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ADDITIONAL CIRCULATION



To: Councillor McLellan, Convener; Councillor Yuill, Vice Convener; and Councillors Allard, Cooke, Fairfull, Farquhar, Greig, Houghton, Hutchison, Malik, Radley, Thomson and Watson.

Town House,
ABERDEEN, 15 November 2023

FINANCE AND RESOURCES COMMITTEE

The undernoted item is circulated in connection with the meeting of the **FINANCE AND RESOURCES COMMITTEE** to be held here in the Town House on **WEDNESDAY, 22 NOVEMBER 2023 at 10.00am.**

JENNI LAWSON
INTERIM CHIEF OFFICER – GOVERNANCE (LEGAL)

BUSINESS

SERVICE DELIVERY

10.1 Annual Committee Effectiveness Report - COM/23/320 (Pages 3 - 20)

Members, please note that this appendix replaces the report which was circulated in the original agenda

Should you require any further information about this agenda, please contact Mark Masson, mmasson@aberdeencity.gov.uk or 01224 067556

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	22 November 2023
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Committee Annual Effectiveness Report
REPORT NUMBER	COM/23/320
DIRECTOR	Gale Beattie
CHIEF OFFICER	Vikki Cuthbert
REPORT AUTHOR	Mark Masson
TERMS OF REFERENCE	GD 8.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual report of the Finance and Resources Committee to enable Members to provide comment on the data contained within.

2. RECOMMENDATIONS

That the Committee:-

- 2.1 provide comments and observations on the data contained within the annual report; and
- 2.2 note the annual report of the Finance and Resources Committee.

3. CURRENT SITUATION

Annual Reports on Committee Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing that organisation's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.
- 3.2 The annual effectiveness reports were mentioned by CIPFA in their report which awarded the Mark of Excellence in Governance accreditation to Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council, Members had made suggestions for improvements to the reports in future years.
- 3.3 Data from the annual effectiveness reports is used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference are

correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they can be reviewed and revised if necessary. The information from the effectiveness reports has also been used in the past to feed into the Annual Governance Statement.

- 3.4 The reports provide a mechanism for each committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.5 Similarly, recording the sections or stretch outcomes of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP stretch outcomes.
- 3.6 The annual effectiveness reports were delayed to allow the newly established Committees to have a full year of data to report.
- 3.7 Any comments from Members on areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.8 The annual report for 2022/2023 is therefore appended for the Committee's consideration. Following consideration by the Committee, the report will be submitted to Full Council in December for noting.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no environmental implications arising from the recommendations of this report.

7. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation	*Does Target Risk Level Match Appetite Set?
Strategic Risk	N/A			Yes

Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction that all committees and Full Council receive such a report each year.	L	Council is given the opportunity to consider the reports and provide feedback on any amendments Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review.	Yes
Operational	N/A			Yes
Financial	N/A			Yes
Reputational	N/A			Yes
Environment / Climate	N/A			Yes

8. OUTCOMES

- 8.1 There are no links to the Council Delivery Plan, however the committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each committee is fulfilling its Terms of Reference.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	It is confirmed by Interim Chief Officer – Governance (Assurance), Vikki Cuthbert, that no impact assessment is required.
Data Protection Impact Assessment	Not required

10. BACKGROUND PAPERS

None.

11. APPENDICES

- 11.1 Finance and Resources Committee Annual Effectiveness Report 14 October 2022 to 14 October 2023.

12. REPORT AUTHOR CONTACT DETAILS

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Finance and Resources Committee Annual Effectiveness Report 2022/2023



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1. Introduction from Convener

- 1.1 The Committee has overseen the approval and progression of a number of the Council's commitments set out in the Council's policy document 'Working in Partnership for Aberdeen'.
- 1.2 This has been done within an incredibly challenging economic environment with finite resources stretched because of high inflation, supply chain volatility, high energy costs and issues caused by Brexit. However, the Committee has maintained an effective scrutiny and monitoring of the financial performance of the Council and in doing so has ensured sound financial management, which has led to an unmodified external audit opinion on our 2022/23 Annual Accounts.
- 1.3 The Committee has also received and reviewed business cases, and continued to make decisions to invest in our city where possible to ensure it is an attractive place to live, work, study or visit. We have approved capital business cases which has ensured projects move forward, including business cases as part of the School Estates Programme, the City Centre Masterplan, the delivery of council housing, as well as monitoring the delivery of the wider capital programme. During the year we also approved the events programme for the City and the roads and property maintenance plans.
- 1.4 The Committee has approved funding awards through a range of schemes, such as the Place Based Investment Programme funded by the Scottish Government, or the UK Shared Prosperity Funding, as well as creating a new fund, the Empty Shop Grant Scheme for Union Street, which remains open to businesses. This has provided money to progress projects in our city.
- 1.5 I would like to thank Officers and members of the Finance and Resources Committee, in particular the Vice-Convener Cllr Ian Yuill, for their contributions over the last year. I would also like to acknowledge that 88% of business was heard in public session allowing for the public to view the business as much as possible.



Councillor Alex McLellan
Convener – Finance and Resources Committee

2. The Role of the Committee

Purpose of the Committee:-

- 2.1 to approve and monitor financial strategies, budgets and financial performance in light of available funding, including the development and delivery of the Council's capital programme as well as monitoring the development of the Local Development Plan.
- 2.2 The Committee will also consider:
 - strategies to support the city's economic growth;
 - additions to the Capital Programme; and
 - recommendations regarding the Council's property and estates portfolio.
- 2.3 The Committee monitors the delivery of all services provided by the Resources Function (with the exception of those within the remit of the Communities, Housing and Public Protection Committee and the Education and Children's Services and the Commissioning Functions). It scrutinises performance and approves options to improve services within those Functions, set budgets to ensure best value and delivery of the Council's agreed outcomes.

Remit of the Committee:-

1. Budgets

The Committee will:

- 1.1 approve recommendations regarding the Council's resources including finance, staffing structures and property; and monitor all Council budgets including all Useable Reserves, and in particular:
 - 1.1.1 scrutinise function budget monitoring reports and make decisions to ensure that Council spending is delivered on budget;
 - 1.1.2 hold budget holders to account for the proper control of the budget for which they are responsible;
 - 1.1.3 approve changes to the budget including vire between function budgets where this is in excess of the amount delegated to officers in the Financial Regulations and Powers Delegated to Officers;
 - 1.1.4 consider and approve Outline and Full Business Cases for projects added to the Capital Programme outwith the budget process;
 - 1.1.5 approve all non-capital programme procurement activity, and capital programme procurement activity, including Procurement Business Cases submitted in accordance with the Procurement Regulations;
 - 1.1.6 approve annual procurement workplans in respect of the Capital Programme;
 - 1.1.7 approve Procurement Business Cases in respect of projects added to the Capital Programme outwith the budget process, submitted in accordance with Procurement Regulations;
 - 1.1.8 approve the allocation of additional funding to, or removal of funding from, existing projects, both capital and revenue;

- 1.1.9 approve the addition of new projects to the Capital Programme outwith the budget process;
- 1.1.10 approve use of the Council's Useable Reserves;
- 1.1.11 monitor the Code of Guidance on Funding External Bodies and Following the Public Pound and take such action as is required to ensure that the Council meets its duties;
- 1.1.12 receive formal credit rating reassessment;
- 1.1.13 approve financial guarantees, including requests received from relevant Admitted Bodies of the Pension Fund;
- 1.1.14 consider numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit overpayments and Rent made unrecoverable, as required in terms of the Financial Regulations, and approve Non-Domestic Rates write-offs;
- 1.1.15 scrutinise the progress and delivery of capital projects against the approved business cases;
- 1.1.16 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPEs) and Post Occupancy Evaluations (POEs); and
- 1.1.17 request a report to allow for the detailed consideration of any project which is of particular concern or interest.

2. Service Delivery

- 2.1 The Committee will, for the Resources Function and the Commissioning Function:-
 - 2.1.1 oversee and make decisions relating to service delivery;
 - 2.1.2 approve options to improve/transform service delivery;
 - 2.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;
 - 2.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance that efficient controls are in place;
 - 2.1.5 approve all policies and strategies relative to its remit; and
 - 2.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
- 2.2 In undertaking the aspects at 2.1, the Committee will ensure that it is acting within the budget set by Council and overseen by this Committee and in accordance with best value and supporting delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

3. City Growth and Strategic Place Planning

The Committee will:

- 3.1 approve reports to support the annual re-assessment of the Council's credit rating;

- 3.2 approve the Council’s actions for city growth and place planning except in relation to major infrastructural planning ;
- 3.3 oversee and approve the preparation of the Local Development Plan, subject to final approval thereon being given by Council; and
- 3.4 approve key actions required by the Council to facilitate the delivery of strategies (including partnership strategies) and the Inward Investment Plan to support city growth and place planning.

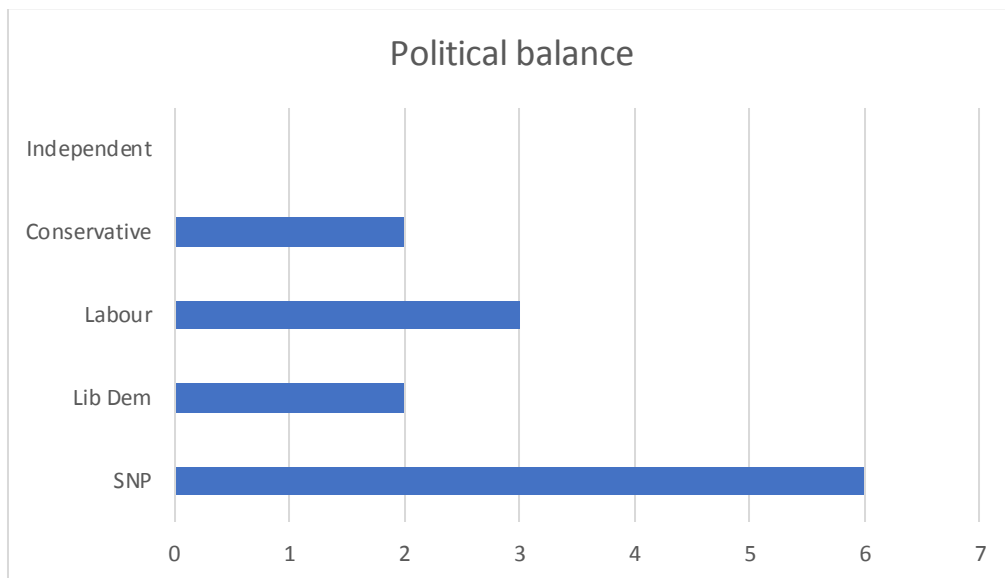
4. Property and Estates

The Committee will:

- 4.1 approve recommendations regarding the Council’s assets, property and estates;
- 4.2 hear and determine requests for review under s86(10) of the Community Empowerment (Scotland) Act 2015 of decisions taken in respect of community asset transfer requests;
- 4.3 approve the procedure for the Community Asset Transfer Review Sub Committee; and
- 4.4 approve the acquisition and disposal of land and property.

3. Membership of the Committee during 2022/2023

- 3.1 The Finance and Resources Committee has 13 members.
- 3.2 The Committee composition is presented below:-



4. Membership Changes

- 4.1 There were a number of changes to the membership throughout the reporting period. Councillor Crockett replaced Councillor Grant in May 2023; Councillor Allard replaced Councillor Nicoll in June 2023; Councillor Malik replaced Councillor Crockett also in June 2023; and Councillor Thomson replaced Councillor Macdonald in August 2023.

5. Member Attendance

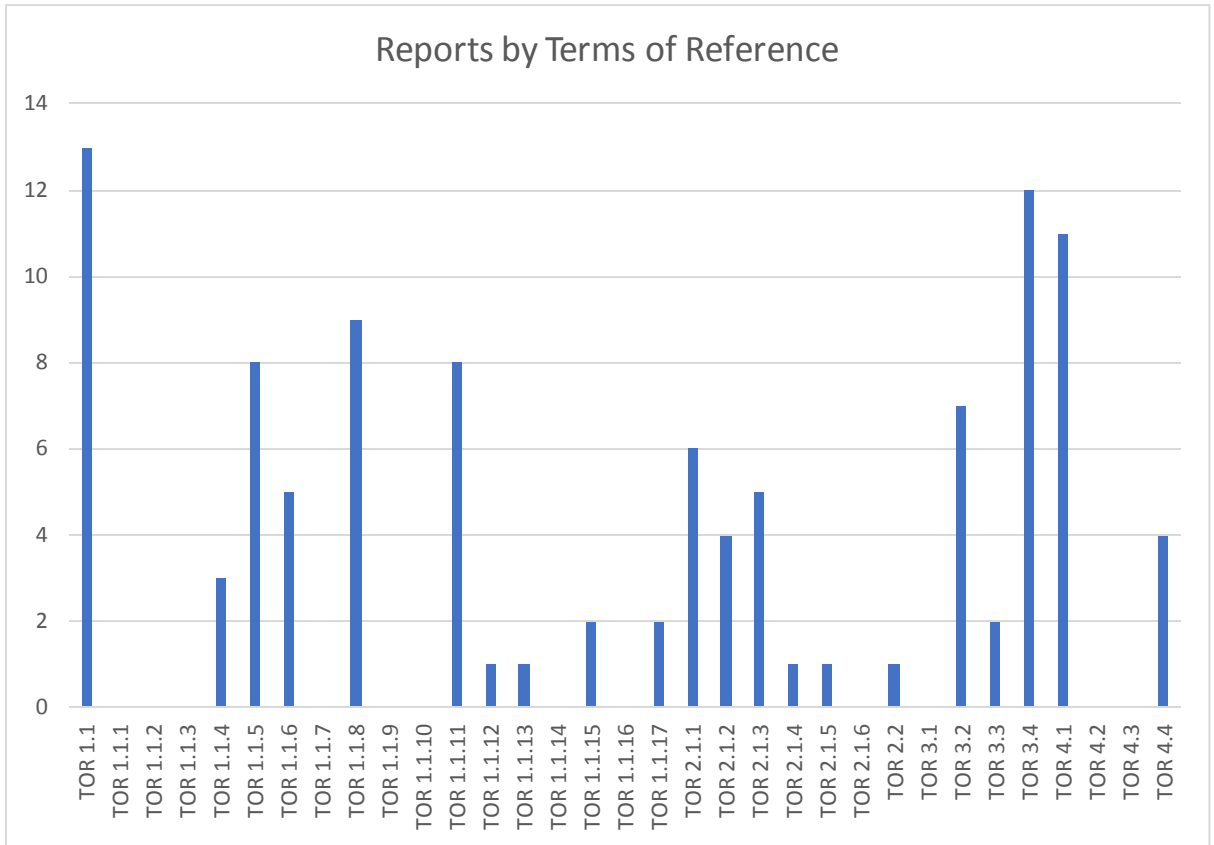
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor McLellan (Conv)	9	9	
Councillor Yuill (VC)	9	8	Cllr Bouse
Councillor Allard	4	4	
Councillor Cooke	9	8	Cllr Van Sweeden
Councillor Crockett	1	1	
Councillor Fairfull	9	9	
Councillor Farquhar	9	9	
Councillor Grant	4	3	Cllr Bonsell
Councillor Greig	9	9	
Councillor Houghton	9	4	Cllrs Massey (4) & Brooks (1)
Councillor Hutchison	9	5	Cllrs Van Sweeden (2) & Al-Samarai (1)
Councillor Macdonald	8	8	
Councillor Malik	4	3	Cllr Tissera
Councillor Nicoll	5	5	
Councillor Radley	9	9	
Councillor Thomson	1	1	
Councillor Watson	9	7	Cllrs Blake & Bonsell/Crockett

6. Meeting Content

- 6.1 During the 2022/2023 reporting period (14 October 2022 to 14 October 2023), the Committee had 8 meetings including 2 Special Meetings and considered a total of 69 reports.

6.2 Terms of Reference

- 6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



- 6.2.2 During the course of 2022/2023 the Committee received reports under most of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period.
- 6.2.3 As the committee structure was reviewed in late 2022, very few changes to the Terms of Reference were made following the June 2023 Scheme of Governance review. Any changes made were generally to provide clarity where required and ensure consistency between committees. The new Terms of Reference will continue to be monitored throughout the year, in preparation for the 2024 Scheme of Governance review.
- 6.2.4 The majority of reports fell under Terms of Reference 1.1 (approve recommendations regarding the Council’s resources including finance, staffing structures and property; and monitor all Council budgets including all Useable Reserves; 3.4 (approve key actions required by the Council to facilitate the delivery of strategies (including partnership strategies) and the Inward Investment Plan to support city growth and place planning; and 4.1 (approve recommendations regarding the Council’s assets, property and estates).

7. Reports and Decisions

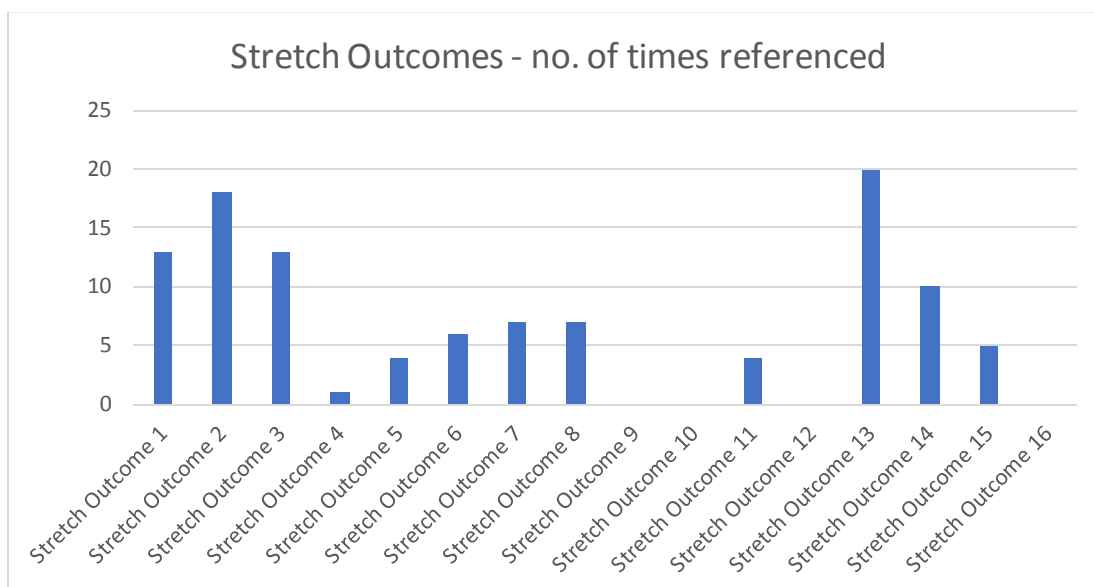
7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Percentage of Total Number of Reports
Confidential Reports	1	1.4%
Exempt Reports	7	10.1%
Number of reports where the Committee amended officer recommendations	0	n/a
Number of reports approved unanimously	53	76.8%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	7	10.1%
Number of reports delayed for further information	1	1.4%
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	n/a
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	n/a
Number of referrals to Council under SO 34.1	2	2.9%

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	6
Number of times Standing Orders suspended	1
Specific Standing Orders suspended	SO 40.2 (Length of Meetings)
Number of deputations requested	4
Number of deputations heard	2
Number of petitions considered	1

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 The following table details of the 69 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



9. Training and Development

- 9.1 Training opportunities for Members during the reporting period were limited as a comprehensive training and development programme was put in place for the councillors following the May 2022 elections. This training took place through the first two to three months of the new Council term.
- 9.2 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 Eleven declarations of interest and thirty seven transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is collected to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 Statutory consultation was undertaken in terms of the Wallace Tower report, specifically as it related to the purchase of Common Good property by way of a

Community Asset Transfer. There was also reference to statutory consultation undertaken in terms of two reports which were presented to the Committee, namely Newhills Additional Primary School Provision and Tillydrone Primary School.

- 11.2 In terms of the preparation of the Events 365 Plan 2023-2026, external consultation was undertaken with EventScotland, Visit Scotland, ASM Global (P&J Live operators), and Visit Aberdeenshire (including Aberdeen Convention and Events Bureau).
- 11.3 There was extensive consultation and engagement undertaken during development and preparation of the City Centre and Beach Masterplans.
- 11.4 In relation to the fourth Aberdeen Local Development Plan the Committee on 5 July 2023, agreed to approve the content of the Development Plan Scheme and Draft Participation Statement (Appendix 1) and instruct the Chief Officer – Strategic Place Planning to, subject to any minor drafting changes, publish the Development Plan Scheme and Draft Participation Statement for an eight-week period of public consultation, seeking comment only upon the Draft Participation Statement; and Instruct the Chief Officer – Strategic Place Planning to report the results of the public consultation and any proposed revisions to the Draft Participation Statement to this Committee on 22 November 2023.
- 11.5 Although not directly related to a report on the Finance and Resources Committee agenda, as it was reported to Full Council (August 2023), budget engagement is relevant to this Committee. The phase 1 budget public consultation feedback that was included in the Medium Term Financial Strategy report was carried out during July 2023. The phase 2 budget consultation exercise went live online on 11 October 2023 and will remain open until 12 November 2023.
- 11.6 Engagement with individual stakeholder organisations happens on a regular basis through the Council’s representation on a number of external boards.

12. Executive Lead to the Committee - Commentary

- 12.1 It was a busy year for the Committee with the statistics indicating, on average, nine reports considered at each meeting, although this is a little understated as two of the Committee meetings were Special meetings for the Quarterly Financial Performance reports, which means that each regular meeting of the Committee considered on average eleven reports. Often a considerable commitment in time for both Members and officers, following changes to the Scheme of Governance one of the meetings was adjourned and reconvened the next day, to facilitate the completion of Committee business.
- 12.2 Committee business has been varied, covering subjects as diverse as planning for the City’s events programme, to the approval of the Joint Procurement Strategy, which is shared with Aberdeenshire Council and The Highland Council. Regular monitoring of key Council measures, including financial performance, capital programme progress and approval of programmes of work for fleet and property investment was all

undertaken during the year. During the period the Committee approved the purchase and disposal of land and properties.

- 12.3 The Committee approved funding awards under the Place Based Investment programme, UK Shared Prosperity Funding, and approved the Empty Shop Grant Scheme for Union Street. Further approval of Capital business cases ensured that projects moved forward through the business case process, with the Committee overseeing progress being made in the City Centre Masterplan, the Beach Masterplan and the Council Housing programme.
- 12.4 The committee engaged with the public, with direct access to speak to the Committee being taken up by deputations on the City Centre Masterplan and also by petitioners in respect of possibility of exercise equipment being deployed in the Duthie Park.
- 12.5 A substantial amount of business was undertaken in public (88% of reports), which assists in maintaining transparency in the democratic process. Given the nature of the Committee and specifically the financial nature of some of the subjects there was a proportion of business conducted in private. Exempt and confidential reports are only used where they meet the legal definitions set out in the Local Government (Access to Information) Act 1973 (Schedule 7A). Where appropriate reports have been split so that exempt information is considered separately from information that can be included in a public report.
- 12.6 Compliance with London Stock Exchange (LSE) reporting requirements have been maintained throughout the year, notice being given to the LSE ahead of Quarterly financial reports being published for the Committee.
- 12.7 As a committee of thirteen Members it is noted that a small number of changes in membership were made during the period. Seventeen different Members sat on the Committee in the year, most attended all the meetings they were invited to attend, and fourteen out of seventeen Members missing no more than a single meeting. In each case of absence a substitute Member was provided. This provides evidence of strong continuity in the membership of the Committee with Members rarely being absent enabling knowledge to build up over time to assist in the effective operation of the Committee.
- 12.8 In general, Committee business has resulted in decisions being agreed unanimously, with 77% of the reports in the period being agreed together.
- 12.9 Giving due consideration and making fully informed decisions are founded upon having access to reports in line with the approved Scheme of Governance. In pursuit of this late reports are not helpful and it is welcome to see that no reports were issued without sufficient time to provide 3 clear days notice prior to the meeting.

13. The Year Ahead

- 13.1 On 1 March 2023 the Council approved budgets for financial year 2023/24, and on 6 March 2024 will approve budgets for financial year 2024/25. In order to effectively and efficiently monitor the progress of the budget and the forecast for the year a continued emphasis will be placed on presenting comprehensive quarterly reports approx. one month after the quarter end.
- 13.2 Regular reporting on the progress of the Capital Programme is another feature of the Committee going forward, and decisions will have to be taken by the Committee as Capital project business cases are presented at the various stages of the green-book business case model.
- 13.3 The Business Planner shows a focus on Strategic Place Planning, City Growth, Capital and Resources. The Committee expects to receive reports on the City Centre and Beach Masterplanning work; the condition and suitability of Council buildings/properties; Invest Aberdeen; the UK Shared Prosperity Fund; and the Medium-Term Financial Strategy. Regular reports on performance, quarterly financial monitoring reports and an update on the Credit Rating annual review will also be prepared for the Committee.
- 13.4 Council on 14 June 2023 approved the latest Scheme of Governance, including Committee Terms of Reference and a further review will be reported to Council in 2024. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	No one will suffer due to poverty by 2026
2.	400 unemployed people supported into fair work
3.	500 people skilled/ reskilled
People (Children & Young People)	
4.	95% of children will reach their expected developmental milestones
5.	90% of children and young people will report that their experiences of mental health and wellbeing have been listened to
6.	95% of care experienced children and young people will have the same levels of attainment in education, health and emotional wellbeing, and positive destinations as their peers
7.	95% of children living in our priority neighbourhoods will sustain a positive destination upon leaving school
8.	Child friendly city where all decisions which impact on children and young people are informed by them
9.	30% fewer young people (under 18) charged with an offence
People (Adults)	
10.	25% fewer people receiving a first ever Court conviction and 2% fewer people reconvicted within one year
11.	Healthy life expectancy (time lived in good health) is 5 years longer
12.	Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel
15.	Addressing the nature crisis by protecting/ managing 26% of Aberdeen's area for nature by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026