute Provost	
Robert Nicol Trust	1	Councillor Macdonald		1 Admin	Councillor Macdonald	
Rubislaw Field Committee	3	Councillors Greig and Imrie and the Depute Provost		2 Admin, 1 Opposition	Councillor Imrie Depute Provost	
Scotland Excel Joint Committee - Centre for Procurement Expertise for Local Government	2 2 reserves	Councillor Reynolds and 1 Vacancy	Councillors Laing and Lumsden	1 Admin, 1 Opposition	Councillor Reynolds	

Scottish Councils Committee on Radioactive Substances	1	Vacancy (Admin)		1 Admin	Councillor Houghton	
Shaping Aberdeen Housing Limited Liability Partnership Management Board	3	Councillors Boulton, Macdonald and one vacancy (opposition).		2 Admin, 1 Opposition	Councillors Boulton and Macdonald	Following a decision of CG&R Committee on 24 April 2018, the Chief Officer – Governance is liaising with Shaping Aberdeen Housing LLP in relation to taking the necessary legal steps to wind it up the LLP. The LLP agreement requires the council to have 3 Management Board representatives and therefore until the LLP is formally wound up this requirement remains.
Shopmobility Management Committee	1	Councillor Macdonald		1 Admin	Councillor Macdonald	
Sport Aberdeen	3	Councillors Cooke, Graham and Imrie		2 Admin, 1 Opposition	Councillors Graham and Imrie	
St Machar Parents Support Project	1	Councillor Lesley Dunbar		1 Admin	Councillor Lesley Dunbar	
Transition Extreme Limited Board	1	Councillor Reynolds		1 Admin	Councillor Reynolds	
Veterans Champion	1	Lord Provost		1 Admin	Lord Provost	
Violence Against Women Forum	2	Councillors Al-Samarai and Lesley Dunbar		1 Admin, 1 Opposition	Councillor Lesley Dunbar	

Visit Aberdeenshire	1	Councillor Laing		1 Admin	Councillor Laing	
William Harvey Trust	2	Lord Provost and 1 Vacancy (Opposition)		1 Admin, 1 Opposition	Lord Provost	
World Energy Cities Partnership	1	Lord Provost		1 Admin	Lord Provost	

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