



To: Councillor Young, Convener; Councillor Thomson, Vice-Convener; and Councillors Allan, Cameron, Dickson, Donnelly, Jackie Dunbar, Forsyth, Len Ironside CBE, Laing, McCaig, Milne, Noble, Reynolds, Jennifer Stewart, Taylor, Townson and Yuill.

Town House,
ABERDEEN 26 November 2014

FINANCE, POLICY AND RESOURCES COMMITTEE

The Members of the **FINANCE, POLICY AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 4 DECEMBER 2014 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Determination of Exempt Items of Business

REQUESTS FOR DEPUTATIONS

- 2.1 None received at this stage

MINUTES AND COMMITTEE BUSINESS STATEMENT

- 3.1 Minute of Previous Meeting of 30 September 2014 (Pages 1 - 20)
3.2 Committee Business Statement (Pages 21 - 28)

MOTIONS

- 4.1 None Received

REFERRALS FROM OTHER COMMITTEES

- 5.1 There are no reports under this heading

CORPORATE GOVERNANCE SERVICE ISSUES

- 6.1 2014/15 Financial Monitoring - Corporate Governance (Pages 29 - 34)

FINANCE

- 7.1 Council General Fund Monitoring 2014/15 (Pages 35 - 44)
- 7.2 General Fund Revenue and Capital Budget 2015-16 and Indicative 5 Year Budgets (Pages 45 - 66)
- 7.3 2014/15 Common Good Fund - Monitoring Report (Pages 67 - 70)
- 7.4 Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2015/16 to 2019/20 (Pages 71 - 104)
- 7.5 Common Good Budget 2015-16 and Indicative 2016/17 to 2019/20 Budget (Pages 105 - 114)
- 7.6 North East Scotland Pension Fund 2015/16 and Indicative 2016/17 to 2019/20 Budget (Pages 115 - 122)
- 7.7 Treasury Management - Mid Year Review (Pages 123 - 128)
- 7.8 Small Financial Assistance Grants 2014/15 (Pages 129 - 132)

HUMAN RESOURCES

- 8.1 Sickness Absence Update (Pages 133 - 156)
- 8.2 Holiday Pay - Legal Issue (Pages 157 - 176)

STAFFING - BUSINESS CASES

- 9.1 Shared Services - s.95 Officer (Pages 177 - 194)

APPROVAL TO PROCURE

- 10.1 Authority to Procure Under Framework Contracts - Scottish Procurement and Scotland Excel (Pages 195 - 218)
- 10.2 Provision of Indirect Tax Services - Exemption from Council's Standing Orders on Contracts and Procurement (to follow)

GENERAL BUSINESS

- 11.1 Strategic Infrastructure Plan (Pages 219 - 224)
- 11.2 Corporate Information and Records Lifecycle Management Policy and Supporting Policies (Pages 225 - 264)
- 11.3 Corporate Archival Transfer and Acquisition Policy (Pages 265 - 272)
- 11.4 Aberdeen Heat and Power - Charitable Status (Pages 273 - 276)
- 11.5 Business Rates Appeals Sub-Committee (Pages 277 - 284)
- 11.6 Hydrogen Transport Economy for the North Sea Region (Pages 285 - 288)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

GENERAL BUSINESS

- 12.1 Housing Support Services Commissioning Plan (Pages 289 - 304)
- 12.2 Implementation of Prompt Payment Discount Scheme (Pages 305 - 308)

FINANCE

- 13.1 There are no reports under this heading

HUMAN RESOURCES

- 14.1 There are no reports under this heading

STAFFING - BUSINESS CASES

15.1 There are no reports under this heading

APPROVAL TO PROCURE

16.1 OpenText Licence Agreement (Pages 309 - 312)

16.2 Request for Authority to Procure Management Development to Assist in Delivery of Organisational Transformation (Pages 313 - 334)

16.3 Provision of an Employee Benefits Scheme - Exemption From Standing Orders On Contracts and Procurement Under Standing Order 1(6)(b), Contract For Service (Pages 335 - 354)

16.4 Museum Collections Centre (to follow)

16.5 Acquisition of Site - Greenbank Crescent, East Tullos (Pages 355 - 362)

16.6 Council House New Build Proposals - Manor Walk and Smithfield Primary School (Pages 363 - 368)

Please note that reports marked with an * have implications for agreed Priority Based Budget (PBB) options.

Website Address: www.aberdeency.gov.uk

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<http://committees.aberdeency.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13007&path=13004>

Should you require any further information about this agenda, please contact Mark Masson, tel. (52)2989 or email mmasson@aberdeency.gov.uk

Briefing for Elected Members on the Importance of EHRIAs

As an elected member, you will know you have an important role to play in championing equality within and outside Aberdeen City Council. There is also a scrutiny role for you to ensure that equality considerations are included in the decision making and governance of the council.

In exercising your duties as an elected member, you will make decisions which shape the council budget as well as the practice, strategies, plans and policies of the council. You have to make sure that the relevant equality implications are considered and so need to have sufficient information to satisfy our legal requirement to pay “due regard” to equality. Since public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act, our impact assessment tool also considers the potential impact our decisions could have on human rights – Equality and Human Rights Impact Assessment (EHRIA).

EHRIA forms are included in the agenda pack, and this is important as it ensures that the impact of any proposals being considered by the Committee is clear at the point of decision making. These are included at the back of the report, as an appendix. Committee members should feel able to ask questions of report authors in relation to EHRIA forms, including questions about why an impact assessment has not been carried out/is not included.

There is an onus on elected members to make sure that EHRIAs are robust and give appropriate weighting in decision-making processes. In recent guidance from the Equality and Human Rights Commission, relevant case law examples show the Courts stating that, the public authority had to demonstrate that it had paid ‘due regard’ to its equality obligations.

Policies and practices should be assessed for impact across the three parts of the public sector duty (eliminate unlawful treatment, advance equality of opportunity and foster good relationships).

These duties do not prevent us from taking many difficult decisions such as reorganisations and relocations, redundancies, and service reductions, nor do they stop us from making decisions, that may affect one group more than others. Whilst we have a duty to involve groups of people who have protected characteristics, this does not give them the right of veto regarding any of our budget proposals or other council decisions.

What the equality duties do is enable us to demonstrate that we are making decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of our communities.

The EHRIA will allow you to see that people with protected characteristics are enjoying equal access to our services, and where they are not, or are over/under-represented, or are not getting as good a service, the EHRIA gives the opportunity to do something to resolve the situation.

The equality target groups, or people with protected characteristics, include age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

The sort of questions to ask yourself as you read an EHRIA might include:

- How might the proposal impact on ethnic minority communities, including Gypsy/Travellers?
- How might the proposal impact on people with a disability?
- Would the impacts on women and men or the Transgender community differ?
- Would the proposal affect ethnic minority women and men in the same ways?
- Would the proposal affect women and men with disabilities in the same ways?
- What about age considerations when thinking about impacts?

It is important to remember that the potential impact is not just about numbers. Evidence of a serious impact on a small number of individuals is just as important as something that will impact on many people. You should also think about how individual proposals might relate to one another. This is because a series of changes to different policies or services could have a severe impact on particular protected groups.

The EHRIA is therefore an invaluable tool to assist you in ensuring that the interests of all groups are properly taken into account when difficult choices about resources are required.

A case study on “Southall Black Sisters – the need to impact assess decisions” is set out below.

Southall Black Sisters (SBS) provides specialist services to Asian and Black Caribbean women, particularly in relation to domestic violence issues.

In June 2007, Ealing council announced proposals to move away from funding particular organisations (such as SBS), towards commissioning services (including domestic violence services) following a competitive bidding exercise.

During discussions about criteria for commissioning domestic violence services SBS had highlighted the adverse impact the criteria could have on pre-existing domestic violence services provided to women from ethnic minority communities, and so an equality impact assessment should be carried out.

Ealing carried out belated impact assessments on proposals before deciding to proceed with the existing domestic violence services commissioning criteria, resulting in two SBS service users launching a judicial review of the decision.

Ultimately, Ealing conceded these submissions and withdrew from the case. However, in an oral judgement, Lord Justice Moses reiterated the importance of undertaking an equality impact assessment, and also the importance of carrying out an impact assessment before policy formulation.

Should you require any help with EHRIAs please contact me at sandrab@aberdeencity.gov.uk or 01224 523039 or Faiza at fnacef@aberrdeencity.gov.uk or 01224 523183.