

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

FINANCE, POLICY AND RESOURCES COMMITTEE - TUESDAY, 30 SEPTEMBER 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
1.1	<u>Determination of Exempt Items of Business</u>	<u>The Committee resolved:</u> 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 12.1 of the agenda onwards.		
2.1	<u>Request for Deputation - Request from Mr John Main on behalf of Torry Heritage Group in relation to item 13.1 on the agenda</u>	<u>The Committee resolved:</u> to hear the deputation by Mr John Main, Mrs Irene Milne and Mr Bob Gibb on behalf of Torry Heritage Group, in relation to item 13.1 (Disposal – Former Victoria Road School) as the first item of business.		
3.1	<u>Minute of Previous Meeting of 19 June 2014</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.		
3.2	<u>Committee Business Statement</u>	<u>The Committee resolved:</u> (i) in relation to item 1 (Joint Commissioning Strategy for Older People 2013-2012 – Financial Framework), to note the update contained in the statement and that a report in this regard would be considered by Council on 8 October and therefore to remove from the	Transitional Director Social Care	L Taylor

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>statement;</p> <p>(ii) in relation to item 3 (Access from the North Proposals (Third Don Crossing Compulsory Purchase Order), to note that this matter had been concluded and therefore to remove from the statement;</p> <p>(iii) in relation to item 8 (Festive Period), to request that the winter festival programme be reported to the next meeting of the Committee;</p> <p>(iv) in relation to item 9 (Aberdeen-Japan Strategy), to note the contract had now been awarded and that a report would be presented to the next meeting of the Committee;</p> <p>(v) to note that reports in items 2 (Failure to Attend Work Due to Bad Weather), 4 (Haudagain Upgrade (Middlefield) Update) and 5 (General Fund Revenue Budget 14/15) were to be considered later on today's agenda and would be removed from the statement subject to the decision taken; and</p> <p>(vi) to otherwise note the updates contained therein.</p>	<p>Committee Services</p> <p>Communities, Housing and Infrastructure</p> <p>Communities, Housing and Infrastructure</p> <p>Committee Services</p>	<p>A Swanson</p> <p>D Schultz</p> <p>E Robertson</p> <p>A Swanson</p>
4.1	<u>Motions - None</u>			
5.1	<u>Referrals from Other Committees - There were no reports under this heading</u>			
6.1	<u>Corporate Governance Performance Dashboard Presentation</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the Corporate Governance Service's reported progress and</p>	Customer Service and Performance	N Buck

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>performance as detailed in the performance indicators presented at the meeting; and</p> <p>(ii) to note that all performance information presented to the Committee would be made available in entirety to the public and press in advance of future meetings.</p>		
6.2	<u>2014/2015 Corporate Governance Financial Monitoring</u>	<p>The Committee resolved:</p> <p>(i) to note the report and information on management action and risk that was contained therein; and</p> <p>(ii) to instruct officers to continue to review budget performance and report on Service strategies.</p>	Finance	S Whyte / J Belford
7.1	<u>Council General Fund Monitoring 2014/15</u>	<p>The Committee resolved:</p> <p>(i) to note the report;</p> <p>(ii) to agree to the use of any uncommitted revenue surplus towards funding the Council's capital investment requirements as set out in the capital programme, including the strategic infrastructure plan; and</p> <p>(iii) to agree to the conversion of £8.5million capital spend on the Aquatics Centre to share capital.</p>	Finance	S Whyte / J Belford
7.2	<u>2014/15 Common Good Budget - Monitoring Report Update</u>	<p>The Committee resolved:</p> <p>(i) to note the current income and expenditure position; and</p> <p>(ii) to note the estimated cash balances as at 31 March 2015 of £6.57million based on current estimates, which was within the recommended levels indicated by the Head of Finance.</p>	Finance	S Whyte / C Gilmour

	Item Title	Committee Decision	Services Required to take action	Officer to Action
7.3	<u>Treasury Management Policy and Strategy</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the Treasury Management activities undertaken in 2013/14 as detailed within the report; and</p> <p>(ii) to recommend that Council notes the Treasury Management activities undertaken in 2013/14.</p>	Finance	S Whyte / J Belford
7.4	<u>Small Financial Assistance Grants 2014/15</u>	<p><u>The Committee resolved:</u></p> <p>(i) to agree to award grant funding of a maximum of £2,500 to Middlefield Community Project Women's Group; and</p> <p>(ii) to consider the briefing note provided on the Anglo-Japan Collaboration – All Together Better Health Conference and to agree that the remaining funds of £332.39 should be repaid to the Council and that attendance of the Project Leader at a future meeting of the Committee was not required.</p>	Finance	S Whyte / S Buthlay
7.5	<u>Unrecoverable Debt</u>	<p><u>The Committee resolved:</u></p> <p>(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 show in appendices 1 to 4 in the report; and</p> <p>(ii) to approve that the >£25,000 amounts for Business Rates shown in appendix 5 to the report also be deemed as unrecoverable and be written off.</p>	Finance	S Whyte / W Connell

	Item Title	Committee Decision	Services Required to take action	Officer to Action
8.1	<u>Guidance on Failure to Attend Work Due to Bad Weather - Follow-up</u>	<u>The Committee resolved:</u> to note the details on how the guidance had operated since its introduction.	Human Resources and Organisational Development	J Capstick
8.2	<u>Society of Personnel and Development Scotland (SPDS) 2014 Conference</u>	<u>The Committee resolved:</u> to agree that no elected members attend the Society of Personnel and Development Scotland (SPDS) 2014 Conference and to note that officers would provide an information bulleting report on the conference.	Human Resources and Organisational Development	J Capstick
9.1	<u>Establishment of 2 Building Standards Officers</u>	<u>The Committee resolved:</u> to approve the establishment of 2 new Building Standards Officers.	Planning and Sustainable Development	M Bochel
9.2	<u>Environmental Services Operations Restructure</u>	<u>The Committee resolved:</u> (i) to approve the establishment of the following permanent posts:- <ul style="list-style-type: none"> • Assistant Operations Manger – 2 FTE; • Environmental Driver – 1 FTE (ii) to approve the change of Job Title as follows:- <ul style="list-style-type: none"> • Operations Officer to Operations Manager (Environmental Services) – 1 FTE; • Environmental Driver to Play Area Maintenance Driver – 1 FTE; • Technical Coordinator to Performance and Development Manager – 1 FTE; and • Area Officer to Parks and Countryside Manager – 1 FTE; and 	Public Infrastructure and Environment	M Reilly / S Shaw

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(iii) to approve the redesign of existing job – Technical Officer – 2 FTE.		
9.3	<u>Conversion of Agency Staff</u>	<p><u>The Committee resolved:</u></p> <p>(i) to instruct officers to start the process to convert 60 agency workers to full time permanent employees;</p> <p>(ii) to agree to a budget virement of £0.891million from the Agency into the draft workers budget within Building Services in 2014/15 and £1.782million in future years; and</p> <p>(iii) to increase the budgeted full time equivalents from 459.04 to 519.04.</p>	Communities, Housing and Infrastructure	K Stewart
9.4	<u>Delivery of E-Building Standards</u>	<p><u>The Committee resolved:</u></p> <p>to approve the establishment of the following posts:-</p> <ul style="list-style-type: none"> • 1 Building Standards Officer and 1 Application Support Assistant as detailed within the report. 	Planning and Sustainable Development	M Bochel
9.5	<u>Establishment of 2 Application Support Assistants</u>	<p><u>The Committee resolved:</u></p> <p>to approve the establishment of 2 additional Application Support Assistants as outlined in the report.</p>	Planning and Sustainable Development	M Bochel
9.6	<u>Establishment of 2 Senior Planner Posts and 1 Planner Post</u>	<p><u>The Committee resolved:</u></p> <p>to approve the establishment of the following additional posts – 2 Senior Planners and 1 Planner, as outlined within the report.</p>	Planning and Sustainable Development	M Bochel
9.7	<u>Re-grade - Application Support Assistants</u>	<p><u>The Committee resolved:</u></p> <p>to approve the recommendation to re-grade the Application Support Assistant post from G8 to G9, as outlined within the report.</p>	Planning and Sustainable Development	M Bochel

	Item Title	Committee Decision	Services Required to take action	Officer to Action
10.1	<u>Provision of Insurance Services</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to agree that a tendering exercise for the renewal of the Council's Insurance cover utilising the Crown Commercial Service framework be undertaken; (ii) to approve the award of a contract estimated to be in the region of £1.5million per year following such a tendering exercise, to the bidder who submits the most economically advantageous tender in accordance with the award criteria stated in the Invitation to Tender and subject to satisfactory conclusion of the contractual documentation; (iii) to agree that the contract be awarded for a period of up to 5 years; and (iv) to agree that the post of Insurance Officer be dis-established from the Council structure to allow the appointment of a joint officer with Aberdeenshire Council to carry out the duties on a combined basis. 	Finance	S Whyte / G Stevens
10.2	<u>Request for Authority to Procure Payment Processing Services</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the extension of the current contract to 31 March 2015 and the expenditure for the extension; (ii) to approve participation by the Council in a collaborative tender exercise in line with Council Standing Orders, financial regulations and EU legislation for the provision of payment processing services; and (iii) to approve the total estimated expenditure of approximately £378,700 	Finance	S Whyte / W Connell

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(£94,675 annually) as indicated in Section 3, Financial Implications contained within the report.		
11.1	<u>Travel Policy, Procedure and Guidance</u>	<u>The Committee resolved:</u> (i) to approve the Travel Policy, Procedure and Guidelines as appended to the report; and (ii) to agree that these come into effect immediately.	Finance	S Whyte / J Belford
11.2	<u>Corporate Information Management Strategy</u>	<u>The Committee resolved:</u> (i) to note the detail of the revised Strategy and Improvement Programme as detailed in appendix 1 to the report; and (ii) to approve the revised Corporate Information Management Strategy and Improvement Programme as detailed in appendix 1 to the report.	Customer Service and Performance	M Murchie / C Anderson
11.3	<u>Management of Information Security Policy</u>	<u>The Committee resolved:</u> to approve the updated Management of Information Security Policy as previously approved by CMT on 29 May 2014.	Customer Service and Performance	S Massey / S Skidmore
11.4	<u>Community Asset Transfer - Policy Development</u>	<u>The Committee resolved:</u> (i) to instruct officers to develop an approach to Community Asset Transfer which was as close as possible to be consistent across the organisations within the Community Planning Partnership; and (ii) to otherwise note the content of the report.	Land and Property Assets	J Quinn / S Booth

	Item Title	Committee Decision	Services Required to take action	Officer to Action
11.5	<u>Haudagain Upgrade (Middlefield) Update</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note the content of the report; (ii) to note the actions taken as a result of instructions given by the Finance, Policy and Resources Committee at its meeting on 6 May 2014; and (iii) to instruct officers to report progress to future Communities, Housing and Infrastructure Committees as appropriate. 	Land and Property Assets	J Quinn
11.6	<u>Phase 3 Restructure - Interim Proposals</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note progress in relation to the implementation of approved Phase 2 recommendations within Corporate Governance; (ii) to approve the creation of a post of Business Manager within Corporate Governance; (iii) to approve the creation of two posts of Transformation and Improvement Adviser (grade assessment pending); (iv) to approve the re-designation and re-profiling of a number of posts within the Directorate as set out in the report; (v) <ul style="list-style-type: none"> (a) to note the comprehensive review of the ICT function and the significant employee engagement process which had accompanied the review; and (b) to agree to delegate power to the Chief Executive and Director of Corporate Governance, in consultation with the Convener and Vice 	Corporate Governance	E Sutherland

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>Convener of the Finance, Policy and Resources Committee, to finalise the review on the understanding that the Trade Unions and the employees concerned were consulted fully on the proposals and that the final outcome of the review was reported to the Committee at its next meeting;</p> <p>(vi) (a) to note the intention to modify the structure of the Pensions Section in response to new regulations and to transfer six staff from Revenues and Benefits to Communities, Housing and Infrastructure;</p> <p>(b) to agree to delegate power to the Chief Executive and Director of Corporate Governance, in consultation with the Convener and Vice Convener of the Finance, Policy and Resources Committee, to finalise the structural changes on the understanding that the Trade Unions and employees concerned were consulted fully on the proposals and that the final outcome of the review was reported back to the Committee at its next meeting; and</p> <p>(vii) to note that the various support functions within Corporate Governance have been re-aligned within Corporate Governance to ensure continued direct</p>		

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		professional support to all Directorates.		
11.7	<u>Strategic Infrastructure Plan Progress Update</u>	<u>The Committee resolved:</u> to note the content of the report and the progress made to date.	Office of the Chief Executive	D Leslie
12.1	<u>Provision of Internal Audit Services - to be referred from the Audit and Risk Committee on 23 September 2014</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Customer Service and Performance	M Murchie
13.1	<u>Disposal - Former Victoria Road School</u>	<u>Further to a vote, the Committee resolved:</u> to approve the recommendations as contained within the exempt report. In terms of Standing Order 36(3), this matter was referred to full Council in order for a final decision to be taken.	Land and Property Assets	J Quinn / S Booth
13.2	<u>Garthdee Snowsports Business Plan</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Education and Children's Services	C Penman / G Innes
14.1	<u>Unrecoverable Debt - Exempt Appendix in relation to item 7.5 on the agenda</u>	<u>The Committee resolved:</u> (i) to agree that the Convener write to the Scottish Government, to advise that whilst recognising that officers were looking into the procedure to recover business rates, the Council would welcome any measures to address this issue; and (ii) to agree to delegate power to the Head of Legal and Democratic Services and the Head of Finance, in consultation with the Convener and Vice Convener of the Finance, Policy and Resources Committee, to	Finance Legal Services	S Whyte J MacEachran

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		publically release details of the business rates deemed as unrecoverable and written off by the Council if lawful.		
17.1	<u>Procurement of Managed Print Services</u>	<u>The Committee resolved:</u> to approve the recommendations contained in the exempt report.	Commercial and Procurement Services	C Innes
17.2	<u>Request for Approval of Expenditure for Online Learning Management System and Design Software – Organisational Development</u>	<u>The Committee resolved:</u> to approve the recommendations contained in the exempt report.	Human Resources and Organisational Development	E Sutherland / S Scott
17.3	<u>Tender for Replacement of Network Circuits</u>	<u>The Committee resolved:</u> to approve the recommendations contained in the exempt report.	Customer Service and Performance	S Massey / G Young
13.3	<u>Update on the Future of Thomas Blake Glover House</u>	<u>The Committee resolved:</u> to approve the recommendations contained in the exempt report.	Economic Development Legal and Democratic Services	R Stephen J MacEachran

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