

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### FINANCE, POLICY AND RESOURCES COMMITTEE - TUESDAY, 15 SEPTEMBER 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	<u>Determination of Exempt Items of Business</u>	<b>The Committee resolved:</b> to consider the items from 9.1 below with the press and public excluded.		
2.1	<u>Requests for Deputation</u>	<b>The Committee resolved:</b> to note that there were none received.		
3.1	<u>Minute of Previous Meeting of 9 June 2015</u>	<b>The Committee resolved:</b> (i) to approve the minute as a correct record; and (ii) that officers confirm whether the grant funding allocation has been issued to the Sea Cadets and to advise Councillor Reynolds in this regard.	Corporate Governance	Steve Whyte
3.2	<u>Committee Business Statement</u>	<b>The Committee resolved:</b> (i) in relation to item 3 (Galas and Festive Community Grants) to note that a report was to be considered on today's agenda and therefore to remove it subject to the decision taken; (ii) in relation to item 8 (Potential Options for the Operation and Management of the new AECC) to note that a report was to be considered on today's agenda and therefore to remove it subject to the decision taken;		

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		<p>(iii) in relation to item 12 (Events Programme – Winter Festival) to note that a report was to be considered on today's agenda and therefore to remove it subject to the decision taken;</p> <p>(iv) in relation to item 14 (Agency Workers) to note that a report was to be considered on today's agenda and therefore to remove it subject to the decision taken; and</p> <p>(v) to otherwise note the updates provided within the statement.</p>		
4.1	<b><u>Corporate Governance Performance Report and Risk Register</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the content of the performance report;</p> <p>(ii) to note the Corporate Governance Risk Register;</p> <p>(iii) that further details be provided to Councillor Cameron in relation to why there was no data collected against a number of measures within the graphs; and</p> <p>(iv) that further details be provided to Councillor Flynn in relation to the reason why the status of certain items were ticked when they were below the target.</p>	<p>Corporate Governance</p> <p>Corporate Governance</p>	<p>Martin Allan</p> <p>Steve Whyte</p>
5.1	<b><u>2015/16 Financial Monitoring - Corporate Governance</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the report and the information on management action and risks that was contained therein; and</p> <p>(ii) to instruct that officers continue to review budget performance.</p>	Corporate Governance	Hames Hashmi
5.2	<b><u>Council General Fund 2015-16 Monitoring</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>note the financial position contained within the report.</p>	Corporate Governance	Sandra Buthlay
5.3	<b><u>2015/16 Common Good Fund - Monitoring Report</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the income and expenditure</p>	Corporate	Catriona Gilmour

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		position as at 31 July 2015; (ii) to note the estimated cash balances as at 31 March 2016 of £14.6m based on current estimates, which was within the recommended levels indicated by the Head of Finance; (iii) to note the position regarding earmarked reserves; and (iv) to instruct officers to commission a feasibility study not to exceed £30,000 to determine how best to proceed with the Art Centre Redevelopment as contained within the Strategic Infrastructure and Capital Plan from the Common Good cash balances.	Governance	
5.4	<b><u>Treasury Management Policy and Strategy</u></b>	<b><u>The Committee resolved:</u></b> to recommend approval to Council of the revised Counterparty list as detailed at Appendix 1 to the report.	Corporate Governance	Neil Stewart / Martyn Orchard (for info)
5.5	<b><u>Small Financial Assistance Grants 2015/16</u></b>	<b><u>The Committee resolved:</u></b> to award grant funding based on the following recommendation:- The Discovery Award Scotland, over 50's workshops – a maximum of £200	Corporate Governance	Karen Black
5.6	<b><u>Participatory Budget</u></b>	<b><u>The Committee resolved:</u></b> (i) to agree that the funding will be disbursed using a locality community planning participatory budgeting approach; (ii) to endorse the proposed financial allocation for each locality as set out in the report; (iii) with regard to the communities falling under the remit of Northfield Total Place, to remit to the Northfield Total Place Board the responsibility for progressing an appropriate participatory budgeting process in respect of that locality cluster;	Communities, Housing Infrastructure &	Gail Woodcock

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		<p>(iv) to instruct officers, in conjunction with appropriate key local partners, to progress appropriate participatory budgeting processes for Tillydrone, Torry, Woodside and Seaton; and</p> <p>(v) to instruct officers to bring a report to the June 2016 Committee on the effectiveness and impact of the process used.</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 12 months;</p> <p>(ii) to endorse the proposed improvement measures for reducing sickness absence across the Council; and</p> <p>(iii) to include benchmarking figures of comparable local authorities in future reports.</p>	Corporate Governance	Neil Yacamini
6.2	<b><u>Revision of a Retirement Related Policy and Procedure</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to approve the revised versions of the Managing Retirement policy and the Pension Contributions Rate Appeals procedure.</p>	Corporate Governance	Keith Tennant
6.3	<b><u>Agency Update</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to instruct Directorates to ensure that the process for authorising Agency Workers is followed, especially ensuring the reason the Agency Worker is required is fully explained on the request form;</p> <p>(ii) to note that Services should ensure that the reasons for agency staff being used on the agency request forms to assist with reporting accuracy; and</p> <p>(iii) to note the actions being taken to ensure that suitable checks are made of agency worker qualifications.</p>	Corporate Governance	Neil Yacamini

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7.1	<b><u>Strategic Infrastructure Plan</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and the progress made.	Corporate Governance	Neil Yacamini
7.2	<b><u>Revised Use of Locating Systems in Vehicles and Devices Policy</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the revised Use of Locating Systems in Vehicles and Devices policy, as attached, to replace the existing policy; and (ii) to approve that the policy be changed from being a corporate policy to an employment policy located within the suite of HR and Customer Service policies.	Corporate Governance	Alison Paterson
7.3	<b><u>Policy and Strategic Response to Fraud, Bribery and Corruption</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the Policy and Strategic Response to Fraud, Bribery and Corruption as appended to this report; and (ii) to agree to work towards adopting the National Fraud Authorities checklist as per Appendix A.	Corporate Governance	Brian Muldoon
7.4	<b><u>Funding External Bodies and Following the Public Pound - Local Code of Practice Update</u></b>	<b><u>The Committee resolved:</u></b> to approve the updated Following the Public Pound (FPP) Code of Practice as appended to the report.	Corporate Governance	Amy Jones
7.5	<b><u>Information Management Policy Suite</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the detail of, and approve the following revised policies: <ul style="list-style-type: none"> <li>• <a href="#">ICT Acceptable Use Policy</a></li> <li>• <a href="#">Information Security Policy</a></li> <li>• <a href="#">Information Asset Register Policy</a></li> <li>• <a href="#">Information Lifecycle Management Policy</a></li> <li>• <a href="#">Records Retention &amp; Disposal Policy</a></li> <li>• <a href="#">Business Classification Scheme Policy</a>; and</li> </ul> (ii) to note that the policies are supported by Corporate Managing Information	Corporate Governance	Caroline Anderson

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		Guidance (Appendix 7), which brings together and replaces all previous corporate guidance around managing records, managing information, information security, ICT good practice and clear desk practice.		
7.6	<b><u>Gala Funding and Community Festive Fund</u></b>	<b>The Committee resolved:</b> (i) to note the content of the report; (ii) to approve that all future gala funding be administered through the small financial assistance grants scheme; and (iii) to approve that the existing City Events budget of £10,000 for gala funding from the Common Good Fund be transferred to the small financial assistance grants scheme.	Office of the Chief Executive	Dawn Schultz
7.7	<b><u>Twinning and International Partnerships</u></b>	<b>The Committee resolved:</b> (i) to approve a contribution of £10,000 towards an exchange project between Harlaw Academy and Von Mueller Gymnasium in Regensburg, 28 October-1 November 2015 and May 2016; (ii) to approve a contribution of £1,300 towards a visit by trustees of Friends of Gomel to Gomel to support established projects and develop new partnerships, 6-13 April 2016; (iii) to approve a contribution of £6,000 towards Kincorth Academy hosting a school exchange programme with Regensburg's Albertus Magnus Gymnasium in Aberdeen, 4-9 October 2015; and (iv) to approve a contribution of £2,940 towards the attendance of a civic delegation and music group from Stavanger at Aberdeen's annual	Office of the Chief Executive	Laura Paterson

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		Christmas Tree Light Switch-On Ceremony to celebrate the 25 <sup>th</sup> twinning anniversary of the two cities, 26 November 2015.		
7.8	<p><b><u>Condition and Suitability - Three Year Programme</u></b></p> <p>Please Note that there are Confidential Appendices Relating to the Item Included within the Restricted Section of this agenda.</p>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the projects completed or legally committed in 2015/16 as shown in Appendix A;</p> <p>(ii) to note the currently approved projects and approve amended budgets as shown in Appendix B;</p> <p>(iii) to approve the new Condition and Suitability Programme projects listed in Appendix C for inclusion in the 3 year programme;</p> <p>(iv) to instruct the Head of Land and Property Assets to implement the detailed 3 year programme;</p> <p>(v) to delegate authority to the Head of Land and Property Assets, in consultation with the SIP and Capital Review Group and the Convenor and Vice-Convenor of this Committee, to amend the Programme should priorities change due to unforeseen circumstances during the year, with such changes to be reported to the Committee as a bulletin report;</p> <p>(vi) to delegate authority to the Head of Land and Property Assets, in consultation with the SIP and Capital Review Group and the Convenor and Vice-Convenor of this Committee, to allocate projects or additional budgets to/from a £500k contingency fund, with such allocations to be reported to the Committee as a bulletin report;</p> <p>(vii) (a) to authorise the Director of Communities Housing and</p>	Communities, Housing & Infrastructure	Alastair Reid

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		<p>Infrastructure, the Head of Land and Property Assets and the Asset Management Manager, in connection with the Programme, to undertake or instruct tendering procedures or competitive quotes procedures as appropriate and the awarding of contracts following thereon, subject to the necessary funding being available in the approved Non-Housing Capital Budget; and</p> <p>(b) to exempt all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement;</p> <p>(viii) to note the future condition and suitability projects listed in Appendix D; and</p> <p>(ix) to ensure that the appendices in future reports are in larger readable print.</p>		
7.9	<b><u>Scottish Business Loans Fund</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve Aberdeen City Council's membership of Business Loans Scotland; and</p> <p>(ii) to approve Aberdeen City Council's 30% contribution of £75,000 per year for three years from within existing budgets, which would leverage a total loan fund for Aberdeen City companies of £250,000 per year for three years.</p>	Communities, Housing & Infrastructure	Elaine Robertson
7.10	<b><u>Art Gallery Redevelopment Fundraising</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the progress with the campaign;</p> <p>(ii) to request that an update report be submitted to the Committee in six months' time;</p> <p>(iii) that details relating to the funding</p>	<p>Education and Children's Services</p> <p>Corporate</p>	<p>Neil Bruce</p> <p>Steve Whyte</p>



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		<p>allocation from the Marguerite McBey Trust be circulated to Councillor Jennifer Stewart; and</p> <p>(iv) that details of the decision to underwrite £10m for a public and Philanthropic fundraising campaign be circulated to Councillor Jennifer Stewart.</p>	<p>Governance</p> <p>Corporate Governance</p>	Mark Masson
7.11	<b><u>Regulation of Investigatory Powers (Scotland) Act 2000 - Corporate Protocol and Procedures and Training Plan</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the Revised Aberdeen City Council Corporate Protocol on Covert Surveillance as set out in Appendix 1 of the report;</p> <p>(ii) to endorse the RIPSAs Training Plan detailed in Appendix 2 of the report; and</p> <p>(iii) to otherwise note the report.</p>	Corporate Governance	Fiona Smith
7.12	<b><u>Corporate Data Protection Policy and Procedures</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the Corporate Data Protection Policy contained in Appendix One of the report; and</p> <p>(ii) to approve the various Corporate Data Protection procedure documents appended to the report, namely:</p> <ul style="list-style-type: none"> <li>• Corporate Creating Personal Information Procedure (Appendix Two)</li> <li>• Corporate Access to Personal Information (Subject Access) procedure (Appendix Three)</li> <li>• Corporate Access to Personal Information (Third Party Access) procedure (Appendix Four)</li> <li>• Corporate Sharing Personal Information Procedure (Appendix Five)</li> <li>• Corporate Data Protection Incidents Procedure (Appendix Six).</li> </ul>	Corporate Governance	Fiona Smith

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7.13	<b><u>City Centre Masterplan - Delivery Team</u></b>	<p><b><u>The Committee resolved:</u></b></p> <ul style="list-style-type: none"> <li>(i) to note the arrangements as outlined in the report;</li> <li>(ii) to approve the establishment of a City Centre Director post on Chief Official terms and conditions;</li> <li>(iii) to approve the establishment of a City Centre Programme Manager post which may be on Chief Official terms and conditions dependant on the outcome of a review of the job profile for the post;</li> <li>(iv) to approve the establishment of a Communication and Engagement Officer post on Single Status terms and conditions;</li> <li>(v) to approve the creation of an elected member Appointment Panel from the elected members of the City Centre Masterplan Reference Group only for the post of City Centre Director which will have authority to approve the job profile and assessed salary for that post;</li> <li>(vi) to set aside standing order 47(2) to allow the appointment of the City Centre Programme Manager to be undertaken by a panel of officers, including the Chief Executive, in lieu of an Appointment Panel in the event that the post is established as a Chief Official;</li> <li>(vii) to note that under the Scheme of Delegation the Chief Executive would agree all matters relating to the recruitment process for both the City Centre Programme Manager and Communication and Engagement Officer including role profile, person specification and salary, in conjunction with the Head of Human Resources and Customer Service and would provide a progress update to</li> </ul>	Office of the Chief Executive	Ciaran Monaghan

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		<p>the Finance, Policy and Resources Committee at its meeting on 3 December 2015;</p> <p>(viii) to instruct officers to undertake transport modelling taking into account the transport implications associated with Broad Street and Schoolhill/Upperkirkgate and to consider the implications on areas such as Castlegate, Schoolhill Pocket Park, Queen Street, Golden Square and Bon Accord Square and report its findings to the Council in December 2015;</p> <p>(ix) to instruct officers to report back to the Communities Housing and Infrastructure Committee in March 2016 with the results of the city centre wide traffic modelling and interventions; and</p> <p>(x) to instruct officers to undertake a development brief of the Station Gateway intervention area and a review of public realm in the city centre and to report back to the Communities, Housing and Infrastructure Committee in January 2016.</p>	<p>Communities, Housing &amp; Infrastructure</p> <p>Communities, Housing &amp; Infrastructure</p> <p>Communities, Housing &amp; Infrastructure</p>	<p>John Quinn</p> <p>John Quinn</p> <p>Sandy Beattie</p>
7.14	<b><u>Aberdeen City Region Deal - Governance Arrangements</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to agree that the proposed governance arrangements outlined in the report be discussed in detail between elected members of both Aberdeen City Council and Aberdeenshire Council;</p> <p>(ii) to agree that the Head of Legal and Democratic Services collaborates with his counterpart at Aberdeenshire Council to develop the arrangements necessary to allow for the establishment of the proposed Aberdeen City Region Deal Executive as a Joint Committee of the two Councils;</p> <p>(iii) to agree the private sector participation in</p>	Office of the Chief Executive	Ciaran Monaghan



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8.1	<b><u>Exemption From Council's Standing Orders Relating to Contracts and Procurement for the Purchase and Installation of Early Learning and Childcare Furniture for New Nurseries</u></b>	<b><u>The Committee resolved:</u></b> to note the contents of the report and the reasons behind requesting the exemption from the relevant standing orders.	Education and Children's Services	Sheila Sansbury
9.1	<b><u>Pension Fund Guarantee Requests</u></b>	<b><u>The Committee resolved:</u></b> to approve only recommendation 1 as contained within the exempt report.	Corporate Governance	Sandra Buthlay / Laura Collis
9.2	<b><u>Unrecoverable Debt</u></b>	<b><u>The Committee resolved:</u></b> to note the information contained within the exempt report.	Corporate Governance	Wayne Connel/
10.1	<b><u>Common Good Farms - Referral From Property Sub Committee</u></b>	<b><u>The Committee resolved:</u></b> to agree the expenditure from the Common Good Fund.	Communities, Housing & Infrastructure	Richard Wood
10.2	<b><u>Greenferns Farm - Referral from Property Sub Committee</u></b>	<b><u>The Committee resolved:</u></b> to agree the expenditure from the Common Good Fund.	Communities, Housing & Infrastructure	Stephen Booth
10.3	<b><u>Transition Extreme</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Communities, Housing & Infrastructure	Elaine Robertson
10.4	<b><u>Outcome of the Market Testing Exercise for the Operation and Management of the New Aberdeen Exhibition and Conference Centre</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Communities, Housing & Infrastructure	Scott Ramsay
10.5	<b><u>Update on the Future of Thomas Blake Glover House</u></b>	<b><u>The Committee resolved:</u></b> to approve recommendations (a) and (b) contained within the exempt report and an amended recommendation (c) and a replacement recommendation (d).	Communities, Housing & Infrastructure	Richard Sweetnam / Gordon McIntosh

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10.6	<b><u>Condition and Suitability - Three Year Programme (Appendices)</u></b>	<b><u>The Committee resolved:</u></b> to note the information contained within the exempt Appendices.	Communities, Housing Infrastructure &	Alastair Reid
10.7	<b><u>Town House - Clock Tower Works</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the recommendations contained within the exempt report; and (ii) that details of the costs incurred as a result of the delay to works be circulated to members of the Committee.	Communities, Housing Infrastructure &	Pete Leonard
11.1	<b><u>Occupational Health Service Contract</u></b>	<b><u>The Committee resolved:</u></b> to note the information contained within the exempt report.	Corporate Governance	Mary Agnew
11.2	<b><u>Exemption from Standing Orders in Relation to Procurement of Bulk Printing Solution</u></b>	<b><u>The Committee resolved:</u></b> to note the information contained within the exempt report.	Corporate Governance	Val Taylor
11.3	<b><u>School and Social Work Transport Procurement 2016</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Communities, Housing Infrastructure &	Chris Cormack
11.4	<b><u>Tender Acceptance - Scotland EXCEL Framework Agreements</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Corporate Governance	Bo Symonowicz
11.5	<b><u>311 Clifton Road - Authority to go to Tender</u></b>	<b><u>The Committee resolved:</u></b> to approve the recommendations contained within the exempt report.	Education & Children's Services / Communities, Housing Infrastructure &	Shona Manson / Jim Argo

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)