

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### FINANCE, POLICY AND RESOURCES COMMITTEE - THURSDAY, 20 FEBRUARY 2014

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	Services Required to take action	Officer to Action
	<u>Agenda Order</u>	The Committee resolved to consider item 11.1 (Motion by Councillor McCaig - Funding Report) following item 1.1.		
1.1	<u>Determination of Exempt Items of Business</u>	<b>The Committee resolved:</b> in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 13.1 of the agenda onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act.		
11.1	<u>Motion by Councillor McCaig - Funding Report</u>	<b>The Committee resolved:</b> (i) to note the content of the Aberdeen and Grampian Chamber of Commerce Research Study; and (ii) to instruct officers to commission a further piece of work to identify future possible funding schemes.	Finance	S Whyte
3.1	<u>Minute of Previous Meeting of 5 December 2013</u>	<b>The Committee resolved:</b> to approve the minute as a correct record.		

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3.2	<b><u>Committee Business Statement</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to item 3 (External Support to Deliver the Business Plan), to note the update and therefore to delete;</p> <p>(ii) in relation to item 5 (Centre for Scottish Public Policy) to note that an information bulletin was available and therefore to delete;</p> <p>(iii) in relation to item 7 (Annual Housing and Council Tax Benefit Report), to note the update and therefore to delete;</p> <p>(iv) in relation to item 9 (Local Code of Corporate Governance), to note the update and therefore to delete;</p> <p>(v) in relation to item 10 (Trade Union Facility Time), to note that the Local Government Employees Joint Consultative Committee had requested that further consultation be undertaken with trades union on this matter and therefore a report would be submitted to the next meeting of the Committee;</p> <p>(vi) in relation to item 11 (Parenting Strategy), to note the update and to transfer this item to the Education, Culture and Sport Committee business statement;</p> <p>(vii) in relation to item 15 (Subsistence Rate for Foreign Travel), to note the update and therefore to delete;</p> <p>(viii) in relation to item 18 (Posts to Deliver Key Goal 1 of the Strategic Infrastructure Plan), to note the update and therefore to delete;</p> <p>(ix) in relation to item 19 (Business Requirements for Service Improvement – Building Services), to note the update and therefore to delete;</p> <p>(x) to note that reports on items 1 (Affordable Housing Delivery), 2 (North East Scotland</p>	<p>Democratic Services</p> <p>Democratic Services</p> <p>Democratic Services</p> <p>Democratic Services</p> <p>Human Resources and Organisational Development</p> <p>Democratic Services</p> <p>Democratic Services</p> <p>Democratic Services</p> <p>Democratic Services</p> <p>Democratic Services</p>	<p>A Swanson</p> <p>A Swanson</p> <p>A Swanson</p> <p>A Swanson</p> <p>E Sutherland</p> <p>R Coull (for EC&amp;S CBS)</p> <p>A Swanson</p> <p>A Swanson</p> <p>A Swanson</p> <p>A Swanson</p>

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		Japan Trust Loan Request), 4 (Satrosphere), 13 (Social Care and Wellbeing Management Structure – Monitoring Officer), were to be considered on today’s agenda and to remove them subject to the decision taken; and (xi) to otherwise note the updates provided.		
3.3	<b><u>Motions List</u></b>	<b><u>The Committee resolved:</u></b> to delete motion 1 (Motion by Councillor McCaig - Business Rates Incentive Scheme).	Democratic Services	A Swanson
5.1	<b><u>Referral from the Older People's Advisory Group of 4 December 2013</u></b>	<b><u>The Committee resolved:</u></b> to approve the application from Dave Valentine, Footprints Connect, to join the Older People’s Advisory Group.	Democratic Services	C Cuthbert / D Gavin
6.1	<b><u>2013/14 Financial Monitoring - Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the report and the information on management action and risks that was contained therein; (ii) to instruct officers to continue to review budget performance and report on service strategies; and (iii) to congratulate staff for their achievements.	Finance	S Whyte / J Hashmi
7.1	<b><u>Council Budget 2013-14 Monitoring</u></b>	<b><u>The Committee resolved:</u></b> (i) to note and endorse the content of the report; (ii) to agree to the actions being taken by Directors to ensure the Council was subject to robust financial management; and (iii) to congratulate staff for their achievements.	Finance	S Whyte / J Belford

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7.2	<b><u>2013/14 Common Good Budget - Monitoring Report Update</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the income and expenditure position as at 31 December 2013 and the forecast outturn for the year to 31 March 2014; and</p> <p>(ii) to note the forecast cash balances as at 31 March 2014 of £7million based on current estimates which was within the recommended levels indicated by the Head of Finance.</p>	Finance	S Whyte / C Gilmour
7.3	<b><u>Treasury Management Policy and Strategy</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to recommend that Council approve the Council's Treasury Management Policy Statement for 2014/15 to 2016/17 as detailed in appendix 1;</p> <p>(ii) to recommend that Council approve the Council's Borrowing and Investment Strategy for 2014/15 to 2016/17 as detailed in appendix 2; and</p> <p>(iii) to recommend that Council approve the revised Counterparty list as detailed in appendix 3.</p>	Finance  Martyn Orchard – referral to Council	S Whyte / N Stewart
7.4	<b><u>Small Financial Assistance Applications 2013/14</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to agree to award a grant of £1,000 to Friends of Anchor;</p> <p>(ii) to provide £4425.00 to the Anglo-Japan Collaboration – All Together Better Health Conference, subject to the project leader Morag McFayden agreeing to provide the Committee with a briefing note on the success or otherwise of the conference and agreeing to attend a future meeting of the Committee if asked by members following consideration of the briefing note; and</p>	Finance	S Whyte / S Buthlay

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		(iii) to request officers to review the criteria for small financial assistance applications and to report back to the Committee in this regard.		
7.5	<b><u>COAST - Pension Fund Guarantee</u></b>	<b><u>The Committee resolved:</u></b> to agree that the Council would act as guarantor in respect of the transferring employees (subject to the Pensions Panel accepting the application from ASV for these employees to remain in the scheme).	Communities, Culture and Sport	P Cassidy / G Woodcock
10.1	<b><u>Fixed Lines and Mobile Telephony</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the use of an appropriate framework agreement to procure fixed line and mobile telephony services and the entering into of a contract (or contracts) for a 2 year period (with the option to extend for two further periods of one year each, meaning that the maximum possible duration was 4 years), the particular framework agreement to be selected by the Director of Corporate Governance following consultation with the Council's ICT, Procurement and Legal teams; (ii) to approve the total estimated expenditure of £4,500,000 in respect of the entering into of the said proposed contract or contracts; and (iii) to grant an exemption from any of the Council's "Standing Orders relating to Contracts and Procurement" form which exemption was required in order to allow the said proposed contract or contracts to be entered into, including SO 11 (Corrupt or Illegal Practices), 13 (Insurances) and 26(3) (Freedom of Information) which	Customer Service and Performance	P Fleming / S Massey

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		required that specific clauses relating to those matters be included in Council contracts.		
10.2	<b><u>Supply of Web Hosting Services</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the issue of a tender and subsequent award of a 4 year contract to supply website hosting services using a Crown Commercial Service framework agreement; and</p> <p>(ii) to approve the estimated expenditure for this procurement as detailed in Section 3 (Financial Implications) of the report.</p>	Customer Service and Performance	P Fleming / M Matheson
10.3	<b><u>Request for Approval of Expenditure for External Support Relating to the City Deal Fund</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the estimated expenditure of up to £250,000 to cover the cost of securing external support to prepare a bid to the UK Government to secure a City Deal for Aberdeen and the North East, in accordance with Standing Order 1 (3) of the Council's Standing Orders relating to Contracts and Procurement; and</p> <p>(ii) to agree to receive a further report, once a successful bidder had been appointed, on the project plan which would be followed to process the submission of a bid for City Deal funding.</p>	Enterprise, Planning and Infrastructure  Central Procurement Unit	G McIntosh / R Stephen  C Innes
10.4	<b><u>Request for Authority to Procure Employee Benefits</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to agree that the Corporate Governance Service conduct a procurement exercise in line with Council's Standing Orders, Financial Regulations and EU Legislation for the provision of an employee benefits service for an initial period of three years with the option to extend the contract for a</p>	Human Resources and Organisational Development	E Sutherland / N Yacamini

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		<p>twelve month period and then a further option to extend for a twelve month period and with an estimated expenditure of £5,000,000 (which would be reclaimed through the scheme and would accordingly be cost neutral); and</p> <p>(ii) to agree that the method of procurement be determined by the Head of Human Resources and Organisational Development in consultation with the Head of Procurement and if procurement for the provision of an employee benefits service was to be by way of tender, then such a tender should either be solely conducted by Aberdeen City Council or conducted collaboratively with Aberdeenshire Council.</p>		
11.2	<b><u>Empty Properties - Council Tax</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to agree to vary the discount awarded to 10% for properties unoccupied for more than six months (currently 50% discount); and</p> <p>(ii) to agree to increase the council tax payable by 100% for properties unoccupied for more than 12 months.</p>	Finance	S Whyte / W Connell
13.1	<b><u>Update on Transfer of Ownership of Thomas Blake Glover House</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve recommendations (a) to (d) contained in the exempt report;</p> <p>(ii) to approve the commissioning of a wide-scoping study by external specialists to develop and deliver an Aberdeen – Japan strategy to further develop trade, tourism, academic and sporting links at a cost not to exceed the sum detailed by the Vice Convener with a report back to the next meeting of the Committee; and</p>	Enterprise, Planning and Infrastructure	G McIntosh / R Stephen

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		(iii) to agree to instruct officers as a matter of urgency to engage with the Grampian Japan Trust to ensure that remedial works to Thomas Blake Glover House are carried out at the earliest opportunity including if necessary making a financial contribution up to £20,000 to carry out the essential works.		
13.2	<b><u>Satrosphere</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Educational Development, Policy and Performance	C Penman / A Paterson
13.3	<b><u>Premises at 132 Wellington Road</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Asset Management and Operations	H Murdoch / R Fleming / A Stephen
13.4	<b><u>Social Care and Wellbeing Management Structure Investigation</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.		
13.5	<b><u>Procurement Transformation Programme</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the implementation of the attached Procurement Transformation Plan (Appendix 1); (ii) to approve the implementation of the refreshed Aberdeen City Council Procurement Strategy (Appendix 2); (iii) to approve the commissioning of a Programme Manager from Scotland Excel, to lead the Procurement Transformation workstream, on a fixed term basis (3 days a week) for up to one year; and (iv) to agree that the Central Procurement Unit be renamed Commercial and Procurement Services.	Central Procurement Unit	C Innes



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16.2	<b><u>Central Procurement Unit (CPU) Restructure</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the additional resources and change to structure as outlined in table 1 and appendix 1 of the report; and (ii) to agree to delegate approval of the final remuneration of the posts once finalised by the Head of Human Resources and Organisational Development to the Director of Corporate Governance, in consultation with the Convener and Vice Convener of the Committee.	Central Procurement Unit	C Innes
16.3	<b><u>Proposed Realignment of the Accounts Payable Team to the Central Procurement Unit</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt business case.	Central Procurement Unit	C Innes
16.4	<b><u>Proposed Realignment of the Programme Management Office to the Central Procurement Unit</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt business case.	Central Procurement Unit	C Innes
16.1	<b><u>Enterprise, Planning and Infrastructure Directorate Restructuring</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the report.	Enterprise, Planning and Infrastructure	G McIntosh / M Hearn

If you require any further information about this decision sheet, please contact Allison Swanson, tel. (52)2822 or email [aswanson@aberdeencity.gov.uk](mailto:aswanson@aberdeencity.gov.uk)