

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

FINANCE, POLICY AND RESOURCES COMMITTEE - THURSDAY, 26 SEPTEMBER 2013

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	PBB Option Affected	Services Required to take action	Officer to Action
1.1	<u>Members are requested to determine that any exempt business be considered with the press and public excluded</u>	<u>The Committee resolved:-</u> to consider items 10.1 to 13.2 with the press and public excluded.			
2.1	<u>1. Request by Dr W Melvin Morrison, Aberdeen Medico-Chirurgical Society Heritage Group, in relation to item 4.1 (Motion by Councillor Greig - Policing Museum)</u>	<u>The Committee resolved:-</u> to hear the deputation by Dr W Melvin Morrison, Aberdeen Medico-Chirurgical Society Heritage Group in relation to item 4.1 (Motion by Councillor Greig – Policing Museum) prior to consideration of item 4.1.			
3.1	<u>Minute of Meeting of Finance and Resources Committee of 13 June 2013</u>	<u>The Committee resolved:-</u> (i) to approve the minute as a correct record; and (ii) in relation to article 8 (Small Financial Assistance Grants 2013/2014) resolution (ii), to request officers to provide the Committee with an update, by way of email, on the invitation to Celebrate Aberdeen to apply for financial assistance towards the cost of traffic management and barriers for its parade held on 1 June 2013.		Finance	J Belford

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3.2	<u>Minute of Additional Meeting of Finance and Resources Committee of 25 July 2013</u>	<u>The Committee resolved:-</u> to approve the minute as a correct record.			
3.3	<u>Minute of Meeting of the Local Government Employees Joint Consultative Committee of 22 May 2013 - for information</u>	<u>The Committee resolved:-</u> to note the minute.			
3.4	<u>Committee Business Statement</u>	<u>The Committee resolved:-</u> (i) to note that a report on item 10 (Processions Charging Policy), would be considered by the Enterprise, Strategic Planning and Infrastructure Committee on 12 November 2013 and therefore to delete; (ii) to note that reports on items 16 (Volunteering Strategy) and 17 (Auto-enrolment), were to be considered on today's agenda and to remove subject to the decision taken; and (iii) to otherwise note the updates provided.		Committee Services	A Swanson
3.5	<u>Motions List</u>	<u>The Committee resolved:-</u> (i) in relation to motion 1 (Motion by Councillor McCaig – Business Rates Incentive Scheme), to note that a report would be submitted to the next meeting of the Committee on 5 December 2013; and (ii) in relation to motion 2 (Motion by Councillor Greig – Policing Museum), to note that a report was to be considered on today's agenda.		Finance	S Whyte
3.6	<u>Property Sub Committee Orders of Reference</u>	<u>The Committee resolved:-</u> to approve the Orders of Reference.			

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4.1	<u>Motion by Councillor Greig - Policing Museum</u>	<p><u>Further to a vote, the Committee resolved:-</u></p> <p>(i) to note the information contained within the report; and</p> <p>(ii) to instruct officers to report in more detail to a future meeting of the Education, Culture and Sport Committee and if agreed to pursue this project, to refer it to the budget process.</p>		Communities, Culture and Sport	P Cassidy/ N Bruce
5.1	<u>Statutory Performance Indicators 2012/13</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the outturn performance for 2012/13 Statutory Performance Indicators (SPIs);</p> <p>(ii) to note that the SPIs detailed in the report will also be reported to the Council's Service committees as appropriate and that further details required by members, including analysis and trend information are available on request;</p> <p>(iii) to agree that the performance outturn detailed in the report be published in accordance with statutory requirements;</p> <p>(iv) to note the developments in SPI management and reporting scheduled for the 2013/14 financial year;</p> <p>(v) to request officers to provide the Committee, by way of email, with information on the Council's performance across the SPIs against the four principal cities and other authorities with a similar structure; and</p> <p>(vi) to note that members could contact the Head of Asset Management and Operations to further discuss road network restrictions.</p>		Customer Service and Performance	M Murchie/ N Buck

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5.2	<u>Corporate Governance Service - Performance Reporting</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the Corporate Governance Service's reported progress and performance;</p> <p>(ii) to note the progress being made towards continuous improvement in risk management arrangements across the Service; and</p> <p>(iii) to instruct such action as is considered appropriate.</p>		Customer Service and Performance	M Murchie/ N Buck
6.1	<u>2013-14 Financial Monitoring - Corporate Governance</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the report and the information on management action and risks contained therein; and</p> <p>(ii) to instruct officers to continue to review budget performance and report back to this Committee on service strategies.</p>		Finance	S Whyte/ J Belford
6.2	<u>Council Budget 2013/14 - Monitoring</u>	<p><u>Further to a vote, the Committee resolved:-</u></p> <p>(i) to note and endorse the content of the report; and</p> <p>(ii) agree to use any uncommitted revenue surplus to benefit the funding of the Council's capital investment requirements as set out in the 5 year capital programme.</p>		Finance	S Whyte/ J Belford
6.3	<u>2013-14 Common Good Budget - Monitoring Report Update</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the income and expenditure position as at 31 July 2013 and the forecast outturn for the year; and</p> <p>(ii) to note the forecast cash balances as at 31 March 2014 of £6.9M based on current estimates, which is within the recommended levels indicated by the Head of Finance.</p>		Finance	S Whyte/ J Belford

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6.4	<u>Treasury Management - Mid Year Review</u>	<u>The Committee resolved:-</u> to recommend that Council note the treasury management activities undertaken in 2013/14 as detailed in the report.		Finance	S Whyte/ N Stewart
6.5	<u>Capital Programme Management - Proposed Changes</u>	<u>The Committee resolved:-</u> (i) to approve the following changes to the capital programme process: (1) projects would only be considered for possible inclusion in the Capital Programme when up to date business cases, which comprehensively addressed the various component elements of the proforma and particularly took account of the value of the project to the Council's overall priorities, were submitted; and (2) in the event that Elected Members added projects to the programme that had not been subject to normal business case procedures, a full business case should be completed by officers as soon as reasonably practical and submitted for approval by the relevant service committee; and (ii) to note the other listed actions approved by the Corporate Asset Group.		Asset Management and Operations	H Murdoch/ A Reid
6.6	<u>Unrecoverable Debt</u>	<u>The Committee resolved:-</u> (i) to note the value of Council Tax, business rates, community charge and housing benefit overpayments deemed by the Director of Corporate Governance as unrecoverable, as detailed at appendices 1 to 4; and (ii) to agree that the business rates amounts		Finance	S Whyte/ W Connell

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		over £25,000 (and as detailed at appendix (5) in the exempt section of the agenda deemed as unrecoverable by the Director of Corporate Governance, also be written off.			
7.1	<u>Attendance at Society of Personnel Development Scotland Annual Conference</u>	<u>Further to a vote, the Committee resolved:-</u> to agree that one member of the administration and one member of the opposition attend the Society of Personnel Development Scotland Annual Conference on 7 and 8 November, 2013.		Human Resources and Organisational Development	E Sutherland
7.2	<u>Auto-enrolment - Update Following Implementation</u>	<u>The Committee resolved:-</u> (i) to note the update on the Auto-enrolment project following implementation, including information on the latest known costs and to instruct officers to continue to progress the remaining tasks in relation to auto-enrolment; and (ii) to note that the Council was one of the few Scottish Local Authorities to have implemented auto-enrolment on schedule at the appointed staging date, demonstrating its genuine care for the financial wellbeing of its employees in their later years.		Human Resources and Organisational Development	E Sutherland/ D Cheyne/ K Tennant
7.3	<u>Failure to Attend Work due to Bad Weather</u>	<u>The Committee resolved:-</u> (i) to approve the introduction of the new corporate guidance on failure to attend work due to bad weather, to replace the two existing policies; and (ii) to instruct officers to report back on the guidance in one year.		Human Resources and Organisational Development	E Sutherland/ K Tennant
7.4	<u>Smarter Working Frameworks</u>	<u>The Committee resolved:-</u> to approve the introduction of the Smarter Working Frameworks which would supersede the		Human Resources and	E Sutherland/ K Templeton

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		existing flexible working, teleworking and job sharing schemes.		Organisational Development	
7.5	<u>Telephone Usage for Private Calls</u>	<u>The Committee resolved:-</u> to approve the replacement of the existing policy on the use by employees of the Council's telephone systems for private calls with a set of guidance, which also covered the use of mobile devices for private calls and digital messaging.		Human Resources and Organisational Development	E Sutherland/ K Tennant
7.6	<u>Data Validation - Outcome of 2012/2013 Exercise</u>	<u>The Committee resolved:-</u> to note the outcome of the 2012/13 data validation exercise and to instruct officers to further develop the reporting of diversity and equality information to fully meet Equality Act requirements.		Human Resources and Organisational Development	E Sutherland/ K Tennant
7.7	<u>Infrastructure and Assets Manager for Education, Culture and Sport</u>	<u>Further to a vote, the Committee resolved:-</u> to approve the establishment of an event related fixed term post of Infrastructure and Assets Manager for Education, Culture and Sport on chief officer terms and conditions of employment.		Educational Development, Policy and Performance	C Penman
8.1	<u>Approval for expenditure for provision of lifeguards in swimming pools attached to schools tender</u>	<u>The Committee resolved:-</u> (i) to approve the estimated expenditure of £60,000 per annum, over three years, for the provision of lifeguards in swimming pools attached to schools, in accordance with SO1(3) of the Council's Standing Orders Relating to Contracts and Procurement; and (ii) to instruct officers to advise the Committee, by way of email, when the tendering exercise commenced.		Communities, Culture and Sport	P Cassidy/ J Conlon
8.2	<u>Request for Approval of Expenditure for the Provision of Workplace Water Tender</u>	<u>The Committee resolved:-</u> to approve the estimated expenditure of £20,546 per annum, over four years, on workplace water provision, in accordance with SO1(3) of the		CPU	C Innes/ T Johnson

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		Council's Standing Orders Relating to Contracts and Procurement.			
8.3	<u>Procurement of Fuel Oil (Kerosene)</u>	<u>The Committee resolved:-</u> to approve the use of the Government Procurement Service Framework Agreement in order to purchase fuel oil as required.		CPU	C Innes/ A Davison
9.1	<u>Community Council Protocol</u>	<u>The Committee resolved:-</u> to adopt the Community Council Protocol as set out in appendix 1 to the report, subject to the addition of the fact that Community Councils were statutory consultees for alcohol licenses.		Committee Services	K Riddoch
9.2	<u>Volunteering Policy</u>	<u>The Committee resolved:-</u> (i) to endorse the Making the Difference: Volunteering in Aberdeen Volunteering Service Pack and the Making the Difference: Volunteering in Aberdeen Volunteering Policy Guidance; (ii) to note that local arrangements would be developed for volunteers to be properly inducted to the organisation and ensure they operate within the principles and behaviours agreed by the Council; and (iii) to agree the responsibility for coordinating and monitoring volunteering opportunities within the Council would be taken by Corporate Governance, Customer Service and Performance and linked into the Community Planning Aberdeen Volunteering Strategy		Customer Service and Performance	M Murchie/ L Johnstone
10.1	<u>Common Good Property Repairs - to be referred from the Property Sub Committee of 24 September 2013</u>	<u>The Committee resolved:-</u> to agree to allocate an additional £20,000 from the Common Good Revenue Budget to allow the urgent works on Common Good properties to be progressed this financial year.		Asset Management and Operations	H Murdoch/ R Wood

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10.2	<u>Lemon Tree West North Street - referred simpliciter from the Property Sub Committee of 24 September 2013</u>	<u>Further to a vote, the Committee resolved:-</u> to approve the motion, containing exempt information, proposed by the Convener.		Asset Management and Operations	H Murdoch/ S Booth
11.1	<u>2013-14 Pay Award - Amendment to Grade Structure</u>	<u>The Committee resolved:-</u> to delegate authority to the Director of Corporate Governance, in consultation with the Convener of the Finance, Policy and Resources Committee, to implement a revision to the pay and grading structure following a determination on the 2013/14 pay award for SJC Local Government Employees as detailed within the report and to note that the actual amendments to the grade structure might vary from exemplified contained within the report.		Human Resources and Organisational Development	E Sutherland/ K Templeton
12.1	<u>Unrecoverable Debt - Exempt Appendix</u>	<u>The Committee resolved:-</u> to note that this matter had been dealt with earlier in today's meeting.		Finance	S Whyte/ W Connell
12.2	<u>Acquisition of Property for 3rd Don Crossing</u>	<u>The Committee resolved:-</u> (i) to approve recommendations (a) and (c) of the exempt report; and (ii) to agree to suspend Standing Orders to grant delegated powers to the Head of Asset Management and Operations, after consultation with the Head of Legal and Democratic Services, the Convener of the Finance, Policy and Resources Committee and the Convener of the Property Sub-Committee to agree and pay any compensation claims in relation to this compulsory purchase order which exceeded £100,000 without the need to refer payment to Committee; and (iii) notwithstanding the progress report being submitted to the next meeting of the Committee, to instruct officers to bring		Asset Management and Operations	H Murdoch/ S Booth/ N Strachan

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		forward the determination of the land tribunal decision to the Council or this Committee, whichever was sooner.			
13.1	<u>Extension of Council Insurances</u>	<u>The Committee resolved:-</u> to approve the recommendations contained in the exempt report.		Finance	S Whyte
13.2	<u>Lagan Customer Relationship Management (CRM) System Contract Renewal</u>	<u>The Committee resolved:-</u> to approve the recommendations contained in the exempt report.		Customer Service and Performance	P Fleming/ S Haili

Should you require any further information about this agenda, please contact Allison Swanson, tel. (52)2822 or email aswanson@aberdeencity.gov.uk