

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

FINANCE, POLICY AND RESOURCES COMMITTEE - THURSDAY, 4 DECEMBER 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>	The Committee resolved: 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.		
3.1	<u>Minute of Previous Meeting of 30 September 2014</u>	The Committee resolved: to approve the minute as a correct record.		
3.2	<u>Committee Business Statement</u>	The Committee resolved: to delete item 2 (Geographical Weighting Allowance), item 3 (Festive Period) and item 10 (Smithfield Primary School Site) from the statement.	Democratic Services	Mark Masson
6.1	<u>2014/15 Financial Monitoring - Corporate Governance</u>	The Committee resolved: (i) to note the report and information on management action and risk that was contained therein; and (ii) to instruct officers to continue to review budget performance and report on Service strategies.	Finance	James Hashmi
7.1	<u>Council General Fund Monitoring 2014/15</u>	The Committee resolved: (i) to note the report;	Finance	Sandra Buthlay

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		<p>(ii) to note the prior agreement 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;</p> <p>(iii) to approve the Council's engagement with the external advisors appointed by the Hub North partnering authorities to provide legal, financial and technical support for the new South of the City Academy project, with the cost of these advisors to a maximum of £200,000 being funded by a Scottish Government grant; and</p> <p>(iv) that the recommended use of the £2.93million underspend for children's services be referred to the budget process.</p>		
7.2	<u>General Fund Revenue and Capital Budget 2015-16 and Indicative 5 Year Budgets</u>	<u>The Committee resolved:</u> to refer the report simpliciter to the Council's budget meeting on 6 February 2015.	Finance Legal Democratic Services and	Jonathan Belford / Helen Valentine Martyn Orchard
7.3	<u>2014/15 Common Good Fund - Monitoring Report</u>	<u>The Committee resolved:</u> (i) to note the income and expenditure position as at 31 March 2015; and (ii) to note the estimated cash balances as at 31 March 2015 of £6.6million based on current estimates, which is within the recommended levels indicated by the Head of Finance.	Finance	Catriona Gilmour

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7.4	<u>Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2015/16 to 2019/20</u>	<u>The Committee resolved:</u> to refer the report simpliciter to the Council meeting on 17 December 2014.	Finance Legal Democratic Services and	Helen Sherrit Martyn Orchard
7.5	<u>Common Good Budget 2015-16 and Indicative 2016/17 to 2019/20 Budget</u>	<u>The Committee resolved:</u> (i) to consider the Common Good budget for 2015/16 as detailed in appendix 1 to the report and, subject to any changes agreed by the Committee, to refer it to the Council Budget Meeting on 6 February 2015 for approval; and (ii) to note the 2016/17 – 2019/20 indicative budgets which were also contained in appendix 1 to the report.	Finance	Helen Valentine / Ciaran Monaghan
7.6	<u>North East Scotland Pension Fund 2015/16 and Indicative 2016/17 to 2019/20 Budget</u>	<u>The Committee resolved:</u> (i) to note the provision contained within the Council's General Fund budget for 2015/16, and subject to any changes agreed by the Committee, refers it to the Council Budget meeting on 5 February 2015 for approval; (ii) to note the 2016/17 to 2019/20 indicative budget; (iii) to instruct the Head of Finance to recover the actual costs from the NESPF; and (iv) to note progress on the introduction of a Service Level Agreement (SLA).	Finance	Gill Mutch / Laura Goodchild
7.7	<u>Treasury Management - Mid Year Review</u>	<u>The Committee resolved:</u> (i) to note the Treasury Management activities undertaken in 2014/15 as detailed in the report; and	Finance	Neil Stewart

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		(ii) to approve the revised Counterparty list as detailed in appendix 1 to the report.		
7.8	<u>Small Financial Assistance Grants 2014/15</u>	<p><u>The Committee resolved:</u> to agree to award funding to:-</p> <ul style="list-style-type: none"> • Torry Development Trust to a maximum of £1,500; and • Gerrard Street Baptist Church to a maximum of £500. 	Finance	Sandra Buthlay
8.1	<u>Sickness Absence Update</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the sickness absence rate across the Council and the breakdown of sickness absence by Directorate as detailed in appendix 1 to the report; and</p> <p>(ii) to agree from 1 April 2015, the sickness reporting of statistics will only include the new method of calculation.</p>	Human Resources and Organisational Development	Jeff Capstick
8.2	<u>Holiday Pay - Legal Issue</u>	<p><u>The Committee resolved:</u></p> <p>(i) to delegate authority to the Chief Executive in consultation with the Convener and Vice Convener of Finance, Policy and Resources to approve the required amendments to the method of calculating holiday pay, including approval of the additional costs associated with that change and any required retrospective payments; and</p> <p>(ii) that officers consult with Trade Unions on the matter, and if there is no collective agreement, to submit a report to the Committee.</p>	Human Resources and Organisational Development	Jeff Capstick / Karen Templeton

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9.1	<u>Shared Services - s.95 Officer</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the proposals set out in the business case, as attached to the report, for shared working with Shetland Islands Council; (ii) to delegate authority to the Head of Legal and Democratic Services in conjunction with the Chief Executive and Director of Corporate Governance to negotiate with Shetland Islands Council, and such of its officers as may be necessary, to conclude contracts that will arrange for the proper administration of both Councils; (iii) to agree that any changes to management roles and responsibilities are agreed by the Director of Corporate Governance in conjunction with the Head of Human Resources and Organisational Development and Head of Finance; (iv) to agree that the proposed arrangement is put in place for a period of 12 months, with a review of its operation after the first 6 months; and (v) to receive a report back on the outcome of the trial no later than in December 2015. 	Human Resources and Organisational Development	Jeff Capstick
10.1	<u>Authority to Procure Under Framework Contracts - Scottish Procurement and Scotland Excel</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to note the approval granted, as required under Standing Order 21(1), by the Head of Commercial and Procurement Services (CPS) and Head of Legal and Democratic 	Procurement	Irene deBoth

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		<p>Services to use the nationally tendered Scottish Procurement and Scotland Excel framework agreements for the provision of temporary agency workers as detailed in appendix 1 to the report; and</p> <p>(ii) to approve contracts being entered into across all Council Directorates under the above frameworks for an estimated annual expenditure of up to £4,300.000.</p>		
10.2	<u>Provision of Indirect Tax Services - Exemption from Council's Standing Orders on Contracts and Procurement</u>	<u>The Committee resolved:</u> to note the exemption from the Standing Orders relating to Contracts and Procurement of the contract with PricewaterhouseCoopers LLP for provision of services relating to Indirect Tax claims, all in terms of Standing Order 1(6)(b).	Finance	Richard Tong
10.3	<u>Tender for Agency Service Framework Agreement</u>	<u>The Committee resolved:</u> (i) to approve that Building Services enter into the proposed collaboration arrangements for re-tendering the building trades agency staff framework; and (ii) to approve the extension of the current framework by two months to facilitate in the transition of the new building trades agency staff framework.	Regeneration and Housing Investment	Kiemon Stewart
11.1	<u>Strategic Infrastructure Plan</u>	<u>The Committee resolved:</u> to note the content of the report and the progress made.	Commercial and Procurement Service	David Leslie

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11.2	<u>Corporate Information and Records Lifecycle Management Policy and Supporting Policies</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the detail of and approve the revised Information and Records Lifecycle Management Policy as outlined in appendix 1 to the report;</p> <p>(ii) to note the detail appended to the corporate Business Classification Scheme Policy and Records Retention and Disposal Schedule Policy as working templates that provide a framework to collaborate with Information Asset Owners to pilot, test and refine the details where necessary;</p> <p>(iii) to note the detail of and approve the supporting suite of policies:</p> <ul style="list-style-type: none"> • Business Classification Scheme Policy (Appendix 2) and corresponding template (web link pdf or excel); • Records Retention and Disposal Schedule Policy (Appendix 3) and template (web link pdf or excel); • Information Asset Register Policy (Appendix 4). 	Customer Service and Performance	Caroline Anderson
11.3	<u>Corporate Archival Transfer and Acquisition Policy</u>	<p><u>The Committee resolved:</u></p> <p>to note the detail of and approve the Archival Transfer and Acquisition Policy as outlined in appendix 1 to the report.</p>	Legal and Democratic Services	Phil Astley
11.4	<u>Aberdeen Heat and Power - Charitable Status</u>	<p><u>The Committee resolved:</u></p> <p>(i) to approve the proposal for Aberdeen Heat and Power to change to charitable status; and</p> <p>(ii) to approve that documentation giving</p>	Legal and Democratic Services	Anna Crilly

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		effect to the change in status is negotiated and signed on behalf of the Council with input from legal officers.		
11.5	<u>Business Rates Appeals Sub-Committee</u>	<u>The Committee resolved:</u> to note the report and to refer it to Council to establish the Business Rates Appeals Sub Committee.	Legal and Democratic Services	Roddy MacBeath / Martyn Orchard
11.6	<u>Hydrogen Transport Economy for the North Sea Region</u>	<u>The Committee resolved:</u> to note the decision of the signing of a Letter of Intent and budget increase for HyTrEc.	Economic Business Development	Yasa Ratnayake
12.1	<u>Housing Support Services Commissioning Plan</u>	<u>The Committee resolved:</u> (i) to approve the recommendations contained within the exempt report; and (ii) to report back to the Committee on 23 April 2015 in relation to implied contracts.	Housing and Community Safety	Kate MacDonald / Graeme Gardner
12.2	<u>Implementation of Prompt Payment Discount Scheme</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Finance	Garry Stevens
16.1	<u>OpenText Licence Agreement</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Customer Service and Performance	Gary Young
16.2	<u>Request for Authority to Procure Management Development to Assist in Delivery of Organisational Transformation</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Human Resources and Organisational Development	Sara Braithwaite

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16.3	<u>Provision of an Employee Benefits Scheme - Exemption From Standing Orders On Contracts and Procurement Under Standing Order 1(6)(b), Contract For Service</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Human Resources and Organisational Development	Neil Yacamini
16.4	<u>Museum Collections Centre</u>	<u>The Committee resolved:</u> (i) to approve the recommendations contained within the exempt report; (ii) that details relating to the proposed annual running costs of the centre be circulated to members of the Committee once the project has been developed further; (iii) that details of the expenditure relating to the financial contribution from the McBey Trust be circulated to members of the Committee; and (iv) that details of the current storage costs for the art collection be circulated to members of the Committee.	Education Service Finance	Neil Bruce Steve Whyte
16.5	<u>Acquisition of Site - Greenbank Crescent, East Tullis</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Asset Management and Operations	Stephen Booth
16.6	<u>Council House New Build Proposals - Manor Walk and Smithfield Primary School</u>	<u>The Committee resolved:</u> to approve the recommendations contained within the exempt report.	Regeneration and Housing Investment	Maria Thies

If you require any further information about this decision sheet, please contact Mark Masson, tel. (52)2989 or email mmasson@aberdeencity.gov.uk