

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### FINANCE, POLICY AND RESOURCES COMMITTEE - THURSDAY, 23 APRIL 2015

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>             | <b>The Committee resolved:</b><br>to consider the following items with the press and public excluded – item 9.1, 9.2 and 10.1.  |                                  |                   |
| 2.1 | <u>Requests for Deputations</u>                              | <b>The Committee resolved:</b><br>to note that there were none received.  |                                  |                   |
| 3.1 | <u>Minute of Previous Meeting of 18 February 2015</u>        | <b>The Committee resolved:</b><br>to approve the minute as a correct record.  |                                  |                   |
| 3.2 | <u>Business Rates Appeals Sub Committee of 10 March 2015</u> | <b>The Committee resolved:</b><br>to approve the minute as a correct record.  |                                  |                   |
| 3.3 | <u>Committee Business Statement</u>                          | <b>The Committee resolved:</b><br>(i) to remove item 4 (Sponsorship of Roundabouts), item 5 (Business Continuity Arrangements – Corporate Governance), item 7 (Housing Support Services Plan – Implied Contracts), item 10 (Aberdeen Exhibition and Conference Centre) and Item 11 part 1(Aberdeen Japan Strategy) from the statement; and<br>(ii) to otherwise note the updates contained therein. | Corporate Governance             | Mark Masson       |

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| 4.1 | <b><u>Corporate Governance Business Continuity Plans</u></b>        | <b><u>The Committee resolved:</u></b><br>to note the information contained within the report.  | Corporate Governance             | Martin Allan      |
| 4.2 | <b><u>Corporate Governance Performance Reporting</u></b>            | <b><u>The Committee resolved:</u></b><br>(i) to note the content of the performance report; and<br>(ii) to agree any further action considered necessary.  | Corporate Governance             | Neil Buck         |
| 5.1 | <b><u>2014/15 Financial Monitoring - Corporate Governance</u></b>   | <b><u>The Committee resolved:</u></b><br>(i) to note the report and information on management action and risks contained therein; and<br>(ii) to instruct that officers continue to review budget performance and report on Service strategies.  | Corporate Governance             | James Hashmi      |
| 5.2 | <b><u>Council General Fund Monitoring 2014-15</u></b>               | <b><u>The Committee resolved:</u></b><br>(i) to note the report;<br>(ii) to note that as previously agreed, the Head of Finance would review and consider the overall 2014/15 position of the Council and take the appropriate action necessary to ensure the Council was suitably financially prepared for future revenue and capital investment purposes; and<br>(iii) to agree that following review of the 2014/15 final position and in consultation with the Capital Project Monitoring Group, revisions be made to the capital programme to take account of carried forward commitments from 2014/15 for the continuation of existing projects. | Corporate Governance             | Sandra Buthlay    |
| 5.3 | <b><u>2014/15 Common Good Budget - Monitoring Report Update</u></b> | <b><u>The Committee resolved:</u></b><br>(i) to note the income and expenditure position as at 31 March 2015;<br>(ii) to note the estimated cash balances as at  | Corporate Governance             | Catriona Gilmour  |

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|     |   | <p>31 March 2015 of £6.7million based on current estimates, which was within the recommended levels indicated by the Head of Finance;</p> <p>(iii) to agree to carry forward 2014/15 budget underspends in an earmarked reserve to allow completion of park and property maintenance and development projects in future years; and</p> <p>(iv) to agree that as we approach year end, the Head of Finance would review and consider the overall 2014/15 position of the Common Good Fund and take the appropriate action necessary to ensure the Fund was suitably financially prepared for future revenue and capital investment purposes.</p>                                  |                                  |                   |
| 5.4 | <b><u>Small Financial Assistance Grants 2015/16</u></b> | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to consider the applications received and agree to award grant funding based on the following recommendations:-</p> <ul style="list-style-type: none"> <li>• Charity event in aid of Alzheimer Scotland and Friends of Anchor – a maximum of £1,500;</li> <li>• Courage on the Catwalk 2015 a maximum of £1,500;</li> <li>• Aaron Williams Football Tournament Re-Launch Event – a maximum of £1,500;</li> <li>• Aberdeen Student Charities Campaign – total cost of traffic management, up to £2,500 inclusive of VAT; and</li> </ul> <p>(ii) to award grant funding of £150 to Mastrick Pensioners for a sound system.</p> | Corporate Governance             | Karen Black       |
| 5.5 | <b><u>Purchase of Subordinated Debt</u></b>             | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to provide delegated authority to the Head of Finance and the Head of Legal and</p>  | Corporate Governance             | Steve Whyte       |

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|     |  | <p>Democratic Services, in conjunction with the Convenor (and Vice) of Finance and Policy and Resources, to enter into agreement to purchase the subordinated debt in other Council PPP/PFI projects subject to due diligence and the availability of funds;</p> <p>(ii) to provide delegated authority to the Head of Finance and the Head of Legal and Democratic Services, in conjunction with the Convenor (and Vice) of Finance and Policy and Resources, to enter into agreement to purchase the subordinated debt in the South of the City project for this Council subject to due diligence and the availability of funds; and</p> <p>(iii) to agree that any such investment was reported back to this committee in due course for elected members to be aware of the investment that has been undertaken.</p> |                                  |                   |
| 6.1 | <b><u>Sickness Absence Update</u></b>              | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the sickness rates over the past twelve months;</p> <p>(ii) to note the reporting of sickness rates in the current Directorate model; and</p> <p>(iii) to endorse the proposed improvement measures for reducing sickness absence across the Council.</p>   | Corporate Governance             | Jeff Capstick     |
| 6.2 | <b><u>Recruitment Advertising Arrangements</u></b> | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the Council's recruitment advertising arrangements to be brought in-house for a twelve month trial period from 1 May 2015; and</p> <p>(ii) to instruct the Heads of Communication and Promotion and Head of Human Resources and Organisational</p>   | Corporate Governance             | Jeff Capstick     |

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|     |  | Development to report back to Committee on the experience of the trial period with recommendations of how to deal with recruitment advertising going forward.  |   |                   |
| 7.1 | <b><u>Approval to Tender</u></b>   | <b><u>The Committee resolved:</u></b><br>(i) to approve that the Council enters into collaborative arrangements with Aberdeenshire Council for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables; to undertake the procurement processes for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables; and<br>(ii) to approve the estimated expenditure for these procurements as detailed in Appendix 1 to the report. | Corporate Governance                    | Melanie Mackenzie |
| 7.2 | <b><u>Potential Options for the Operation and Management of the New Aberdeen Exhibition and Conference Centre (REPLACEMENT REPORT)</u></b> | <b><u>The Committee resolved:</u></b><br>(i) to instruct the Chief Executive to undertake a market testing exercise on the three viable options identified for the operation and management of the new AECC in the report;<br>(ii) to approve the total estimated expenditure to undertake the market testing exercise; and<br>(iii) to report the findings of the exercise with a recommendation on the most appropriate model to the Finance, Policy and Resources Committee in September 2015.                    | Communities, Housing and Infrastructure | Scott Ramsay      |
| 7.3 | <b><u>Rob Roy Bridge Partial Replacement - Land Acquisition</u></b>  | <b><u>The Committee resolved:</u></b><br>(i) to note the content of the report;<br>(ii) to resolve to make an order in terms of the draft Compulsory Purchase Order attached to the report and authorise the Head of Legal and Democratic Services to  | Communities, Housing and Infrastructure | Paul Allan        |

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|     |   | <p>implement the statutory procedures following on from the making of the Order; and</p> <p>(iii) to authorise the payment of statutory compensation to the affected proprietors.</p>   |   |                   |
| 8.1 | <b><u>Strategic Infrastructure Plan</u></b>           | <p><b><u>The Committee resolved:</u></b><br/>to note the content of the report and the progress made.</p>   | Communities, Housing and Infrastructure | David Leslie      |
| 8.2 | <b><u>Data Centre Provision</u></b>                   | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the intention to enter into an arrangement with Aberdeenshire Council for the provision of joint data centre services;</p> <p>(ii) to approve tendering through appropriate frameworks for datacentre facilities and related infrastructure hardware and management software; and</p> <p>(iii) to note that expenditure would be contained within the Capital Budget approved for this project by Council on 5 January 2015.</p> | Corporate Governance                    | Richard Blair     |
| 8.3 | <b><u>Sponsorship of Roundabouts</u></b>              | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve that the scheme be managed in-house; and</p> <p>(ii) to authorise the issuing of two year contracts in order to secure future income levels.</p>   | Office of Chief Executive               | Brenda Smith      |
| 8.4 | <b><u>Twinning and International Partnerships</u></b> | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the following grants from the International Twinning Budget 2015-2016:-</p> <p>(a) a contribution of £7,000 towards 'Cultural Connections' – an event between partners in Aberdeen,</p>  | Office of Chief Executive               | Laura Paterson    |

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|  |            | <p>Clermont-Ferrand and Regensburg which would be held in Aberdeen, 24-27 September 2015;</p> <p>(b) a contribution of £7,000 towards the University of Aberdeen's Impact Project which engages audiences in Aberdeen and Bulawayo on maternity care issues faced by mothers in Sub-Saharan Africa, 1 May 2015 – 30 April 2016;</p> <p>(c) a contribution of £2,300 towards an exchange by Aberdeen 21st Scouts to Gomel to celebrate the 21st anniversary of the twinning link between the scout group and Gomel, 7-14 October 2015;</p> <p>(d) a contribution of £1,500 towards an exploratory visit by three staff from within the Education Department to Regensburg to develop future secondary school partnerships, 17-21 June 2015;</p> <p>(e) a contribution of £7,000 towards Grampian Concert Orchestra, an Aberdeen-based amateur orchestra, performing in a concert in Regensburg to celebrate the 60th anniversary of the twinning agreement, 5-10 August 2015;</p> <p>(f) a contribution of £1,000 towards the participation of musicians from Aberdeen at Stavanger's Mai Jazz Festival, 8-11 May 2015; and</p> <p>(g) a contribution of £2,500 towards a delegation from Aberdeen attending a civic reception in Regensburg to mark the 60th anniversary of the twinning</p> |                                  |                   |

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|     |   | <p>agreement, 19-22 June 2015;</p> <p>(ii) to approve the following amendments to the International Twinning Grant:-</p> <p>(a) that the maximum amount available from the International Twinning Grant was increased from £7,000 to £10,000; and</p> <p>(b) that wording of the criteria be changed to enable applications from individuals/organisations which have previously received three grants – and are therefore no longer eligible to apply for funding – to be duly considered if the applicant can demonstrate that funding was being sought for a new project which engaged different audiences; and</p> <p>(c) that the amended wording of the criteria for applications be considered at the next meeting of the Committee.</p> |   |                   |
| 8.5 | <b><u>Approval to Call-Off Under Framework Agreements</u></b>               | <p><b>The Committee resolved:</b></p> <p>(i) to approve the undertaking of call-offs for security services, janitorial products and first aid products; and</p> <p>(ii) to approve the estimated expenditure for the procurement of these commodities as detailed in appendix 1 to the report.</p>  | Corporate Governance                    | Melanie Mackenzie |
| 8.6 | <b><u>Equality Outcomes and Mainstreaming Progress Report 2013-2015</u></b> | <p><b>The Committee resolved:</b></p> <p>(i) to approve the Equality Outcomes and Mainstreaming Progress Report for 2013-15 for publication;</p> <p>(ii) to note the progress since publication on 30 April 2013 of the Equality Outcomes and Mainstreaming report 2013 -2017;</p> <p>(iii) to note that several services had actions</p>   | Communities, Housing and Infrastructure | Sandra Bruce      |



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|     |   | <p>in place or actions planned to deliver progress to achieving the outcomes and addressing the gaps in provision as identified through the community engagement exercises. This was so that there are positive outcomes for communities and employees to report and promote in the final report no later than April 2017. See Appendix 1;</p> <p>(iv) to note where there were gaps in contributions from services and encourage Heads of Service to use this opportunity to promote the improvements made in service provision which make our services more accessible to all;</p> <p>(v) to note the examples of contributions from communities at Appendix 2 to the report;</p> <p>(vi) to agree new and revised Equality Outcomes for 2015-17 for publication (Appendix 3); and</p> <p>(vii) to approve the Council's Employee Information for publication. See Appendix 4.</p> |                                  |                   |
| 8.7 | <p><b><u>Amendments to the Recruitment Process for Director of Corporate Governance</u></b></p> | <p><b><u>The Committee resolved:</u></b></p> <p>(i) to suspend Standing Order 47 as necessary to permit the introduction of the proposals contained in this report and amend the normal recruitment process solely for the current recruitment of the Director of Corporate Governance to require the Appointments Panel to determine a long-leet of up to 10 candidates; and</p> <p>(ii) to agree to a panel of Senior Managers chaired by the Chief Executive to undertake a screening interview of all long leeted candidates and reduce the long-leet down to up to 6 candidates, <b>subject</b></p>   | Corporate Governance             | Jeff Capstick     |

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|      |  | to the agreement of the <b>Appointments Panel</b> , who would be invited to attend an assessment centre followed by an interview by the Appointments Panel. |   |                   |
| 8.8  | <b><u>European Conference on Mobility Management Leader's Meeting</u></b>  | <b>The Committee resolved:</b><br>to agree that Councillor Barney Crockett and an officer attend the Leaders' meeting in Utrecht on 20 May 2015.            | Communities, Housing and Infrastructure | Will Hekelaar     |
| 9.1  | <b><u>Satrosphere Bank Guarantee Renewal</u></b>   | <b>The Committee resolved:</b><br>to approve the recommendations contained within the exempt report.  | Education and Children's Services       | Alex Paterson     |
| 9.2  | <b><u>Update for Housing Support Services Commissioning Plan</u></b>   | <b>The Committee resolved:</b><br>to approve the recommendations contained within the exempt report.  | Communities, Housing and Infrastructure | Kate Macdonald    |
| 10.1 | <b><u>Exemption from the Councils Standing Orders Relating to Contracts and Procurement in Relation to Cash Receipting Software Licences</u></b> | <b>The Committee resolved:</b><br>to approve the recommendations contained within the exempt report.  | Corporate Governance                    | Carol Smith       |

If you require any further information about this decision sheet, please contact Mark Masson, tel. 01224 522989 or email [mmasson@aberdeencity.gov.uk](mailto:mmasson@aberdeencity.gov.uk)