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To: Councillor Crockett, Convener; and Councillors Boulton, Cooney, Dickson, Jackie Dunbar, Forsyth, Laing, McCaig, May, Noble, Taylor, Young and Yuill.

Members are reminded that substitutes are permissible and should be used if necessary.

Town House,
ABERDEEN 29 November 2012

URGENT BUSINESS COMMITTEE

Members of the **URGENT BUSINESS COMMITTEE** are requested to meet in Committee Room 2 - Town House on **MONDAY, 2 DECEMBER 2013 at 4pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

- 1 Determination of Urgent Business
- 2 Determination of Exempt Business

GENERAL BUSINESS

- 3 COSLA Convention 13 December 2013 - Report by Chief Executive (Pages 1 - 2)
- 4 Strategic Infrastructure Plan - Governance Arrangements and Establishment of Chief Official Post - report by the Chief Executive (Pages 3 - 8)

BUSINESS THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

- 5 Marischal Square, Legal and Financial Update (Pages 9 - 14)
- 6 Recruitment and Section Process of Chief Officials - Various Posts - report by the Chief Executive (Pages 15 - 22)

If you require any further information about this agenda, please contact Martyn Orchard 01224 523097 or email morchard@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Urgent Business
DATE	2 December 2013
LEAD OFFICER	Chief Executive
TITLE OF REPORT	COSLA Convention 13 th December 2013
REPORT NUMBER:	OCE/13/036

1. PURPOSE OF REPORT

The report brings before the Committee a suggested amendment to be proposed in the name of Aberdeen City Council at the COSLA Convention on Friday 13th December 2013. COSLA has requested that amendments be lodged with that organisation by 4th December.

2. RECOMMENDATION

That the Committee decides whether or not to approve the suggested amendment.

3. FINANCIAL IMPLICATIONS

None

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

On 5th November 2013 the Chief Executive received from COSLA (the Convention of Scottish Local Authorities) notification that a notice of motion had been received by that organisation for consideration at the meeting of the Convention to be held on Friday 13th December 2013.

As requested by COSLA, the Chief Executive shared the notification with the City Council's Convention delegates.

The motion, in the name of Scottish Borders Council, is in the following terms:-

That the Convention establishes a short life Task Group, comprising the President, Vice President and the Political Group

Leaders, to review the Constitution and Standing Orders of the Convention of Scottish Local Authorities. The Task Group should complete its work by mid-May to allow any resulting decisions to be made at Convention in June 2014.

Following discussions held with colleague elected members at the COSLA Leaders meeting on Friday 22nd November, the City Council Administration now suggests that an amendment, in the name of Aberdeen City Council, should be proposed at the meeting of the Convention in the following terms:-

Convention notes that it only approved the current Constitution in March 2012. Convention agrees that given the importance of the Independence Referendum to COSLA and the Scottish people any decision to review the Constitution should be considered after September 2014, once COSLA is aware of the referendum result.

The Committee is requested to decide whether or not to approve the suggested amendment.

6. IMPACT

None

7. MANAGEMENT OF RISK

None

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Urgent Business Committee
DATE	2 nd December 2013
DIRECTOR	Chief Executive
TITLE OF REPORT	Strategic Infrastructure Plan governance arrangements and establishment of Chief Official Post
REPORT NUMBER	OCE/13/038

1. PURPOSE OF REPORT

The purpose of the report is to present the governance arrangements for the delivery of the Strategic Infrastructure Plan (SIP) and to establish the post of Strategic Infrastructure Plan Programme Manager.

2. RECOMMENDATIONS

2.1 It is recommended that the Urgent Business Committee:

- (i) Note the governance arrangements as outlined in the report;
- (ii) Approve the establishment of a Strategic Infrastructure Plan Programme Manager on a task related fixed term basis on Chief Official terms and conditions;
- (iii) Set aside standing order 47(2) to allow the appointment of the Strategic Infrastructure Programme Manager to be undertaken by a panel of officers, including the Chief Executive, in lieu of an Appointment Panel; and
- (iv) To delegate powers to the Chief Executive to agree all matters relating to the recruitment process including role profile, person specification and salary, in conjunction with the Head of Human Resources and Organisational Development.

3. FINANCIAL IMPLICATIONS

3.1 To manage the effective delivery of the SIP it is proposed to create a new post of Strategic Infrastructure Programme Manager on a task related fixed term basis. The post would be on Chief Official terms and conditions.

There are no adverse implications for the Council's revenue and capital budgets in the current or future years as the salary, and all on costs, for the post will be met from the Business Plan Service Options Earmark Reserve.

- 3.2 A key objective of the SIP is for the Council to maximise the potential to unlock and explore alternative delivery models and new ways of funding infrastructure investment. The new post is essential not only to the management and delivery of the SIP but in taking forward the alternative financing models as described.
- 3.3 The proposals do not impact on any PBB options.

4. OTHER IMPLICATIONS

- 4.1 There are no immediate implications arising from the recommendations in the report.
- 4.2 Further resource to manage and deliver the SIP has been identified as part of this report.

5. BACKGROUND/MAIN ISSUES

- 5.1 At its meeting on the 6th March 2013, Council agreed to the preparation of a Strategic Infrastructure Plan (SIP) and this plan was presented and approved at its meeting on the 31st October 2013.
- 5.2 The importance of the SIP can not be underestimated and is one of the key priorities for the Council. It focuses on the delivery of our Strategic and Local Development Plans and is integral to the development of the enabling infrastructure needed to realise the aspirations of all our plans as well as meeting the objectives in the Single Outcome Agreement.

The SIP contains bold, large scale projects that will help deliver the goals identified, and a multi-disciplinary team has been established to ensure the effective delivery of these projects.

- 5.3 Further to this, appropriate governance arrangements are essential to ensure effective delivery and management of the SIP and this is attached at appendix 1 to the report.

The governance structure outlines the key roles and reporting arrangements in place to deliver the Plan and ensures the appropriate level of involvement and scrutiny from both the Corporate and Senior Management Team.

- 5.4 Developing the governance structure identified a need for a key dedicated resource to, not only manage the effective delivery of the SIP portfolio, but also develop the broader future strategy. Currently there is no established post to take on this role.

The post would have responsibility for the strategic management and successful delivery of the SIP and the expected benefits, working in conjunction with the specific Programme Managers and/or Project Leads within the Directorates. The post holder would be expected to regularly provide status updates and progress reports to relevant committees, CMT and any other board or forum as required. A big part of the SIP is the on going engagement and collaboration with our external partners and stakeholders. This would be part of an overall communication and engagement strategy that the post holder would be responsible for and is essential to the future direction of travel. The SIP currently outlines the process to date and the completion of Phase 1 of the work. Phase 2 focuses on identifying a strategy to develop innovative delivery and funding models to serve future infrastructure needs, in conjunction with the work being taken forward by the Scottish Cities Alliance. The post holder would be expected to lead this piece of work going forward.

Given the importance of the SIP, along with the size, complexity and remit of the post, it is considered that this would be a lead role in the Council. To reflect this, the post will report directly to the Chief Executive and be established on Chief Official terms and conditions.

6. IMPACT

6.1 The Strategic Infrastructure Plan relates to the following Single Outcome Agreement objectives:

- We live in a Scotland that is the most attractive place for doing business in Europe;
- We realise our full economic potential with more and better employment opportunities for our people;
- We live in well-designed, sustainable places where we are able to access the amenities and services we need;
- We value and enjoy our built and natural environment and protect it and enhance it for future generations;
- We take pride in a strong, fair and inclusive national identity; and
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

6.2 It also meets the vision of the Community Plan in promoting a strong image of the city and a sense of civic pride and promotes the redevelopment of the City Centre, which is one of the main priorities for the Community Plan and Single Outcome Agreement and supports the Council's 5 year Business Plan in terms of protecting and enhancing the built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen's living and working environment.

- 6.3 The recommendations in the report will ensure the appropriate resources and arrangements are in place to meet the objectives and visions as outlined above.
- 6.4 Given the nature of the Strategic Infrastructure Plan this may be of interest to the public.

7. MANAGEMENT OF RISK

- 7.1 Not implementing the recommendations will have a serious impact on the management capability of effectively delivery the SIP and future strategic and forward planning.

8. BACKGROUND PAPERS

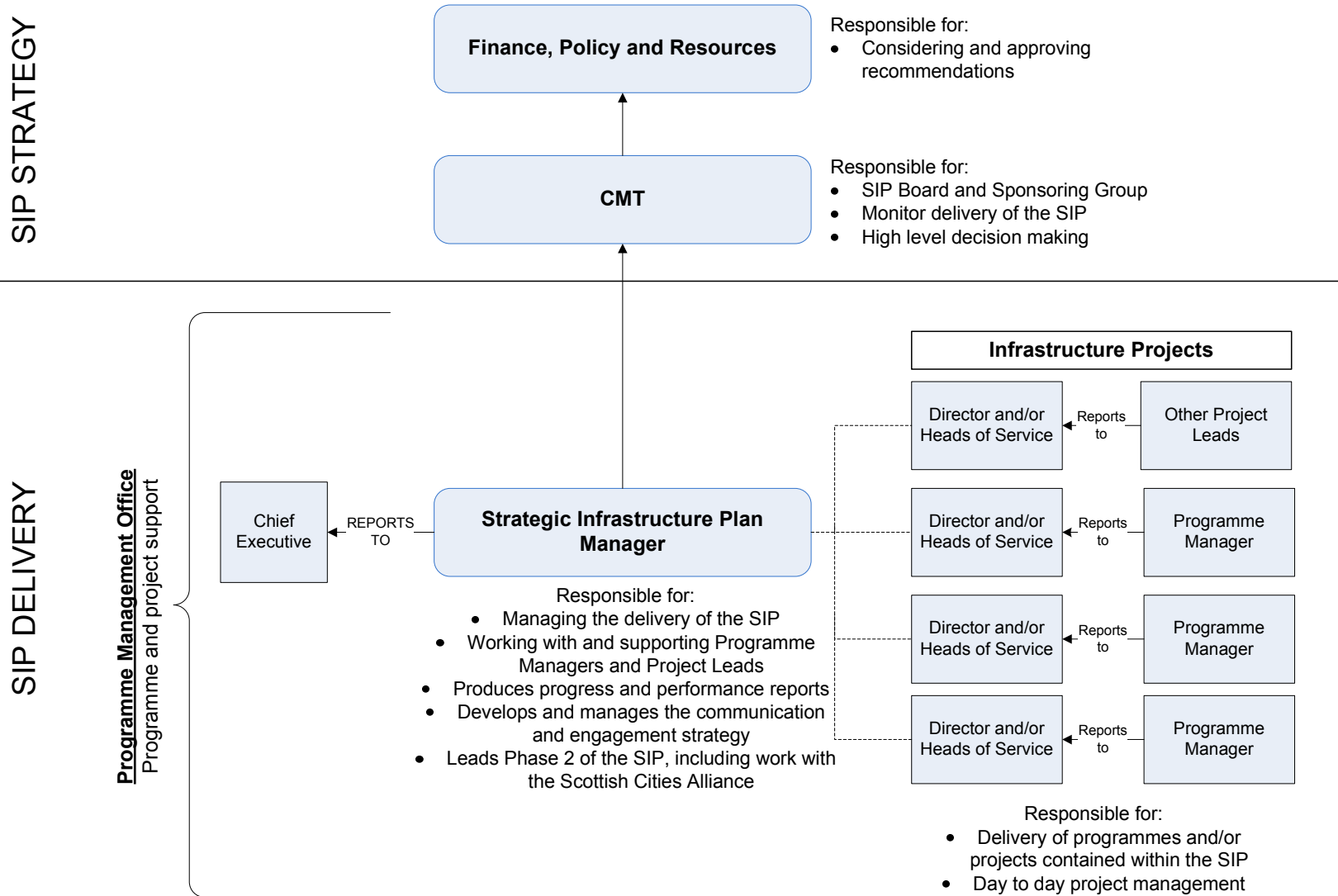
Council report on 31st October 2013 'Strategic Infrastructure Plan'

9. REPORT AUTHOR DETAILS

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Appendix 1

GOVERNANCE FOR THE STRATEGIC INFRASTRUCTURE PLAN



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Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

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