

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN, 22 June 2018

COUNCIL

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **MONDAY, 2 JULY 2018 at 10.30am.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

B U S I N E S S

ADMISSION OF BURGESSES

1(a) Admission of Burgesses

DETERMINATION OF URGENT BUSINESS

2(a) No urgent business at this stage

DETERMINATION OF EXEMPT BUSINESS

3(a) Members are requested to determine that the exempt business be considered with the press and public excluded

DECLARATIONS OF INTEREST

4(a) Declarations of Interest (Pages 5 - 6)

REQUESTS FOR DEPUTATION

5(a) No requests at this stage

MINUTES OF PREVIOUS MEETINGS OF COUNCIL

- 6(a) Minute of Special Meeting of Aberdeen City Council of 5 March 2018 - for approval (Pages 7 - 8)
- 6(b) Minute of Meeting of Aberdeen City Council of 5 March 2018 - for approval (Pages 9 - 54)
- 6(c) Minute of Meeting of Aberdeen City Council of 6 March 2018 - for approval (Pages 55 - 90)
- 6(d) Minute of Meeting of Urgent Business Committee of 6 June 2018 - for approval (Pages 91 - 94)

REFERRALS FROM COMMITTEES

- 7(a) Exempt referral at item 11(a)

COMMITTEE PLANNER AND OTHER MINUTES

- 8(a) Business Planner (Pages 95 - 98)
- 8(b) Minutes of Meetings of Appointment Panel of 1 and 19 March, 25 and 27 April, 1 May and 1 June 2018 - for approval (Pages 99 - 110)

GENERAL BUSINESS

- 9(a) Nomination to North East Scotland Pension Fund Board - GOV/18/003 (Pages 111 - 114)
- 9(b) Aberdeen City Integration Joint Board - GOV/18/029 (Pages 115 - 124)
- 9(c) Bon Accord Care - Annual Performance Report - HSCP/17/094 (deferred at meeting of 5 March 2018) (Pages 125 - 156)
- 9(d) Treasury Management Policy and Strategy - RES/18/024 (Pages 157 - 160)
- 9(e) Registrars - European Passport Return Service - CUS/18/014 (Pages 161 - 164)
- 9(f) Water Sampling Charges - OPE/18/032 (Pages 165 - 170)

NOTICES OF MOTION

10(a) Councillor Reynolds

“Following decades of campaigning for electrification of the rail line to the North East and the understandable financial difficulties, Aberdeen City Council calls upon the Scottish Government, Abellio, Transport Scotland and any other interested party to investigate, as a matter of urgency whilst EU funding is still available, to replace existing rolling stock with environmentally friendly hydrogen trains.

Subject to Council agreement with the above, that the Chief Executive write to local authorities on the route to gain their support.”

10(b) Councillor Yuill

“That this Council:

1. Notes with concern that speeding remains a problem on some roads in communities across Aberdeen.
2. Welcomes the ongoing action taken by the police to tackle this problem but recognises that limited police resources restrict the amount of police time that can be devoted to this.
3. Notes that “Community Speedwatch” initiatives, where members of the public are trained by the police to use speed guns, elsewhere in Scotland and across the UK have played a part in reducing speeds and changing driver behaviour.
4. Instructs the Chief Officer - Operations and Protective Services to discuss with Police Scotland how “Community Speedwatch” could be introduced in Aberdeen.”

10(c) Councillor Delaney

“That Council:

1. Acknowledges the challenges faced in maintaining its infrastructure to an acceptable standard as a result of year on year underfunding by successive Scottish Governments.
2. Acknowledges the need to explore new technologies in order to discharge its functions in a more cost effective and environmentally friendly manner.
3. Commits to investigating ways to reduce plastic waste and looking for innovative ways to reuse residual plastic waste.
4. Acknowledges the reduced cost and apparent increased longevity of so called “plastic roads” whereby recycled plastic pellets are incorporated into an asphalt mixture to fill potholes and to resurface roads.
5. Welcomes the successful resurfacing of the A7 in Carlisle and notes the trials of this product in Dumfries & Galloway and Enfield.
6. Instructs the Chief Operating Officer to investigate the feasibility of trialling “plastic roads” in Aberdeen and to report back to the appropriate committee(s).”

EXEMPT / CONFIDENTIAL BUSINESS

- 11(a) Developer Obligations - Triple Kirks Student Accommodation Scheme - referred by Planning Development Management Committee of 26 April 2018 (Pages 171 - 194)

Website Address: www.aberdeencity.gov.uk

To access Service Updates for full Council please use the following link:

<http://committees.aberdeencity.gov.uk/ecCatDisplay.aspx?sched=doc&cat=13013&path=13004>

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

Agenda Item 4(a)

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons

For example, I know the applicant / I am a member of the Board of X / I am employed by...

and I will therefore withdraw from the meeting room during any discussion and voting on that item.

OR

I have considered whether I require to declare an interest in item (x) for the following reasons however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

OR

I declare an interest in item (x) for the following reasons however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
 - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
 - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

OR

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 5 March 2018

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;
Depute Provost Alan Donnelly; and

COUNCILLORS

YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
STEVEN DELANEY
JACQUELINE DUNBAR
LESLEY DUNBAR
SARAH DUNCAN
STEPHEN FLYNN
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON
RYAN HOUGHTON
BRETT HUNT
MICHAEL HUTCHISON
CLAIRE IMRIE

FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
CATRIONA MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
THOMAS MASON MSP
ALEXANDER NICOLL
JAMES NOBLE
JOHN REYNOLDS
GILLIAN SAMARAI
PHILIP SELLAR
JENNIFER STEWART
SANDY STUART
GORDON TOWNSON
JOHN WHEELER
and
IAN YUILL

Lord Provost Barney Crockett, in the Chair

The agenda and reports associated with this minute can be found at:-

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=122&MId=6121&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

Special Council Meeting, Monday, 5 March 2018

DECLARATION OF INTEREST

1. Councillor Mason MSP declared an interest as Member of the Scottish Parliament for North East Scotland.

REVIEW OF COMMUNITY COUNCIL GOVERNANCE - CG/17/135

2. With reference to Article 1 of the minute of its special meeting of 11 December 2017, the Council had before it a report by the Chief Officer - Governance which presented the responses received during the public consultation and the amended Scheme for the Establishment of Community Councils, including boundary changes for various Community Councils.

The report recommended:-

that the Council -

- (a) approve the revisions to the Scheme and associated documents as set out in Appendix 1;
- (b) approve the boundary and name changes for Community Councils as outlined in Appendix 2;
- (c) note the two proposals for the boundary change between Bucksburn and Newhills and Dyce and Stoneywood Community Councils as outlined in sections 3.5 to 3.8 of the report and in Appendix 2;
- (d) approve the proposed action to be taken in relation to Bucksburn and Newhills and Dyce and Stoneywood Community Council boundaries as outlined at section 3.9 of the report;
- (e) note the two proposals for the boundary change between the City Centre and Ferryhill and Ruthrieston Community Councils as outlined at section 3.10 of the report and in Appendix 2;
- (f) approve the proposed action to be taken in relation to the City Centre and Ferryhill and Ruthrieston Community Council boundaries as outlined at section 3.11 of the report;
- (g) note the position between Froghall, Powis and Sunnybank Community Council and George Street Community Council on the boundary proposal as outlined at section 3.12 of the report;
- (h) approve the issue of a public notice inviting members of the public to comment on the amended Scheme and associated documents;
- (i) note the content of the consultation responses and resulting actions as outlined in Appendix 3; and
- (j) note that a report providing the outcome of the second phase of public consultation and requesting approval of the final Scheme and boundaries will be submitted to a special meeting of Council in July 2018.

The Council resolved:-

- (i) to approve the recommendations; and
- (ii) to note that reference to the River Don on page 46 of the report pack in relation to Torry Community Council should be the River Dee.

- BARNEY CROCKETT, Lord Provost.

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 5 March 2018

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;
Depute Provost Alan Donnelly; and

COUNCILLORS

YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
STEVEN DELANEY
JACQUELINE DUNBAR
LESLEY DUNBAR
SARAH DUNCAN
STEPHEN FLYNN
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON
RYAN HOUGHTON
BRETT HUNT
MICHAEL HUTCHISON
CLAIRE IMRIE

FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
CATRIONA MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
THOMAS MASON MSP
ALEXANDER NICOLL
JAMES NOBLE
JOHN REYNOLDS
GILLIAN SAMARAI
PHILIP SELLAR
JENNIFER STEWART
SANDY STUART
GORDON TOWNSON
JOHN WHEELER
and
IAN YUILL

Lord Provost Barney Crockett, in the Chair

The agenda and reports associated with this minute can be found at:-

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=122&MId=5860&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

Council Meeting, Monday, 5 March 2018

ANNOUNCEMENTS

1. (A) The Lord Provost welcomed Mr Andy MacDonald (Director of Customer), Mr Frank McGhee (Director of Commissioning) and Mr Rob Polkinghorne (Chief Operating Officer) to their first Council meeting following their appointment to the new first tier roles, alongside Mr Steve Whyte (Director of Resources). The Lord Provost stated that he was looking forward to working with them and wished them every success.

(B) The Lord Provost thanked all staff who had been working very hard in the inclement weather conditions and emphasised that they had done an exceptional job which the people of Aberdeen welcomed.

The Council resolved:-

to concur with the remarks of the Lord Provost.

ADMISSION OF BURGESSES

2. (A) The persons undermentioned were admitted into the presence of the Council and passed as Burgesses of Guild in respect of their respective Acts of Admission in the Guild Burgess Book:-

Donald Crawford Balance, Retired Oil Executive, Aberdeen
Dr David John Cameron, Councillor, Aberdeen
Graeme Thompson, Retired Police Officer, Aberdeen
Carolyn Welsh, Retired Schoolteacher, Aberdeen

(B) The persons undermentioned were admitted into the presence of the Council and passed as Burgesses of the Burgh of their own craft only:-

Graeme Cheyne, Shoemaker, Aberdeen
Iain Hunter, Shoemaker, Aberdeen
Peter Murray, Weaver, Aberdeen

SUSPENSION OF STANDING ORDERS

3. The Lord Provost sought the agreement of the Council to suspend Standing Order 37.2 to allow the meeting to continue beyond four hours if required.

The Council resolved:-

to suspend Standing Order 37.2.

DETERMINATION OF EXEMPT BUSINESS

4. The Council was requested to determine that the following item of business, which contained exempt information as described in Schedule 7(A) of the Local Government (Scotland) Act 1973, be taken in private:-

Council Meeting, Monday, 5 March 2018

11(a) Complaints Review Committee - 29 January 2018

The Council resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 11(a) so as to avoid disclosure of exempt information of the classes described in paragraphs 1 and 3 of Schedule 7(A) of the Act.

DECLARATIONS OF INTEREST

5. Councillor Nicoll declared an interest in relation to item 9(d) (Bon Accord Care - Annual Performance Report) by virtue of holding power of attorney for a family member who was resident in sheltered housing under the control of Bon Accord Care. Councillor Nicoll did not consider that the nature of his interest required him to leave the meeting.

Councillor Boulton declared an interest in relation to item 9(i) (Outside Bodies) by virtue of her position as a Council appointed Trustee to Aberdeen International Youth Festival. Councillor Boulton considered that the nature of her interest required her to leave the meeting and take no part in the Council's deliberations thereon.

Councillors Bell, Macdonald and Jennifer Stewart declared interests in relation to item 7(a) (Notice of Motion by Councillor Delaney - referred by Communities, Housing and Infrastructure Committee of 16 January 2018) by virtue of being Council appointed members of NESTRANS. Councillors Bell, Macdonald and Jennifer Stewart did not consider that the nature of their interests required them to leave the meeting.

Councillor Yuill declared an interest in relation to item 7(a) by virtue of his position as a Council appointed substitute member of NESTRANS. Councillor Yuill did not consider that the nature of his interest required him to leave the meeting.

Councillor Mason MSP declared a general interest as a Member of the Scottish Parliament for North East Scotland.

REQUESTS FOR DEPUTATION

6. The Council had before it a request for a deputation from Torry Development Trust in relation to item 7(b) (Disposal of Former Victoria Road School) which had been submitted in accordance with Standing Order 13.

The Council resolved:-

to hear the deputation at the appropriate point on the agenda.

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL OF 25 NOVEMBER 2017

7. The Council had before it the minute of the special meeting of Aberdeen City Council of 25 November 2017.

Council Meeting, Monday, 5 March 2018

The Council resolved:-
to approve the minute.

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL OF 11 DECEMBER 2017

8. The Council had before it the minute of the special meeting of Aberdeen City Council of 11 December 2017.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 11 DECEMBER 2017

9. The Council had before it the minute of meeting of Aberdeen City Council of 11 December 2017.

The Council resolved:-
to approve the minute.

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL OF 29 JANUARY 2018

10. The Council had before it the minute of the special meeting of Aberdeen City Council of 29 January 2018.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 21 DECEMBER 2017

11. The Council had before it the minute of meeting of the Urgent Business Committee of 21 December 2017.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 1 FEBRUARY 2018

12. The Council had before it the minute of meeting of the Urgent Business Committee of 1 February 2018.

Council Meeting, Monday, 5 March 2018

The Council resolved:-
to approve the minute.

NOTICE OF MOTION BY COUNCILLOR DELANEY - REFERRED BY COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE OF 16 JANUARY 2018

13. With reference to Article 12 of the minute of meeting of the Communities, Housing and Infrastructure Committee of 16 January 2018, which had been referred to it for consideration by eight members of the Committee in terms of Standing Order 31.1, the Council had before it a notice of motion by Councillor Delaney in relation to Broad Street; and the decision of the Committee, which was as follows:-

- (i) to agree that changing the Council's policy on Broad Street, before we have seen the impact of buses, cycles and pedestrians using the shared space, will have significant implications for our established transport strategy agreed at the Communities, Housing and Infrastructure Committee on 20 January 2016. To note that there may also be implications for the funding already secured from Sustrans in support of the delivery of the project;
- (ii) to agree that the existing Traffic Regulation Order would have to be amended and any such amendment would require to go through a lengthy legal process. This two stage process is likely to cause delays to the completion of the scheme and it would be May 2018 at the earliest before the legal process could be completed, noting this process would be open to objections, particularly from the public transport operators which may result in the requirement for a Public Hearing, extending the timescale for delivery by a further six to nine months;
- (iii) to agree to proceed with the full implementation of the Broad Street partial pedestrianisation as previously agreed at Council on 29 June 2016; and
- (iv) to instruct the Interim Head of Planning and Sustainable Development to carry out a full review of the Broad Street partial pedestrianisation (one year after opening) on the effectiveness of the scheme, the implications on the city centre network, the City Centre Masterplan and reporting back with recommendations taking into consideration (ii) above to members at the earliest opportunity.

Councillor Delaney moved, seconded by Councillor Hutchison:-

That the Council approve the amended notice of motion as follows -

- (1) to note the decision of Council of 29 June 2016 to permit buses, cyclists and pedestrians to use the "shared surface" proposed for Broad Street;
- (2) to note the concerns raised by people with visual, hearing and mobility loss regarding the safe use of the planned "shared surface" on Broad Street;
- (3) to agree that in the interests of public safety Broad Street should be fully pedestrianised between its junctions with Upperkirkgate and Queen Street and to instruct the Head of Public Infrastructure and Environment to commence the Traffic Regulation Order for this measure with costs for this legal process to be met from contingencies and to report to the appropriate committee in this regard; and that this report identifies a safe segregated cycling route as well as accessibility routes into Marischal College, following consultation with the Disability Equity Partnership;

Council Meeting, Monday, 5 March 2018

- (4) to instruct the Interim Head of Planning and Sustainable Development to explore with Sustrans any funding implications which may arise from this change and to report this to the appropriate committee; and
- (5) to instruct the Interim Director of Communities, Housing and Infrastructure to enter into discussions with bus operators regarding changes to bus routes and stops as a result of a road closure between Upperkirkgate and Queen Street to lessen the impact upon city centre residents seeking to access routes and report back to the relevant committee; and that officers are instructed to review the traffic light sequencing on routes including, but not exclusive to, Union Street, King Street and West North Street to reflect a permanent closure.

Councillor Grant moved as an amendment, seconded by Councillor Boulton:-

That the Council -

- (1) agree that changing the Council's policy on Broad Street before the impact of buses, cycles and pedestrians using the shared space has been seen, will have significant implications for the Council's established transport strategy agreed at the Communities, Housing and Infrastructure Committee on 20 January 2016, and note that there may also be implications for the funding already secured from Sustrans in support of the delivery of the project;
- (2) agree that the existing Traffic Regulation Order would have to be amended and any such amendment would require to go through a lengthy legal process. This two stage process would be likely to cause delays to the completion of the scheme and it would be September 2018 at the earliest before the legal process could be completed, noting that this process would be open to objections, particularly from the public transport operators which may result in the requirement for a public hearing, extending the timescale for delivery by a further six to nine months;
- (3) agree to proceed with the full implementation of the Broad Street partial pedestrianisation as previously agreed at Council on 29 June 2016; and
- (4) instruct the Chief Officer for Strategic Place Planning to:
 - (a) conduct a road safety review of the scheme, with relevant stakeholders including the Disability Equity Partnership, bus companies and the Aberdeen Cycle Forum, six months after opening, and report back with any recommendations at the earliest opportunity to the next available committee; and
 - (b) conduct a full review of the Broad Street partial pedestrianisation, one year after opening, on the effectiveness of the scheme, the implications on the city centre network and the City Centre Masterplan and report back with recommendations, taking into consideration (2) above, to the relevant committee at the earliest opportunity.

On a division, there voted:-

For the motion (22) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

Council Meeting, Monday, 5 March 2018

For the amendment (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

The Council resolved:-
to adopt the amendment.

In terms of Standing Order 29.7, Councillors Delaney, Greig and Yuill intimated their dissent against the foregoing decision.

DISPOSAL OF FORMER VICTORIA ROAD SCHOOL - REFERRED BY FINANCE, POLICY AND RESOURCES COMMITTEE OF 1 FEBRUARY 2018

14. (A) In accordance with Article 6 of this minute, the Council received a deputation from Mr David Fryer, Mr David Murray and Mr Alastair Walker on behalf of Torry Development Trust (TDT).

Mr Fryer advised that TDT was well placed to build upon the Council's agreed policy declaration not to support the demolition of the school buildings at Victoria Road, and that the TDT project aimed to meet local needs which weaved together restoration, innovation and enterprise. He added that the TDT project was based upon reprovisioning the two granite buildings sympathetically coupled with new mixed tenure affordable housing to meet current and future housing needs in Torry.

Mr Fryer emphasised that TDT was not just words - they had an image which was the start of how they were developing their ideas with the aim of creating a new silver green heart for Torry. He highlighted that TDT was a member of the Development Trust Association for Scotland (DTAS) and Scotland's Towns Partnership, with both organisations providing support and a growing number of independent experts advising TDT on a pro-bono basis, who told them what they needed to hear, not what they wanted to hear.

Mr Murray explained that he was an Architect, as well as a Director of TDT, and that he had been supporting the community in Torry since 2013. He referred to the decision of the Finance, Policy and Resources Committee of 1 December 2017, when TDT had been allowed to put together a proposal for the site, with TDT reporting back to the Committee at its meeting of 1 February 2018 with significant progress having been made.

Mr Murray advised that three project opportunities had been identified since 1 February 2018, and that all options were still on the table. He added they were beginning to focus on a project with an emphasis on affordable housing but with other elements as well. He stated that TDT had overseen an inspection of the building with a structural engineer's report submitted. Initial sketch proposals had been prepared but they were not definitive at this stage - Mr Murray stated that they were looking forward to genuine public consultation being undertaken with the community.

Council Meeting, Monday, 5 March 2018

Mr Murray highlighted that DTAS had produced a project specific funding report which identified several different strands of funding that may be available to TDT. He added that a quantity surveyor was currently carrying out an initial cost appraisal, and that discussions had taken place with Aberdeen City Health and Social Care Partnership on the potential for them to be involved in the project. Mr Murray advised that discussions had also taken place with Grampian Housing Association and a draft memorandum was being prepared.

Mr Walker summarised the property market in Aberdeen, which he described as dire, although he acknowledged that there were some green shoots of recovery. He advised that since late 2014 prices had fallen by around 25% in the residential sector. Mr Walker argued against the merits of demolishing the existing granite buildings and rebuilding on the site, claiming that what would be built in their place would be very inferior, would not be sympathetic to the local area and with a low probability of any new build being there in 50 years. He emphasised that property developers would not be in it for the good of the Council or the local community, they would be there to make a profit which meant cutting corners and building as cheaply as possible.

Regarding the prospect of new build flats, Mr Walker anticipated that the demand would not be that great in Torry, particularly with new build prices being 25% above the second-hand market. Mr Walker explained that over 50% of the properties his company managed were buy-to-let not owner occupied, therefore new build flats would lead to a transient population.

Mr Walker underlined that Torry deserved better as an ancient royal burgh and that retention of the existing granite buildings was the best option for the community.

Mr Fryer concluded that TDT were uniquely placed to work with Grampian Housing Association to create a development which would prioritise local housing needs through an agreed local lettings criteria for local families in Torry. Mr Fryer called upon the Council to give TDT 65 days to complete their project within the six months they had asked for on 1 December 2017.

Members asked questions of the deputation and thanked them for their contribution.

DECLARATION OF INTEREST

At this juncture, Councillor Delaney declared an interest by virtue of his membership of the Board of Grampian Housing Association which had been mentioned by the deputation. Councillor Delaney stated that he had no knowledge of any discussions that may have taken place between TDT and Grampian Housing Association and therefore considered that the nature of his interest did not require him to leave the meeting.

(B) With reference to Article 22 of the minute of meeting of the Finance, Policy and Resources Committee of 1 February 2018, which had been referred to it for consideration by nine members of the Committee in terms of Standing Order 31.1, the Council had before it (1) a report by the Interim Director of Communities, Housing which

Council Meeting, Monday, 5 March 2018

provided an update on discussions with TDT following the Finance, Policy and Resources Committee meeting on 1 December 2017, and sought approval to market the site with a view to the property being brought back into economic use; and (2) the decision of the Committee which was as follows:-

- (i) to instruct the Head of Land and Property Assets to openly market the site with the aspiration that proposals from interested parties must seek to retain as much of the buildings on the site as possible; and
- (ii) to note that the outcome of the marketing exercise would be brought back to the most appropriate committee before the summer recess.

DECLARATION OF INTEREST

Councillor Delaney, having earlier declared an interest by virtue of his membership of the Board of Grampian Housing Association, advised that he had reviewed the position and considered that the nature of his interest required him to leave the meeting and take no part in the Council's deliberations thereon.

Councillor Lumsden moved, seconded by the Depute Provost:-

That the Council -

- (1) instruct the Chief Officer - Corporate Landlord to openly market the site with the aspiration that proposals from interested parties must seek to retain as much of the buildings on the site as possible; and
- (2) note that the outcome of the marketing exercise would be brought back to the appropriate committee after the summer recess.

Councillor Nicoll moved as an amendment, seconded by Councillor Yuill:-

That the Council -

- (1) delay marketing the site meantime; and
- (2) extend the period of discussion with TDT to 1 June 2018, to allow them to bring back proposals to develop the site.

On a division, there voted:-

For the motion (23) - Lord Provost, Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment (21) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

Absent from the division (1) - Councillor Delaney.

The Council resolved:-
to adopt the motion.

Council Meeting, Monday, 5 March 2018

BUSINESS STATEMENT

15. The Council had before it a statement of Council business.

The Council resolved:-

to note the business statement.

MOTIONS LIST

16. The Council had before it a list of outstanding motions.

The Council resolved:-

to note the motions list.

TRACKER

17. The Council had before it a tracker document which identified reports that were due to be considered by the Council at its forthcoming meetings.

The Council resolved:-

to note the tracker.

MINUTES OF MEETINGS OF APPOINTMENT PANEL OF 27, 28, 29 AND 30 NOVEMBER 2017 AND 1 DECEMBER 2017

18. The Council had before it the minutes of meetings of the Appointment Panel of 27, 28, 29 and 30 November and 1 December 2017.

The Council resolved:-

- (i) to amend the minute of the Appointment Panel meeting of 27 November 2017 to reflect that it was in relation to the Director of Customer and not the Director of Resources; and
- (ii) otherwise to approve the minutes.

MINUTES OF MEETINGS OF APPOINTMENT PANEL OF 1, 2, 14, 15, 16 AND 21 FEBRUARY 2018

19. The Council had before it minutes of meetings of the Appointment Panel of 1, 2, 14, 15, 16 and 21 February 2018.

The Council resolved:-

to approve the minutes.

Council Meeting, Monday, 5 March 2018

TARGET OPERATING MODEL - SUPPORTING GOVERNANCE FRAMEWORK - OCE/18/025

20. With reference to Article 9 of the minute of its meeting of 11 December 2017, the Council had before it a report by the Chief Executive which proposed a governance framework to support the implementation of the Target Operating Model and considered the portfolios, and position within the interim functional structure, of Governance, City Growth and Strategic Place Planning.

The report recommended:-

that the Council -

- (a) approve Appendix A - Scheme of Governance Introduction;

Committee Terms of Reference

- (b) approve Appendix B - Committee Terms of Reference - with effect from 1 April 2018;
- (c) approve the disestablishment of the Capital Reference Group which would be replaced with the Capital Programme Sub Committee;
- (d) appoint a Convener and Vice Convener to the committees listed in paragraph 4.3.3 of the report as appropriate;
- (e) set a membership number and political composition for each committee listed in paragraph 4.3.3 of the report based on the figures set out in Appendix H and appoint members thereto, on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;
- (f) approve the remuneration of the Lord Provost and one post of Council Leader and the allocation, and amount in each case, of senior councillor allowances, on the basis of the guidance contained in paragraphs 4.3.20 to 4.3.22 of the report;
- (g) agree the appointment of the current external members to the Operational Delivery Committee as the committee discharging the education function, as set out at paragraph 4.3.7 of the report;
- (h) appoint all elected members on the Operational Delivery Committee, plus two members per political group, to the School Placings and Exclusions Appeal Committee;
- (i) approve the appointment of two named local representatives plus two substitutes from each of the recognised trade unions as advisers to the Staff Governance Committee, as set out in paragraphs 4.3.12 to 4.3.15 of the report; and to note the trade union responses in Appendix I;
- (j) agree that each committee, and thereafter Full Council, consider an annual report against each committee's Terms of Reference in the format of Appendix J;
- (k) approve the diary of meetings from 1 April 2018 to 1 April 2019 attached at Appendix K;

Powers Delegated to Officers

- (l) approve Appendix C - Powers Delegated to Officers - with effect from 1 April 2018, subject to recommendation (m);
- (m) instruct the Chief Officer - Strategic Place Planning to seek approval from the Scottish Ministers to amend the Planning Scheme of Delegation under Section

Council Meeting, Monday, 5 March 2018

43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - which relates to "Local Developments";

Standing Orders for Council, Committee and Sub Committee Meetings

- (n) approve Appendix D - Standing Orders for Council, Committee and Sub Committee Meetings - with effect from 1 April 2018;

Financial Regulations

- (o) approve Appendix E - Financial Regulations - with effect from 1 April 2018;

Procurement Regulations

- (p) approve Appendix F - Procurement Regulations - with effect from 1 April 2018, subject to recommendations (q) and (r);
- (q) approve the revised procurement thresholds referred to in paragraph 4.7 of the report and set out within the Procurement Regulations in accordance with the workforce design to empower staff; and agree that the revised thresholds shall take effect from 1 July 2018 and the current procurement thresholds shall remain in place until 30 June 2018;
- (r) instruct the Chief Operating Officer, the Directors of Resources, Commissioning and Customer, the Chief Officer - Governance, Chief Officer - Strategic Place Planning and the Chief Officer - City Growth to report to the Strategic Commissioning Committee:
 - (1) on 19 June 2018 with procurement workplans detailing all contracts expected to be procured for the remainder of 2018/19 involving expenditure in excess of £50,000 for supplies/services contracts and £250,000 for works contracts to support implementation of the revised procurement thresholds as per recommendation (q); and
 - (2) prior to the start of each financial year thereafter, a workplan for the full year ahead;

Member Officer Relations Protocol

- (s) approve Appendix G - Member Officer Relations Protocol - with effect from 1 April 2018;

Civic Leadership

- (t) endorse the values and principles of civic leadership and engagement as set out in Appendix L, noting their alignment with the Target Operating Model Design Principles, agreed by Council in August 2017;
- (u) refer the development of models for civic leadership and engagement to the appropriate committees in order that they might give active consideration to how civic leadership and collaborative decision making could be strengthened within the areas of their responsibility;

Implementation and Monitoring

Council Meeting, Monday, 5 March 2018

- (v) agree the delivery of training and development on the Scheme of Governance:
 - (1) for elected members, on the weeks commencing 16 and 23 March 2018 and over the following 12 months; and
 - (2) for officers, commencing with an event to the third tier on 16 March on the Committee Terms of Reference, in order to embed the revised governance framework in all services;
- (w) instruct the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents;

Urban Governance

- (x) note the wider consultation on the development of a new leadership framework for considering the place and people implications of the economic performance of the city;
- (y) approve, in principle, the creation of the co-ordinating structures as follows:
 - (1) Infrastructure Group;
 - (2) Inclusive Economic Growth Group;
 - (3) Internationalisation Group - Export and Trade;
 - (4) Internationalisation Group - Inward Investment;
 - (5) Energy Hub;
 - (6) Smarter Aberdeen (Digital);
 - (7) Public Protection; and
 - (8) Water, Sewerage and Flood;
- (z) instruct the Chief Officer - City Growth to co-design a 'terms of reference' for each group set out in recommendation (y) with the proposed members of each group and to report back to Full Council in August 2018 with proposed 'terms of reference; and

Organisational Design

- (aa) agree that the portfolios and position within the organisational structure of Governance, City Growth, City Planning and the City Centre Masterplan will be as described at section 6 of the report.

Councillor Laing moved, seconded by Councillor Lumsden:-

That the Council -

- (1) approve Appendix A - Scheme of Governance Introduction, subject to the Scheme becoming effective from 6 March 2018;

Committee Terms of Reference

- (2) approve amended Committee Terms of Reference, as circulated;
- (3) agree to amend the Terms of Reference for the City Centre Masterplan Reference Group to 5 elected members one from each group;
- (4) approve the disestablishment of the Capital Reference Group which will be subsumed by the Capital Programme Committee;
- (5) appoint a Convener and Vice Convener, as appropriate, to the committees set out in the Terms of Reference, as appended;
- (6) agree option one set as out in Appendix H (compositions) with the exception of:

Council Meeting, Monday, 5 March 2018

- a. the Operational Delivery Committee which will have 13 members;
 - b. the Education Operational Delivery Committee which will have 20 members - 13 elected members and 7 external members;
 - c. the Appeals Sub Committee which will have 5 members;
 - d. the Integration Joint Board which will be amended to 3 administration Councillors and 1 opposition Councillor;
 - e. the Strategic Commissioning Committee will be amended to 3 Conservatives, 2 Labour, 3 SNP and 1 Liberal Democrat;
 - f. the Planning Development Management Committee will be amended to 2 Independent, 1 Conservative, 2 Labour, 3 SNP and 1 Liberal Democrat;
 - g. the Staff Governance Committee will be amended to 3 Labour, 1 Conservative, 1 Independent, 3 SNP and 1 Liberal Democrat;
 - h. Councillor Wheeler replaces Councillor Donnelly as Baillie;
- (7) note that the Strategic Transformation Committee will remain as the 5 Group Leaders;
 - (8) agree to appoint members to (6) above;
 - (9) approve the remuneration of the Lord Provost and one post of Council Leader and the allocation, and amount in each case, of senior councillor allowances, on the basis of the guidance contained in paragraphs 4.3.20 - 4.3.22 of the report;
 - (10) agree the appointment of the current external Education representatives to the Education Operational Delivery Committee as the committee discharging the education function, as set out at paragraph 4.3.7 of the report;
 - (11) appoint all elected members of Council to the pool from which School Placings and Exclusions Appeal Committee members are drawn;
 - (12) approve the appointment of two named local representatives plus two substitutes from each of the recognised trade unions as advisers to the Staff Governance Committee, as set out in paragraphs 4.3.12 - 4.3.15 of the report;
 - (13) agree that each committee and thereafter Full Council considers an annual report against each committee's terms of reference in the format of appendix J;
 - (14) approve the diary of meetings from 1 April 2018 to 1 April 2019 attached at Appendix K, as amended to take account of changes above;

Powers Delegated to Officers

- (15) approve amended Powers Delegated to Officers, as appended and set out in Annex A, subject to (16) below;
- (16) instruct the Chief Officer - Strategic Place Planning to seek approval from the Scottish Ministers to amend the Planning Scheme of Delegation under Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - which relates to "Local Developments";

Standing Orders for Council, Committee and Sub Committee Meetings

- (17) approve amended Standing Orders for Council, Committee and Sub Committee Meetings, as appended and set out in Annex A;

Council Meeting, Monday, 5 March 2018

- (18) approve the appointment of a Business Manager and Depute Business Manager;

Financial Regulations

- (19) approve amended Financial Regulations, as appended and set out in Annex A;

Procurement Regulations

- (20) approve amended Procurement Regulations, as appended and set out in Annex A, subject to (21);
- (21) instruct the Chief Operating Officer, the Directors of Resources, Commissioning and Customer, the Chief Officer - Governance, Chief Officer - Strategic Place Planning and the Chief Officer - City Growth to report to the appropriate meeting of the Strategic Commissioning Committee:
 - (a) in 2018/19, with procurement workplans detailing all contracts expected to be procured for the remainder of 2018/2019 involving expenditure in excess of £50,000 for supplies/services contracts and £250,000 for works contracts; and
 - (b) prior to the start of each financial year thereafter, a workplan for the full year ahead;

Member Officer Relations Protocol

- (22) approve Appendix G - Member Officer Relations Protocol;

Implementation and Monitoring

- (23) agrees the delivery of training and development on the Scheme of Governance:
 - (a) for elected members, on the weeks commencing 16 and 23 March 2018 and over the following 12 months; and
 - (b) for officers, commencing with an event to the third tier on 16 March on the Committee Terms of Reference, in order to embed the revised governance framework in all services;
- (24) instruct the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents;

Civic Leadership and Urban Governance

- (25) endorse the values and principles of civic leadership and engagement as set out in Appendix L, noting their alignment with the Target Operating Model Design Principles, agreed by Council in August 2017;
- (26) note the wider consultation on the development of a new leadership framework for considering the place and people implications of the economic performance of the city;
- (27) approve, in principle, the creation of the coordinating structures as follows:
 - Infrastructure Group;

Council Meeting, Monday, 5 March 2018

Inclusive Economic Growth Group;
Internationalisation Group - Export and Trade;
Internationalisation Group - Inward Investment;
Energy Hub;
Smarter Aberdeen (Digital);
Public Protection; and
Water, Sewerage and Flood;

- (28) instruct the Chief Officer - City Growth to co-design a 'terms of reference' for each group set out in (27) above taking into consideration how Civic Leadership and Urban Governance can help our city to build a future - prosperous and successful, which makes a real difference to the everyday lives of all its citizens, with a report back to Full Council in December 2018 with proposed 'terms of reference' and proposed members of each group;

Organisational Design

- (29) agree that the portfolios and position within the organisational structure of Governance, City Growth, City Planning and the City Centre Masterplan will be as described at section 6 of the report; and
- (30) (a) note the decision of the Strategic Transformation Committee on 9 February 2018 regarding migration to the transitional Target Operating Model;
- (b) reaffirm the Administration's continuing commitment to no compulsory redundancies; and
- (c) instructs the Chief Executive to communicate with all employees confirming the position outlined in (b) above.

Councillor Flynn moved as an amendment, seconded by Councillor Jackie Dunbar:-

That the Council -

- (1) approve Appendix A - Scheme of Governance Introduction, subject to (2) - (11) below;

Committee Terms of Reference

- (2) (a) note Appendix B - Committee Terms of Reference;
- (b) regret the proposed removal of an Education Committee and does not believe that the proposed Operational Delivery Committee represents an appropriate forum for decision making on the future of Aberdeen's children;
- (c) express concern that the Operational Delivery Committee Terms of Reference indicate that its scope may ultimately be greater than that of the current Communities, Housing and Infrastructure Committee;
- (d) further note that at page 4, point 13 of Appendix B, all committees are subject to the overarching remit of the Strategic Transformation Committee, regret that just five elected members sit on this Committee, agree that this remit should rest with Council itself and accordingly agree to disband that Committee with immediate effect;
- (e) welcome the establishment of the proposed Staff Governance Committee, Public Protection Committee and Capital Programme Sub Committee;

Council Meeting, Monday, 5 March 2018

- (f) agree to continue the existing committee structure for one further cycle, with dates of meetings to be agreed by the Chief Officer - Governance, following consultation with Group Leaders; and
- (g) instruct the Chief Executive to develop Terms of Reference for the Committee structure below and report these for approval to the next meeting of Full Council, the date of which will be determined by the Chief Officer - Governance:-
 - 1. Audit, Risk and Scrutiny Committee;
 - 2. Education Committee:
 - to have powers deriving from those proposed for the Strategic Commissioning Committee and the Operational Delivery Committee, and to instruct the Chief Executive to report to the next meeting of Full Council on the appointment of a pupil representative to the Committee, to be selected by Aberdeen Pupil Voice; and
 - on this basis, to instruct the Chief Officer - Governance, when identifying dates/times for meetings of the structure which would be reported to the next meeting of Full Council as per (2)(g) above, to consult with the Group Leaders on the date/time of the Education Committee to ensure the meetings proposed facilitated the attendance of the Pupil Voice representative at no detriment to their schooling;
 - 3. Housing and Communities Committee;
 - 4. Infrastructure and Environment Committee;
 - 5. Licensing Committee;
 - 6. Licensing Sub Committee;
 - 7. Planning Development Management Committee;
 - 8. Pensions Committee;
 - 9. Public Protection;
 - 10. Staff Governance;
 - 11. Appeals Sub Committee;
 - 12. Strategic Policy and Resources Committee;
 - 13. Capital Programme Sub Committee;
 - 14. Urgent Business Committee;
 - 15. Aberdeen City Region Deal Joint Committee.
 - With the remit of the proposed Strategic Commissioning Committee being allocated to the above committees as appropriate.
- (3) approve the disestablishment of the Capital Reference Group which will be replaced with the Capital Programme Sub Committee;
- (4) defer appointments of Convener and Vice Conveners to the next meeting of Full Council as per (2)(g) above and agree that the current Conveners and Vice Conveners remain for a further cycle at the existing remuneration;
- (5) agree the following membership numbers for committees and sub committees:-
 - 1. Education - 15 plus 7 external members, with the option that a pupil representative be added subject to the report at (2)(g) above;
 - 2. Infrastructure and Environment - 15;
 - 3. Housing and Communities - 15;
 - 4. Strategic Policy and Resources - 15;

Council Meeting, Monday, 5 March 2018

5. Audit, Risk and Scrutiny - 15;
6. Licensing - 15;
7. Planning Development Management - 15;
8. Staff Governance - 11 plus 12 advisers, being the two representatives for each recognised trade union as set out at recommendation (i) within the report;
9. Public Protection - 11;
10. Pensions - 11;
11. Urgent Business - 11;
12. Capital Programme Sub - 9;
13. Appeals Sub - 9;
14. Licensing Sub - 9; and
15. Aberdeen City Region Deal Joint Committee - 3

based on the figures set out in Appendix H and appoint members thereto, on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;

- (6) defer making a decision on the remuneration of the Lord Provost and one post of Council Leader and the allocation, and amount in each case, of senior councillor allowances until the next meeting of Full Council subject to (2)(g) above;
- (7) agree, when established, the appointment of the current external Education representatives to the Education Committee referred to at (2)(g) above as the committee discharging the education function, as set out at paragraph 4.3.7 of the report;
- (8) appoint, when established, all elected members of the Education Committee, plus two members per political group, to the pool from which members of the School Placings and Exclusions Appeal Committee are drawn and that the status quo remain meantime;
- (9) approve the appointment of two named local representatives plus two substitutes from each of the recognised trade unions as advisers to the Staff Governance Committee, as set out in paragraphs 4.3.12 - 4.3.15 of the report; and to note the trade union responses in Appendix I;
- (10) does not believe that an annual report against each committee's Terms of Reference as proposed in Appendix J is required as it simply creates an unnecessary layer of administration and therefore does not approve its production;
- (11) does not approve the diary of meetings from 1 April 2018 to 1 April 2019 attached at Appendix K; and instruct the Chief Officer - Governance to submit a revised diary on the basis of the committee structure outlined at (2)(g) above to the next meeting of Full Council alongside the Terms of Reference;

Powers Delegated to Officers

- (12) approve Appendix C - Powers Delegated to Officers - with effect from 1 April 2018, subject to the following amendments:
 - a. delete the following powers from the Powers Delegated to Officers and revert to status quo:
 1. General Delegations - powers 23, 38, 39;

Council Meeting, Monday, 5 March 2018

2. Chief Officer - Corporate Landlord - power 14 - page 251 of the report;
 - b. delete Chief Officer - Corporate Landlord - power 40 on page 254 of the report;
 - c. amend General Delegations power 20 (page 215), to add in "to facilitate Council policy" following the word guidance;
 - d. amend General Delegations power 30 (page 215), to the following "To appoint persons to act up as Chief Officers - internal appointees only";
 - e. amend General Delegations power 32 (page 215), to the remove "including, but not";
 - f. amend Chief Officer - Early Intervention and Community Empowerment power 2 (page 220), to insert after "information service"... "following consultation with ward members and Group Leaders"; and
 - g. amend Chief Officer - Governance power 17 (page 264), to add in "limited to IJB/NHS staff only";
- (13) instruct the Chief Officer - Strategic Place Planning to seek approval from the Scottish Ministers to amend the Planning Scheme of Delegation under Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - which relates to "Local Developments";

Standing Orders for Council, Committee and Sub Committee Meetings

- (14) approve Appendix D - Standing Orders for Council, Committee and Sub Committee Meetings - with effect from 1 April 2018, subject to deleting Standing Order 30.1 as it stands and replacing it with the following:
- 30.1 After four Members from the Administration and four Members from the Opposition have spoken (including the movers and seconders of motions and amendments), any Member who has not spoken can move as a Procedural Motion that no further debate take place;

Financial Regulations

- (15) approves Appendix E - Financial Regulations - with effect from 1 April 2018;

Procurement Regulations

- (16) approve Appendix F - Procurement Regulations - with effect from 1 April 2018, subject to the proposed procurement thresholds referred to in paragraph 4.7 being deleted and the current procurement thresholds remaining in place;
- (17) instruct the Chief Operating Officer, the Directors of Resources, Commissioning and Customer, the Chief Officer - Governance, Chief Officer - Strategic Place Planning and the Chief Officer - City Growth to report in due course to the relevant Committees as outlined at (2)(g) above as appropriate;

Council Meeting, Monday, 5 March 2018

- (a) with procurement workplans relevant to each particular Committee detailing all contracts expected to be procured for the remainder of 2018/2019 involving expenditure in excess of £50,000 for supplies/services contracts and £250,000 for works contracts; and
- (b) prior to the start of each financial year thereafter, a workplan for the full year ahead;

Member Officer Relations Protocol

- (18) approve Appendix G - Member Officer Relations Protocol - with effect from 1 April 2018;

Civic Leadership

- (19) agree with the values and principles detailed in Appendix L, noting that a greater dialogue between the people of Aberdeen and Aberdeen City Council is welcome;
- (20) further believe that the Council Co-Leaders and Conveners of all committees should attend an open public meeting to be held at least every quarter of the calendar year to afford the public the opportunity to question their elected representatives in an open and fully accessible forum;
- (21) note with concern that an overlap appears to exist between the role of the political leadership of the Council, being the Co-Leaders, and the civic leadership of the Council, being the Lord Provost;
- (22) further note that at point 4.9.2 of the report that (1) Civic leadership should be led by community and business representatives; (2) Political Leadership should be led by elected representatives; and (3) Executive Leadership by organisational/management leaders, therefore agree that all future Civic Leadership delivery involving the Council will have the elected political leadership of the Council at its fore, rather than the civic leadership of the Council;

Implementation and Monitoring

- (23) agree the delivery of training and development for elected members and officers on the Scheme of Governance;
- (24) instruct the Chief Officer - Governance to report back to Council within 12 months from the implementation of the new committee structure on the operation of the Scheme of Governance documents;

Urban Governance

- (25) note the wider consultation on the development of a new leadership framework for considering the place and people implications of the economic performance of the city;
- (26) approve, in principle, the creation of the coordinating structures as follows, noting that the composition is not exhaustive:
 - a. Infrastructure Group;
 - b. Inclusive Economic Growth Group;
 - c. Internationalisation Group - Export and Trade;

Council Meeting, Monday, 5 March 2018

- d. Internationalisation Group - Inward Investment;
 - e. Energy Hub;
 - f. Smarter Aberdeen (Digital);
 - g. Public Protection; and
 - h. Water, Sewerage and Flood;
- (27) instruct the Chief Officer - City Growth to co-design a 'terms of reference' for each group set out in (26) above with the proposed members of each group, including third sector organisations, and to report back to Full Council in two cycles with proposed 'terms of reference';

Organisational Design

- (28) agree that the portfolios and position within the organisational structure of Governance, City Growth and City Planning will be as described at section 6 of the report; and
- (29) agree that the City Centre Masterplan Reference Group be retained on the basis of its existing Terms of Reference and membership as approved by Council on 23 August 2017.

Councillor Yuill moved as a second amendment, seconded by Councillor Delaney:-

That the Council -

- (1) approve Appendix A - Scheme of Governance Introduction, subject to (2), (3) and (24) below;

Committee Terms of Reference

- (2) does not approve Appendix B - Committee Terms of Reference - and instructs the Chief Executive to extend the existing committee structure for one further cycle, with dates of meetings to be confirmed by the Chief Officer - Governance following consultation with Group Leaders;
- (3) instruct the Chief Executive to report to the next Council meeting providing remits, and amended Scheme of Governance documents as appropriate, based on a committee structure comprising:-

- Policy and Resources Committee (with Staff Governance Sub Committee, Appeals Sub Committee and Capital Programme Sub Committee);
- Education Committee;
- Environment, Transport and Housing Committee;
- Audit, Risk and Scrutiny Committee;
- Public Protection Committee;
- Planning Development Management Committee;
- Licensing Committee (with Licensing Sub Committee);
- Pensions Committee;
- Urgent Business Committee; and
- Aberdeen City Region Deal Joint Committee

with the remits of the proposed Strategic Commissioning Committee being allocated to the above committees as appropriate and the remit of the Strategic Transformation Committee transferring to the Policy and Resources Committee;

Council Meeting, Monday, 5 March 2018

- (4) defer meantime;
- (5) defer meantime;
- (6) defer meantime;
- (7) agree the appointment, when established, of the current external members to the Education Committee, as set out at paragraph 4.3.7 of the report;
- (8) appoint, when established, all elected members on the Education Committee, plus two members per political group, to the pool from which members of the School Placings and Exclusions Appeal Committee are drawn;
- (9) approve, when established, the appointment of two named local representatives plus two substitutes from each of the recognised trade unions as advisers to the Staff Governance Sub Committee, as set out in paragraphs 4.3.12 - 4.3.15 of the report; and to note the trade union responses in Appendix I;
- (10) agree that each committee, and thereafter Full Council, consider an annual report against each committee's Terms of Reference in the format of Appendix J;
- (11) instruct the Chief Executive to report to the next Council meeting setting out a diary of meetings for 2018/19 for the committee structure referred to at (3) above;

Powers Delegated to Officers

- (12) approve Appendix C - Powers Delegated to Officers - with effect from 1 April 2018, subject to (13) except that procurement thresholds remain unchanged;
- (13) instruct the Chief Officer - Strategic Place Planning to seek approval from the Scottish Ministers to amend the Planning Scheme of Delegation under Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - which relates to "Local Developments";

Standing Orders for Council, Committee and Sub Committee Meetings

- (14) approve Appendix D - Standing Orders for Council, Committee and Sub Committee Meetings - with effect from 1 April 2018, except as follows:

39. Length of Meetings

- 39.1 The Convener can call a break in proceedings at any time.
- 39.2 Meetings will last no longer than six hours and in any event will cease at 6.30pm.
 - 39.2.1 For the avoidance of doubt, the calculation of six hours will include any adjournments.
- 39.3 Any procedural motion to suspend Standing Order 39.2 must specify the time at which the meeting will conclude.
 - 39.3.1 It will be competent before that time to propose a further extension.

Council Meeting, Monday, 5 March 2018

- 39.4 If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume;

Financial Regulations

- (15) approve Appendix E - Financial Regulations - with effect from 1 April 2018, except that financial thresholds delegated to officers remain unchanged;

Procurement Regulations

- (16) approve Appendix F - Procurement Regulations - with effect from 1 April 2018, subject to (17), (18) and (19) below;
- (17) does not approve the revised procurement thresholds referred to in paragraph 4.7 of the report;
- (18) instruct the Chief Operating Officer, the Directors of Resources, Commissioning and Customer, the Chief Officer - Governance, Chief Officer - Strategic Place Planning and the Chief Officer - City Growth to:
- (19) report to the most appropriate committee meetings with procurement workplans detailing all contracts;

Member Officer Relations Protocol

- (20) approve Appendix G - Member Officer Relations Protocol - with effect from 1 April 2018;

Civic Leadership

- (21) endorse the values and principles of civic leadership and engagement as set out in Appendix L, noting their alignment with the Target Operating Model Design Principles, agreed by Council in August 2017, reaffirm that the Lord Provost is a civic role and not a governance one, and instruct that the Urban Governance and Leadership framework reflects this;
- (22) refer the development of models for civic leadership and engagement to the appropriate committees in order that they might give active consideration to how civic leadership and collaborative decision making could be strengthened within the areas of their responsibility;

Implementation and Monitoring

- (23) agree the delivery of training and development for members the Scheme of Governance on dates to be agreed following approval of the committee structure at (3) above;
- (24) instruct the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents;

Urban Governance

Council Meeting, Monday, 5 March 2018

- (25) note the wider consultation on the development of a new leadership framework for considering the place and people implications of the economic performance of the city;
- (26) approve, in principle, the creation of the coordinating structures as follows:
 - a. Infrastructure Group;
 - b. Inclusive Economic Growth Group;
 - c. Internationalisation Group - Export and Trade;
 - d. Internationalisation Group - Inward Investment;
 - e. Energy Hub;
 - f. Smarter Aberdeen (Digital);
 - g. Public Protection; and
 - h. Water, Sewerage and Flood.
- (27) instruct the Chief Officer - City Growth to co-design a 'terms of reference' for each group set out in (26) with the proposed members of each group and to report back to Full Council in August 2018 with proposed 'terms of reference' and a recommendation on how each Group will link to the Council's democratic structure; and

Organisational Design

- (28) agree that the portfolios and position within the organisational structure of Governance, City Growth, City Planning and the City Centre Masterplan will be as described at section 6 of the report.

There being a motion and two amendments, the Council first divided between the amendment by Councillor Flynn and the amendment by Councillor Yuill.

On a division, there voted:-

For the amendment by Councillor Flynn (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

For the amendment by Councillor Yuill (3) - Councillors Delaney, Greig and Yuill.

Declined to vote (22) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar and Jennifer Stewart.

Absent from the division (1) - Councillor Wheeler.

The Council then divided between the motion and the amendment by Councillor Flynn.

On a division, there voted:-

For the motion (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing,

Council Meeting, Monday, 5 March 2018

Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment by Councillor Flynn (22) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

The Council resolved:-
to adopt the motion.

In terms of Standing Order 29.7, Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill intimated their dissent against the foregoing decision.

FAIRER ABERDEEN FUND ANNUAL REPORT 2016-17 - CHI/17/278

21. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it a report by the Interim Director of Communities, Housing and Infrastructure which provided the 2016/17 annual report for the Fairer Aberdeen Fund programme.

The report recommended:-
that the Council -

- (a) note the annual report for 2016/17 at appendix 1 to the report, and instruct the Interim Director of Communities, Housing and Infrastructure to report the Council's feedback to the Fairer Aberdeen Board as appropriate; and
- (b) note that the Fairer Aberdeen Board would be carrying out a further Participatory Budgeting event during 2017/18.

The Council resolved:-

- (i) to note the annual report for 2016/17 and thank staff and volunteers involved with the Fairer Aberdeen Board for their work;
- (ii) to note that the Fairer Aberdeen Board would be carrying out a further Participatory Budgeting event during 2017/18; and
- (iii) to request the Chief Officer - Early Intervention and Community Empowerment to ensure that future reports contain a table detailing project spend for each project with an explanation of the impact it has had in terms of the programme.

ADOPTION OF SUPPLEMENTARY GUIDANCE IN SUPPORT OF THE LOCAL DEVELOPMENT PLAN - GREENFERNS DEVELOPMENT FRAMEWORK - CHI/17/234

22. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2

Council Meeting, Monday, 5 March 2018

with all remaining business to be considered at a later date, the Council had before it a report by the Interim Director of Communities, Housing and Infrastructure which presented a summary of the representations received, officers' responses to those representations and any resulting action for the Greenferns Development Framework.

The report recommended:-

that the Council -

- (a) note the representations received for the sites OP28 and OP33 Greenferns Development Framework;
- (b) approve Appendix 1 to the report, which included officers' responses to representations received and any necessary actions; and
- (c) approve the Development Framework as Interim Planning Advice and instruct officers in Planning and Sustainable Development to implement the process to ratify the Framework as Supplementary Guidance.

The Council resolved:-

to approve the recommendations.

BON ACCORD CARE - ANNUAL PERFORMANCE REPORT - HSCP/17/094

23. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it a report by the Chief Officer for Aberdeen City Health and Social Care Partnership which presented Bon Accord Care's annual performance report for 2016/17.

The report recommended:-

that the Council note Bon Accord Care's annual performance report as at Appendix A to the report.

The Council resolved:-

to defer consideration of the report to the next Council meeting in the absence of representation from Bon Accord Care.

CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT - ECS/17/065

24. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it a report by the Chief Officer - Integrated Children's and Family Services which presented the Chief Social Work Officer's annual report for 2016/17.

The report recommended:-

that the Council note the content of the annual report as at Appendix 1 to the report.

The Council resolved:-

- (i) to approve the recommendation;
- (ii) to congratulate staff for their efforts in light of the very positive report;

Council Meeting, Monday, 5 March 2018

- (iii) to request the Chief Officer - Integrated Children's and Family Services to provide members with a breakdown of life expectancy for each of the regeneration areas compared to the rest of the city; and
- (iv) to request the Chief Officer of the Aberdeen City Health and Social Care Partnership, on behalf of the Alcohol and Drugs Partnership, to provide members with information in relation to alcohol related hospital admissions in Aberdeen being statistically higher than Scotland overall.

ABERDEEN CITY INTEGRATION JOINT BOARD - OCE/18/024

25. The Council had before it a report by the Chief Executive which provided details of the arrangements that had been put in place for governance of the Integration Joint Board.

The report recommended:-

that the Council note the content of the report.

The Council resolved:-

to approve the recommendation.

ABERDEEN CITY HEALTH AND SOCIAL CARE PARTNERSHIP INTEGRATION SCHEME - HSCP/17/125

26. The Council had before it a report by the Chief Officer of the Aberdeen City Health and Social Care Partnership which sought approval for revisions to the Aberdeen City Health and Social Care Integration Scheme and to agree its submission to the Scottish Government.

The report recommended:-

that the Council -

- (a) consider and agree the revisions to the Health and Social Care Integration Scheme for Aberdeen City, a summary of which was detailed in the report;
- (b) note that once agreed by both Aberdeen City Council and the Health Board, the Revised Integration Schemes would be submitted to the Scottish Government for approval; and
- (c) delegate authority to the Chief Executive to agree any minor changes proposed by the Scottish Government for the Revised Integration Schemes to be approved.

The Council resolved:-

- (i) to agree the revisions to the Health and Social Care Integration Scheme for Aberdeen City, a summary of which was detailed in the report; and
- (ii) to approve recommendations (b) and (c).

Council Meeting, Monday, 5 March 2018

COMMUNITY PLANNING ABERDEEN - ANNUAL OUTCOME IMPROVEMENT REPORT 2016/17 - OCE/18/001

27. The Council had before it a report by the Chief Executive which presented the first annual report against the Aberdeen City Local Outcome Improvement Plan 2016-26.

The report recommended:-

that the Council endorse the report.

The Council resolved:-

to approve the recommendation.

DECLARATION OF INTEREST

In accordance with Article 5 of this minute, Councillor Boulton left the meeting prior to consideration of the following item of business.

OUTSIDE BODIES - CG/18/033

28. The Council had before it a report by the Chief Officer - Governance which sought appointments to outside bodies with unfilled positions for Council representatives and approval for one change to an existing appointment.

The report recommended:-

that the Council -

- (a) approve the appointment of Councillor Lumsden as the Council's representative on Opportunity North East Ltd (ONE); and
- (b) consider appointing members to the vacant positions on the following bodies:-
 - (i) Aberdeen International Youth Festival (four vacancies);
 - (ii) Mitchell's Hospital Trust (one vacancy); and
 - (iii) Robb's Trust (one vacancy).

The Senior Democratic Services Manager advised the Council that the report stated that there were four vacancies on Aberdeen International Youth Festival when there were actually six vacancies; therefore recommendation (b)(i) required to be corrected.

Councillor Lumsden moved, seconded by Councillor Malik:-

That the Council -

- (1) approve the appointment of Councillor Lumsden as the Council's representative on Opportunity North East Ltd (ONE);
- (2) appoint Councillor Imrie as a member of Sport Aberdeen in place of Councillor Hunt;
- (3) appoint Councillor Wheeler as a member of Community Planning Aberdeen in place of Councillor Graham;
- (4) nominate six members of the opposition to the Aberdeen International Youth Festival to fill the vacant positions;

Council Meeting, Monday, 5 March 2018

- (5) appoint a member of the opposition to fill the vacant position on Mitchell's Hospital Trust; and
- (6) appoint a member of the opposition to fill the vacant position on Robb's Trust.

Councillor Flynn moved as an amendment, seconded by Councillor Jackie Dunbar:-

That the Council -

- (1) approve the appointment of Councillor Lumsden as the Council's representative on Opportunity North East Ltd (ONE);
- (2) consider appointing members to the vacant positions on the following bodies:-
 - (i) Mitchell's Hospital Trust (one vacancy)
 - (ii) Robb's Trust (one vacancy);
- (3) instruct the Chief Executive to:-
 - (i) write to Aberdeen International Youth Festival (AIYF) (a) stating that Aberdeen City Council is content for its membership of AIYF to be reduced to a single member; (b) informing AIYF that this decision is being intimated by Aberdeen City Council to OSCR; (c) requesting that AIYF write to OSCR in order that this change to the Trust Deed be facilitated as soon as possible so that AIYF can be quorate; and (d) requesting that AIYF take such steps as are necessary to facilitate this change to the Trust Deed; and
 - (ii) write to OSCR providing details of the above letter to AIYF;
- (4) appoint Councillor Imrie as a member of Sport Aberdeen in place of Councillor Hunt; and
- (5) appoint Councillor Wheeler as a member of Community Planning Aberdeen in place of Councillor Graham;

During the course of debate, Councillors Flynn and Yuill advised that no opposition members were willing to fill the vacancies on the Aberdeen International Youth Festival, Mitchell's Hospital Trust or Robb's Trust.

On a division, there voted:-

For the motion (22) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment (22) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

Absent from the division (1) - Councillor Boulton.

There being an equality of votes, in terms of Standing Order 29.6, the Lord Provost exercised his casting vote in favour of the motion.

Council Meeting, Monday, 5 March 2018

The Council resolved:-
to adopt the motion.

TREASURY MANAGEMENT POLICY AND STRATEGY - CG/17/152

29. The Council had before it a report by the Director of Resources which sought approval for the Treasury Management Policy and Strategy for 2018/19 to 2020/21.

The report recommended:-
that the Council -

- (a) approve the Council's Treasury Management Policy Statement for 2018/19 to 2020/21 as detailed at Appendix 1;
- (b) approve the Council's Borrowing Strategy for 2018/19 to 2020/21 as detailed at Appendix 2;
- (c) approve the Council's Investment Strategy for 2018/19 to 2020/21 as detailed at Appendix 3;
- (d) approve the Council's Counterparty list as detailed at Appendix 4;
- (e) delegate authority to the Chief Officer - Finance following consultation with the Head of Commercial and Procurement Services, to undertake a tender process for the procurement and thereafter award of a contract for the provision of banking services for the duration of up to five years;
- (f) delegate authority to the Head of Commercial and Procurement Services to conclude a contract with the successful bidder; and
- (g) approve the total estimated expenditure of £75,000 per annum as detailed in the report.

The Council resolved:-
to approve the recommendations.

EQUALITY FIGURES - PROGRESS ON ACTIONS - CG/18/026

30. With reference to Article 12 of the minute of its meeting of 11 October 2017, the Council had before it a report by the Interim Chief Officer - People and Organisation which provided an update on progress with a number of actions in relation to equality figures.

The report recommended:-
that the Council note the progress with the identified actions from the Council meeting of 11 October 2017.

The Council resolved:-
to approve the recommendation.

Council Meeting, Monday, 5 March 2018

RELAXATION OF DRINKING IN PUBLIC PLACES BYELAW FOR BP BIG SCREENS 2018 - CHI/18/010

31. The Council had before it a report by the Interim Director of Communities, Housing and Infrastructure which sought approval to approach the Scottish Government to confirm the suspension of the Aberdeen City Council Drinking in Public Places Byelaw 2009 for BP Big Screens, Verdi's "La Boheme" on 26 June 2018 in the Duthie Park.

The report recommended:-

that the Council -

- (a) instruct the Chief Officer - Governance to carry out the necessary advertising of the proposed suspension; and
- (b) instruct the Chief Officer - Governance to request confirmation from the Scottish Government that the Aberdeen City Council Drinking in Public Places Byelaw 2009 be suspended within the boundaries of the Duthie Park on Tuesday 26 June 2018 from 1700 to 2300 hours.

The Council resolved:-

to approve the recommendations.

THE 'FINAL STRAW' - CAMPAIGN TO BAN PLASTIC DRINKING STRAWS IN SCOTLAND - CHI/18/012

32. The Council had before it a report by the Interim Director of Communities, Housing and Infrastructure which highlighted the Final Straw campaign, which aimed to achieve the banning of plastic drinking straws in Scotland.

The report recommended:-

that the Council -

- (a) instruct the Head of Commercial and Procurement Services to undertake an audit across services and across the Council's Arm's Length External Organisations (ALEOs) in so far as the Council's contractual and governance relationships with its ALEOs allows it to do so, to identify all outlets where plastic drinking straws are made available for consuming drinks;
- (b) instruct the Head of Commercial and Procurement Services to work with Scotland Excel and the supply chain to source products which either require no drinking straw or with bio-degradable drinking straws where they are necessary;
- (c) instruct the Head of Land and Property Assets, following consultation with the Head of Commercial and Procurement Services, to remove plastic drinking straws from points of sale and from drinks provided as part of school meals, where this is easily immediately achievable; and
- (d) agree to receive a report back on progress in two committee cycles recommending whether or not the Council can at that stage commit to backing the Final Straw campaign.

The Council resolved:-

- (i) to approve the recommendations subject to the audit in recommendation (a) also looking at other single use plastic disposable items such as cups; and

Council Meeting, Monday, 5 March 2018

- (ii) to note that concerns about a complete ban on plastic straws have been expressed by disability advocacy groups, including One in Five, because some disabled people require a fully flexible drinking straw and many easily available non-plastic alternatives are not suitable, and therefore instruct the Head of Commercial and Procurement Services to consult with the Disability Equity Partnership and relevant officers from the Aberdeen City Health and Social Care Partnership to ensure that no disabled person is disadvantaged by any proposals brought forward to implement the recommendations.

WORLD ENERGY CITIES PARTNERSHIP AND INTERNATIONAL TRADE OPPORTUNITIES - CHI/18/014

33. The Council had before it a report by the Interim Director of Communities, Housing and Infrastructure which sought approval for international travel related to trade opportunities and the World Energy Cities Partnership (WECP).

The report recommended:-

that the Council approve the travel and associated costs of attending the trade and WECP events as set out in section 3 of the report, subject to the Council's budget setting process for 2018/19.

The Council resolved:-

to approve the recommendation.

NOTICE OF MOTION BY COUNCILLOR MCRAE

34. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it the following notice of motion by Councillor McRae:-

“That Council -

1. Agrees that Aberdeen City Council is committed to improving the health and wellbeing of our citizens by having access to clean air in our city.
2. Notes Glasgow City Council's proactive approach through the implementation of a trial period of the 'City Tree' to help with the reduction of vehicle emissions. This self-contained unit works to the equivalent of around 275 trees and removes 240t of carbon per year. Glasgow City Council have already seen a noticeable difference in the air quality surrounding these units and have been largely welcomed by the city's residents. The City Tree is free standing and approximately 4m (h) x 3m (l) with bench seating on either side for residents to use. The installation is largely a self-maintaining system powered via solar panels on the top of the installation. Special moss cultures filter pollutants such as particulate matter, nitrogen oxide, this makes them ideal air purifiers.
3. Instructs the Interim Director of Communities, Housing and Infrastructure (or equivalent) to bring forward a business case to a future meeting of the Communities, Housing and Infrastructure Committee (or equivalent), based on

Council Meeting, Monday, 5 March 2018

the viability of locating City Tree(s), or other solutions, in key locations in the city where immediate improvements in air quality are deemed necessary.”

The Council resolved:-

- (i) to approve the notice of motion; and
- (ii) to instruct the Director of Resources to investigate the opportunity to create a “living wall” on the St Nicholas Centre elevation of Flourmill Lane, working with relevant partners to identify costs to create, deliver and maintain a living wall, funding streams available, consents from building owners, the health and other benefits of a living wall and to report back to the appropriate committee.

NOTICE OF MOTION BY COUNCILLOR DELANEY

35. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it the following notice of motion by Councillor Delaney:-

“That Council -

1. Acknowledges the difficulties faced by residents who cannot get out of their driveways as a result of people parking in such a manner as to block their exit.
2. Acknowledges Police Scotland are the appropriate enforcement authority in respect of enforcement.
3. Recognises Police Scotland are not always in a position to attend such offences as a result of resourcing and prioritisation of calls.
4. Recognises that City Wardens may be better placed to assist in such circumstances if they had the power to do so.
5. Instructs the Chief Executive to write to the Transport Minister requesting that the offence of obstruction of a dropped kerb which provides private access to a driveway be decriminalised and future enforcement be the responsibility of Council officers in line with Decriminalised Parking Enforcement.”

Councillor Delaney moved, seconded by Councillor Greig:-

That the Council approve the notice of motion.

Councillor Lumsden moved as an amendment, seconded by Councillor Graham:-

That the Council take no action in respect of the notice of motion.

On a division, there voted:-

For the motion (3) - Councillors Delaney, Greig and Yuill.

For the amendment (41) - Lord Provost; Depute Provost; and Councillors Allan, Allard, Alphonse, Bell, Boulton, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Duncan, Flynn, Graham, Grant, Henrickson, Houghton, Hunt, Hutchison, Imrie, John, Laing, Lumsden, Macdonald, MacGregor, Avril MacKenzie, Catriona MacKenzie, McLellan, McRae, Malik, Mason MSP, Nicoll, Noble, Reynolds, Samarai, Sellar, Jennifer Stewart, Sandy Stuart, Townson and Wheeler.

Council Meeting, Monday, 5 March 2018

Absent from the division (1) - Councillor Lesley Dunbar.

The Council resolved:-
to adopt the amendment.

NOTICE OF MOTION BY COUNCILLOR FLYNN

36. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it the following notice of motion by Councillor Flynn:-

“That Council instructs the Interim Director of Communities, Housing and Infrastructure (or equivalent) to look into extending the requirement to make affordable housing contributions to dedicated student accommodation and to report back to the relevant committee.”

The Council resolved:-

to note the issue raised in the notice of motion and agree that this be considered within the Main Issues Report of the next Local Development Plan which will be prepared within the next twelve months.

NOTICE OF MOTION BY COUNCILLORS FLYNN AND NICOLL

37. With reference to Article 12 of the minute of its meeting of 11 December 2017, when the meeting concluded after four hours in accordance with Standing Order 37.2 with all remaining business to be considered at a later date, the Council had before it the following joint notice of motion by Councillors Flynn and Nicoll:-

“That Council -

- (1) notes the hard work and endeavours of Cove residents to develop and promote and continue to deliver the Cove Woodland Walk for the benefit of the community and their commitment to improving community facilities still further with the creation of the Cove Woodland Trust SCIO.
- (2) congratulates the membership of the Cove Woodland Trust SCIO, on their ongoing work and commitment to secure funding to facilitate the purchase of approximately 16 acres of additional land in the area of the Cove Woodland Walk that would allow for the development of the area into a County Park for the benefit of the community.
- (3) notes that the Cove Woodland Trust SCIO at present has insufficient funding available to complete the purchase of land necessary to expand the existing Cove Woodland Walk.
- (4) instructs the Interim Director of Communities, Housing and Infrastructure (or equivalent) to work with members of the Cove Woodland Walk SCIO to ascertain what funding streams may be available to support the charity in securing the necessary funding:-
 - (a) to purchase the necessary land to bring it within the trust’s ownership and control; and

Council Meeting, Monday, 5 March 2018

- (b) that would allow for development of the land into a community controlled Country Park.”

The Council resolved:-

- (i) to approve parts (1) and (2) of the notice of motion;
- (ii) to note that the Cove Woodland Trust SCIO at present has insufficient funding available to expand the existing Cove Woodland Walk;
- (iii) to instruct officers to work with members of the Cove Woodland Walk SCIO to ascertain what funding streams may be available to support the charity in securing the necessary funding:-
 - (a) to upgrade and improve the current Core Path Number 78 to allow improved access to and along the existing Cove Woodland Walk; and
 - (b) that would allow for development of the land being purchased by the Cove Woodland Trust SCIO into a community controlled Country Park; and
- (iv) to commend Crowdfund Aberdeen for contributing £2,000 towards the funding raised by the Cove Woodland Trust SCIO.

NOTICE OF MOTION BY COUNCILLOR YUILL

38. The Council had before it the following notice of motion by Councillor Yuill:-

“That this Council:

1. Thanks all staff involved in carrying out winter maintenance (gritting and snow clearing) during the recent cold weather;
2. Recognises that many people expressed concern at the slippery condition of many pavements for lengthy periods during the recent cold weather;
3. Expresses concern that over 400 requests from residents and community groups for one tonne bags of salt remained unfulfilled at the end of January and that people are now being told they will not receive these bags of salt until winter 2018/19;
4. Notes that officers will be reporting to the appropriate committee on 2017/18 Winter Maintenance Operations;
5. Instructs officers to report by October 2018 on how winter maintenance operations could be improved by:
 - a. Considering whether additional pavement ploughs / grit spreaders are required and advising on the financial and staffing implications of that.
 - b. How an appropriate network of grit bins could be provided across Aberdeen.
 - c. A review of the mechanism for providing one tonne bags of salt to individuals and community groups to ensure these are provided timeously.
 - d. Considering how best to provide residents and community groups with bulk bags of salt smaller than one tonne in size.
 - e. Considering how appropriate snow clearing equipment could be provided to community and residents’ groups who wish to make use of such equipment.”

Councillor Yuill moved, seconded by Councillor Delaney:-

That the Council approve the notice of motion.

Council Meeting, Monday, 5 March 2018

Councillor Grant moved as an amendment, seconded by Councillor Houghton:-

That the Council:-

- (1) approve parts 1 to 4 of the notice of motion; and
- (2) refer part 5 to the budget process.

On a division, there voted:-

For the motion (22) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

For the amendment (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

The Council resolved:-

to adopt the amendment.

NOTICE OF MOTION BY COUNCILLOR JOHN

39. The Council had before it the following notice of motion by Councillor John:-

"That this Council congratulates Mr Eddie Stevenson on raising over £10,000 with his final Christmas lights display, and notes that after 35 years of providing Christmas lights displays in aid of charity, Mr Stevenson has raised over £137,000 in total. Council further notes that not only has this money been donated to local charities which support children but the displays themselves have brought joy to many local children and families over the years. That the Council thanks Mr Stevenson for his hard work and dedication to charity and wishes him all the best for the future."

The Council resolved:-

to approve the notice of motion.

In accordance with the decision recorded under Article 4 of this minute, the following item was considered with the press and public excluded.

COMPLAINTS REVIEW COMMITTEE - 29 JANUARY 2018 - CG/18/029

40. The Council had before it a report by the Chief Officer - Governance which presented the recommendations and minute of the Social Work Complaints Review Committee meeting of 29 January 2018.

The report recommended:-

Council Meeting, Monday, 5 March 2018

that the Council approve the recommendations and note the minute of the Social Work Complaints Review Committee meeting of 29 January 2018.

The Council resolved:-

to approve the recommendation.

- **BARNEY CROCKETT, Lord Provost.**

ANNEX A**Standing Orders for Council, Committees and Sub Committees****2.2.3** Appointment of a Business Manager and Depute Business Manager;

2.5 In the absence of the Business Manager, the Depute Business Manager will fulfil the duties of the Business Manager.

2.6 There will be no more than one appointment made to the roles of:

- Lord Provost;
- Depute Provost;
- Depute Leader (if appointed);
- Business Manager;
- Depute Business Manager; and
- Convener.

2.7 The Convener and Vice Convener of the Audit, Risk and Scrutiny Committee must be a member of the opposition.

5.1 Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co-Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12.

5.4 Following debate, a proposal as to whether to remove from office the office bearers detailed at Standing Order 5.1 will be voted on and decided by simple majority.

12.5 Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency.

12.17 Any motion proposing a nomination for Freedom of the City must be signed by at least 23 Members of the Council.

13.2.5 Administration Leaders**13.2.8** Business Manager

13.12 Any officer listed under Standing Order 13.1 will have the authority to withdraw his/her report from the agenda, following consultation with the Business Manager.

14.6 Competency in respect of Standing Order 14.5 will be determined by the Convener.

14.12 Competency in respect of Standing Order 14.11 will be determined by the Convener.

Council Meeting, Monday, 5 March 2018

28.3.3 the Council is meeting to consider its annual revenue budget, in which case the Convener of the City Growth and Resources Committee will have the prior right to the motion. Following the moving of each budget, the spokesperson of the biggest Opposition Group will have the right to propose an amendment.

28.13.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.

29.7 Summing up a Council budget - 10 minutes

30.2.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.

31.2 A Member can move that an alternative method of voting is used, such as roll call or show of hands, by means of a Procedural Motion.

33.1 Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision, unless the Convener determines otherwise (see Glossary for calculation).

Original Standing Order 33.3 deleted due to rewording of 33.1 above

39.2 Meetings will last no longer than six hours.

39.2.1 If a meeting continues beyond six hours, and where there has been no break in proceedings, the Convener must call a twenty minute break in proceedings in line with the Working Time Regulations 1998.

42.1 Non-material amendments can be made to the Standing Orders by the Chief Officer - Governance, following consultation with the Business Manager, without the requirement to report to Council.

45. Member Access to Documents

45.1 The additional rights of access to documents for Members are as set out in Appendix 5 to the Standing Orders.

Glossary

Business Manager

A Councillor appointed by Council to liaise with Chief Officers and Members of all parties in respect of Council business and governance matters.

Depute Business Manager

A Councillor appointed by Council who acts as Business Manager in the absence of the Business Manager.

Council Meeting, Monday, 5 March 2018

Appendix 3

- 1.2 The Panel will be chaired by the Convener of the City Growth and Resources Committee unless otherwise agreed by the Members on the Appointment Panel.

Appendix 4

7. The Convener of the Staff Governance Committee and Leader of the Council, whom failing the Business Manager, will be entitled to attend all meetings of the joint negotiating bodies responsible for the negotiation of conditions of service for the Council's employees.

Appendix 5

New Appendix 5 - Member Access to Documents

Financial Regulations

5.3.4 Uncollectable/Bad Debt and Write Off of Debt

The Chief Officer - Finance has authority to write off debts up to £25,000.

Procurement Regulations

Reg 3.9(e)

Add "subject to Procurement Regulation 4.1.1.3" after the word "Council".

Reg 4.1.1.2

Delete "up to £1,000,000 (both supplies/services and works)" from the heading.

Delete "up to £1,000,000 (both supplies/services and works) shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement Services) seeking authority to conduct a procurement for the purchase of supplies, services or works to be submitted by the relevant Chief Officer to the Head of Commercial and Procurement Services and the approval of the Head of Commercial and Procurement Services, prior to procurement being undertaken"

And replace with "shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement Services) to be submitted by the relevant Chief Officer to the Strategic Commissioning Committee and the approval of that Committee prior to the procurement being undertaken."

Council Meeting, Monday, 5 March 2018

Reg 4.1.1.3

Delete and replace with new Procurement Reg 4.1.1.3: -

Contracts above £5,000 for consultancy and accountancy services and services provided by Advocates and QCs

Where the estimated value of a contract or appointment for: -

- a) Business and management consultancy and related services;
- b) Financial consultancy and accountancy related services; or
- c) Services provided by Advocates or QCs;

exceeds £5,000, the relevant Chief Officer may only give authority to engage the services following consultation with the Leader of the Council.

In determining the estimated contract value of any contract or appointment covered by this Regulation 4.1.1.3, each individual contract or appointment shall be considered separately and there shall be no aggregation of separate contracts or appointments for the purposes of arriving at an estimated expenditure."

Reg 4.1.1.4 (iv)

Delete "£1 million" on the 2nd line and replace with "the thresholds stated in Procurement Regulation 4.1.1.2".

Delete "of expenditure of £1 million" in the 5th line and replace with "the applicable thresholds".

Reg 8.7.1

After "sub-contractors" in the 1st line, add "shall be done in accordance with Procurement Regulation 4.1.1.3. Such appointments"

Reg 14.6

In the 3rd and 4th lines replace "Head of Commercial and Procurement Services" with "Strategic Commissioning Committee".

Reg 15.2(iii)

In the 1st column delete "up to £1 million" and replace with "and above".

In the 3rd column delete "Submission of a Business Case by the relevant Chief Officer to the Chief Officer of the Integrated Health & Social Care Partnership, and approval by the Chief Officer of the Integrated Health & Social Care Partnership, prior to procurement being undertaken"

and replace with "Submission of a Business Case by the relevant Chief Officer to the IJB or, if applicable, the Strategic Commissioning Committee and approval by the IJB or the Strategic Commissioning Committee prior to the procurement being undertaken."

Reg 15.2(iv)

Delete (i.e. the 4th row in the table)

Council Meeting, Monday, 5 March 2018

Reg 15.5.2

After “approved by” add “the IJB or, if applicable, the Strategic Commissioning Committee in advance of the procurement being undertaken”

Reg 15.5.3

Delete.

Powers Delegated to Officers

General Delegation 6 - reference to outwith the United Kingdom deleted.

General Delegation 24 - amended to reflect that where the Chief Officer proposes to refuse an application it must be referred to the appropriate committee.

General Delegation 26 - addition of “which has been hereby delegated, and in compliance with the ACC Procurement Regulations.

General Delegation 34 - replacement of the relevant Committee Convener(s) with the Business Manager.

General Delegation 37 - reworded to “Following consultation with the Leader of the Council, to submit a Council response to an external consultation on an operational matter, thereafter to inform the relevant Convener and Vice Convener and notify all Group Leaders that the response has been submitted.”

General Delegation 38 (responding to an external consultation on a policy matter) - deleted.

Chief Executive 3 - revised wording:- “Following consultation with the Chief Officer - Governance and the Chief Officer - People and Organisation, to authorise a settlement agreement with an employee below Tier 3, including in relation to his/her leaving the Council’s employment. Settlement agreements with employees at Tier 3 and above can only be authorised following consultation with the Chief Officer - People and Organisation, the Chief Officer - Governance and the Leader of the Council.”

Chief Officer - Early Intervention and Community Empowerment. Libraries 2 – delete reference to opening hours and refer any changes to City Growth and Resources Committee for approval.

Chief Officer - Capital - 5 - Leader of the Council added in terms of consultation and Convener of the City Growth and Resources Committee specified.

Chief Officer - People and Organisation - 5 - revised wording:- “Following consultation with the Chief Executive, to approve applications for Voluntary Severance and Early Retirement for officers below Tier 3. Applications from officers at Tier 3 and above should only be approved following consultation with the Chief Executive and the Leader of the Council.”

Council Meeting, Monday, 5 March 2018

Chief Officer - People and Organisation - 9 - revised wording:- “Following consultation with the Chief Executive and Chief Officer - Governance, to authorise a settlement agreement with an employee below Tier 3, including in relation to his/her leaving the Council’s employment. Settlement agreements with employees at Tier 3 and above can only be authorised following consultation with the Chief Executive, Chief Officer - Governance and the Leader of the Council.”

Chief Officer - Corporate Landlord - 13 - Leader of the Council added in terms of consultation.

Chief Officer - Corporate Landlord - 14 - £1million reduced to £250,000.

Chief Officer - Strategic Place Planning - 2(d) deleted - determine applications for Modifications or Discharge of Planning Obligations etc.

Chief Officer - Strategic Place Planning - 3 - Convener of the relevant Committee changed to Convener of the Planning Development Management Committee and Business Manager added.

Chief Officer - Governance - 1 - Lord Provost replaced with Business Manager in terms of consultation.

Chief Officer - Governance - 38 - replacement wording:- “To authorise the Lord Provost whom failing the Depute Provost to incur expenditure to meet the expenses of his/her office on the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities, organisations, members of the Council or others.”

Council Meeting, Monday, 5 March 2018

Senior Councillors

Post	Appointee	Remuneration
Lord Provost	Councillor Crockett	£29,624
Council Leader and Convener of Strategic Commissioning	Councillor Laing	£39,497
Depute Provost	Councillor Donnelly	£22,217
Vice Convener, Strategic Commissioning	Councillor John	£22,217
Convener, Operational Delivery	Councillor Wheeler	£29,624
Vice Convener, Operational Delivery and Regeneration and Transport spokesperson	Councillor Grant	£22,217
Vice Convener, Operational Delivery and Environmental spokesperson	Councillor Bell	£22,217
Convener, City Growth and Resources	Councillor Lumsden	£29,624
Vice Convener, City Growth and Resources	Councillor Graham	£22,217
Convener, Education Operational Delivery	Councillor Wheeler	
Vice Convener, Education Operational Delivery	Councillor Lesley Dunbar	£22,217
Convener, Capital Programme and Culture Spokesperson	Councillor Boulton	£29,624
Vice Convener, Capital Programme	Councillor Lumsden	
NHS/Social Care Integration Joint Board and Social Care Spokesperson	Councillor Duncan	£22,217

Council Meeting, Monday, 5 March 2018

Post	Appointee	Remuneration
Convener, Public Protection	Councillor Jennifer Stewart	£29,624
Vice Convener, Public Protection	Councillor Lesley Dunbar	
Convener, Staff Governance	Councillor Allan	£29,624
Vice Convener, Staff Governance	Councillor Houghton	
Mental Health Spokesperson	Councillor Imrie	£22,217
Convener, Planning Development Management	Councillor Boulton	
Vice Convener, Planning Development Management	Councillor Jennifer Stewart	
Convener, Licensing Committee	Councillor Reynolds	£29,624
Vice Convener, Licensing Committee	Councillor Malik	
Convener, Appeals Committee	Councillor Allan	
Convener, Audit, Risk and Scrutiny	Councillor Flynn	£29,624
Vice Convener, Audit, Risk and Scrutiny	Councillor Yuill	£22,217
Convener, Urgent Business Committee	Councillor Laing	
Vice Convener, Urgent Business Committee	Councillor Lumsden	
Convener, Pensions Committee	Councillor Malik	
Vice Convener, Pensions Committee	Councillor Reynolds	

Council Meeting, Monday, 5 March 2018

Post	Appointee	Remuneration
Convener, Aberdeen City Region Deal	Councillor Laing	
Convener, Licensing Board	Councillor Lesley Dunbar	
Convener, Strategic Transformation	Councillor Laing	
Vice Convener, Strategic Transformation	Councillor Lumsden	
Business Manager	Councillor Houghton	£29,624
Housing Spokesperson	Councillor Macdonald	
Depute Business Manager	Councillor Malik	
Senior Councillor Totals		£436,945
Maximum allowed	18	£442,215

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 6 March 2018

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;
Depute Provost Alan Donnelly; and

COUNCILLORS

YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
STEVEN DELANEY
JACQUELINE DUNBAR
LESLEY DUNBAR
SARAH DUNCAN
STEPHEN FLYNN
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON
RYAN HOUGHTON
BRETT HUNT
MICHAEL HUTCHISON
CLAIRE IMRIE

FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
CATRIONA MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
THOMAS MASON MSP
ALEXANDER NICOLL
JAMES NOBLE
JOHN REYNOLDS
GILLIAN SAMARAI
PHILIP SELLAR
JENNIFER STEWART
SANDY STUART
GORDON TOWNSON
JOHN WHEELER
and
IAN YUILL

Lord Provost Barney Crockett, in the Chair.

The agenda and reports associated with this minute can be found at:-

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=122&MId=6119&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

Council Budget Meeting, Tuesday, 6 March 2018

DECLARATIONS OF INTEREST

1. Councillor Mason MSP declared a general interest as a Member of the Scottish Parliament for North East Scotland.

Councillor Lesley Dunbar declared an interest in relation to agenda item 4 (General Fund Revenue Budget 2018/19 to 2022/23 and General Fund Capital Programme 2018/19 to 2022/23) by virtue her association with Aberdeen Women's Alliance which had submitted an application for funding. Councillor Lesley Dunbar did not consider that the nature of her interest required her to leave the meeting.

ANNOUNCEMENTS

2. The Lord Provost advised that this was the last Council meeting for a number of Chief Officers who were shortly to be leaving the organisation - namely Bernadette Marjoram, Interim Director of Communities, Housing and Infrastructure; John Quinn, Head of Land and Property Assets; Eric Owens, Interim Head of Planning and Sustainable Development; and Judith Proctor, Chief Officer - Aberdeen Health and Social Care Partnership.

The Lord Provost thanked the officers concerned for their service and wished them well in their future endeavours.

The Council resolved:-

to concur with the Lord Provost's remarks.

GENERAL FUND REVENUE BUDGET 2018/19 TO 2022/23 AND GENERAL FUND CAPITAL PROGRAMME 2018/19 TO 2022/23 - CG/18/032

3. The Council had before it a report by the Director of Resources which provided details of (1) the General Fund revenue budget for 2018/19 and high level summary for the following four years; and (2) the General Fund capital programme for 2018/19 to 2022/23.

The report recommended:-

that the Council -

Target Operating Model

- (a) note the alignment of the Council's revenue budget to the interim functional structure approved by Council in August 2017;
- (b) instruct the Chief Officer - Finance to formally notify the approved budget to all of the newly confirmed Chief Officers within the interim functional structure;

Council Budget Meeting, Tuesday, 6 March 2018

Balance Sheet Recommendations

- (c) note the projected balance sheet position including the reserves as at 31 March 2018;
- (d) approve the General Fund capital programme as attached at Appendix 1 of the report, and by doing so note that the Council will be maintaining the level of debt as advised to Moody's, the Council's credit rating agency;
- (e) approve the Prudential Indicators as attached at Appendix 2 to the report; and by doing so note that this demonstrates the affordability and sustainability of the Council's borrowing levels and therefore ability to sustain its credit rating;
- (f) approve the recommended use of reserves for 2018/19 as detailed in paragraph 3.39 of the report, and by doing so note that the level of uncommitted reserves is in line with CIPFA guidance as noted in its "Local Authority Reserves & Balances" bulletin published in July 2014;
- (g) note the contingent liabilities faced by the Council as detailed in Appendix 3 to the report, which may place future financial liabilities on the Council;
- (h) note that transformation of the Council will require the use of reserves, including capital receipts to fund associated costs;
- (i) delegate to the Chief Officer - Finance to make suitable provision as part of the 2017/18 Annual Accounts for any future VS/ER payments which will be reported back to the relevant committee in due course;
- (j) approve the reserves strategy as outlined in paragraphs 3.37 to 3.39 of the report which will ensure that reserves will increase over the medium term and therefore provide the Council with additional liquidity and financial resilience going forward;
- (k) instruct the Chief Officer - Finance to report back to the relevant committee before December 2018 on a detailed reserves strategy;

Revenue Budget Recommendations**5 Year Revenue Budget Position**

- (l) note the draft financial position for 2019/20 to 2022/23 as shown in paragraph 3.40 of the report;
- (m) instruct the Chief Executive to continue to progress the transformation programme, reporting transformation options and associated financial benefits through the approved transformation governance process, in order to address the future years funding gap;

One Year Revenue Budget Position and Taxation

- (n) instruct officers on whether Council is exercising the flexibility to increase Council Tax under the local government finance circular and if so, to what level;
- (o) set a balanced revenue budget for 2018/19 which is a statutory requirement, by noting and agreeing the proposed options contained in Appendix 5;
- (p) note and accept the conditions of the Local Government Finance Settlement for 2018/19;
- (q) approve the level of funding for 2018/19 as detailed in paragraph 3.63 of the report, in relation to the Integration Joint Board (IJB), and note that it will be for the IJB itself to determine how it will balance its budget;
- (r) note that the IJB budget assumes an uplift on the national care home contract of 3.3%. This uplift has, in the last week, been agreed at 3.39% and therefore,

Council Budget Meeting, Tuesday, 6 March 2018

instruct the Chief Officer (IJB) to work within the funding provided, taking action as appropriate to identify and implement further budget savings to achieve this; and

- (s) note that the budget assumes a pay award in line with the Scottish Government Public Sector Pay Policy and that in the event of national negotiations exceeding this assumption, instruct the Chief Officer - Finance to report back to the Finance, Policy and Resources Committee on options to finance the additional costs.

Councillor Lumsden moved, seconded by Councillor Laing:-
That the Council -

Target Operating Model

- (1) note the alignment of the Council's revenue budget to the interim functional structure approved by Council in August 2017;
- (2) instruct the Chief Officer - Finance to formally notify the approved budget to all of the newly confirmed Chief Officers within the interim functional structure;

Balance Sheet Recommendations

- (3) note the projected balance sheet position including the reserves as at 31 March 2018;
- (4) approve the General Fund capital programme as attached at Appendix 1 of the report, and by doing so note that the Council will be maintaining the level of debt as advised to Moody's, the Council's credit rating agency;
- (5) approve an additional capital investment of £10million on road maintenance over the next five years;
- (6) approve the Prudential Indicators as below, and by doing so note that this demonstrates the affordability and sustainability of the Council's borrowing levels and therefore ability to sustain its credit rating;
- (7) approve the recommended use of reserves for 2018/19 as detailed in paragraph 3.39 of the report, and by doing so note that the level of uncommitted reserves is in line with CIPFA guidance as noted in its "Local Authority Reserves & Balances" bulletin published in July 2014;
- (8) note the contingent liabilities faced by the Council as detailed in Appendix 3 of the report, which may place future financial liabilities on the Council;
- (9) note that transformation of the Council will require the use of reserves, including capital receipts to fund associated costs;
- (10) delegate to the Chief Officer - Finance to make suitable provision as part of the 2017/18 Annual Accounts for any future VS/ER payments which will be reported back to the relevant committee in due course;
- (11) approve the reserves strategy as outlined in paragraphs 3.37 to 3.39 of the report which will ensure that reserves will increase over the medium term and therefore provide the Council with additional liquidity and financial resilience going forward;
- (12) instruct the Chief Officer - Finance to report back to the City Growth and Resource Committee before December 2018 on a detailed reserves strategy;

Revenue Budget Recommendations**5 Year Revenue Budget Position**

- (13) note the draft financial position for 2019/20 to 2022/23 as shown in paragraph 3.40 of the report;
- (14) instruct the Chief Executive to continue to progress the transformation programme, reporting transformation options and associated financial benefits through the approved transformation governance process, in order to address the future years funding gap;

One Year Revenue Budget Position and Taxation

- (15) instruct officers to implement a 3% Council Tax increase for 2018/19 as allowed under the local government finance circular;
- (16) note the conditions of the local government finance settlement for 2018/19;
- (17) approve the level of funding for 2018/19 as detailed in paragraph 3.63 of the report, as agreed by the IJB on 13 February 2018 in relation to the IJB, and note that it will be for the IJB itself to determine how it will balance its budget;
- (18) note that the IJB budget assumes an uplift on the national care home contract of 3.3%. This uplift has, in the last week, been agreed at 3.39% and therefore, to instruct the Chief Officer (IJB) to work within the funding provided, taking action as appropriate to identify and implement further budget savings to achieve this;
- (19) note that the budget assumes a pay award in line with the Scottish Government Public Sector Pay Policy and that in the event of national negotiations exceeding this assumption, to instruct the Chief Officer - Finance to report back to the City Growth and Resources Committee on options to finance the additional costs;
- (20) approve the balanced revenue budget for 2018/19 as circulated;
- (21) instruct the Director of Resources to enter discussions with the administrators of the North East Scotland Credit Union in terms of how the Council may facilitate the Credit Union's long-term viability;
- (22) note that the level of 2018/19 funding for Sport Aberdeen be held at the same level as 2017/18 providing that they give all staff the same pay awards as Council staff from 1 April 2018;

Other Recommendations

- (23) instruct the Head of Commercial and Procurement Services to bring forward an all options business case report to the September 2018 meeting of the City Growth and Resources Committee on the best way forward for sport in Aberdeen given the imminent contractual 10-year agreement with Sport Aberdeen is about to end;
- (24) as part of our commitment to Civic Leadership and Urban Governance, to instruct the Chief Officer - City Growth to arrange for a state of the city annual conference led by the Co-Leaders to coincide with the independent report by the Economic Panel Report due back before members each year;

Council Budget Meeting, Tuesday, 6 March 2018

- (25) instruct the Chief Officer - Corporate Landlord to bring forward an all options business case to the Capital Programme Committee in September 2018 on the most appropriate option for the old AECC;
- (26) instruct the Chief Officer - Corporate Landlord to bring an up to date business case and progress report to the Capital Programme Committee on the following:
 - the proposed Tillydrone new Primary School;
 - Torry Primary School Hub;
 - Milltimber Primary School; and
 - Berryden Corridor (all stages);
- (27) instruct the Chief Officer - Corporate Landlord to bring a review of the School Estate report within the next nine months to the Education Operational Delivery Committee and thereafter to forward the report to the Capital Programme Committee;
- (28) instruct the Chief Officer - City Growth to bring forward an all options business case to the Capital Programme Committee in September 2018 on how best to proceed with Queens Square as part of the next phase of the masterplan;
- (29) instruct the Chief Officer - City Growth to enter into dialogue with the United Kingdom and Scottish Government on how best to progress a City Deal 2 noting the Aberdeen Region City Deal said *"In order to realise the full potential of the area a transport appraisal (supported by UK Government and Scottish Government, Transport Scotland and local partners) will take a 20 year strategic view of the transport implications of the investment unlocked by this Deal across all modes including road and rail. This work will commence in 2016 and will be based on Scottish Transport Appraisal Guidance. The appraisal will recognise the priorities of local, regional and national transport plans and programmes as well as the existing work outlined above."*;
- (30) instruct the Chief Executive to write to the Chief Executive of COSLA and Scottish Government calling for a review of the funding mechanism;
- (31) as part of our commitment to Civic Leadership and Urban Governance, instruct the Chief Executive to bring a report to the City Growth and Resources Committee working with partners to include our ALEOs, Aberdeen and Grampian Chamber of Commerce, Aberdeen Burgesses Federation of Small Businesses, Opportunity North East and Scottish Enterprise to assess the impact on Aberdeen of Scottish Government funding in comparison to the funding received by other local authorities and identify how the Council can encourage the Scottish Government to provide a better financial settlement for Aberdeen;
- (32) note that Pupil Equity Funding is allocated by the Scottish Government on the basis of free school meal eligibility. To note the approach to estimating free school meals registrations is being kept under review by the Scottish Government to allow the Scottish Government to improve the quality of data for identifying children living in households affected by poverty. To instruct the Chief Operating Officer to bring a report to the next Education Operational Delivery Committee on how the Council can substantially increase the uptake of free school meals throughout the city;
- (33) note the success of similar projects in UK cities and instruct the Chief Officer - Strategic Place Planning to provide a business case to the Capital

Council Budget Meeting, Tuesday, 6 March 2018

Programme Committee around the introduction of a cycle hire scheme which would have the potential to bring a real sea-change to transport in the city;

- (34) to agree to ring fence £1,351,000 of the Council Tax increase of £3,389,000 (40%) to be spent on the following growth items:

	£
Towards a Fairer Aberdeen provision of Meals to Children during school holidays	50,000
Set up a Co-operative Business Development fund to support small businesses and their staff to explore new ways of working in the future	75,000
Supported Public Transport	132,000
Mental Health for Child	100,000
Period poverty	40,000
Retention of Pupil Support Assistants	954,000
Total Council Tax ring fence	1,351,000

- (35) instruct the Director of Resources to report back to the City Growth and Resources Committee in April 2018 on the Council's further involvement with the Housing LLP.

Appendix 1

Administration Budget Proposals - General Services Revenue

2018/19
£'000

Deficit from Council Report **4,883** *

Appendix 5 (Options)

Council Tax Increase (3%) **(3,389)**
Fees & Charges 0

Deficit **1,494**

Appendix 6 (Committee Referrals)

Greyhope Bay - grant award 20
Electric Vehicle Charging 54
Reclaiming Social Work - Revised Staffing (Saving) **(300)**
LED Lighting in Parks 110
Maintenance of Paths in Parks 5
Gaps in Public Transport Network 132
Nuart (3 years) 100
Great Aberdeen Run (2 years) 150
Sale of Pitmedden Road will result in loss of revenue income 106
Lochside Transport 110

Council Budget Meeting, Tuesday, 6 March 2018

External Partnership Activity	4
Towards a Fairer Aberdeen - Provision of Meals to Children during School Holidays	50

Deficit **2,035**

Appendix 6 (Committee Referrals) - Move to Common Good

LED Lighting in Parks	(110)
Maintenance of Paths in Parks	(5)
Nuart (3 years)	(100)
Great Aberdeen Run (2 years)	(150)

Deficit **1,670**

Appendix 4 (Movements) - Move to Capital Programme

Roads Maintenance £10m investment	(500)
-----------------------------------	-------

Support for New Initiatives

Period Poverty	40
Mental Health	100
Co-operative Development Fund	75
Empty Homes Officer	20
Living Streets Dog Fouling Initiative - City wide	10
UNESCO Culture	250
Pride March	5
Alive @ 5	80
North East Sensory Service	15
Woman in Politics	10

Savings

City of Culture bid	(500)
3rd Party Spend (additional)	(810)
Use of Bus Lane Enforcement Surplus	(200)
Advertising	(150)
Lets	(50)
Aberdeen International Youth Festival	(65)

Surplus **(0)**

* this includes Pupil Support Assistants

Council Budget Meeting, Tuesday, 6 March 2018

APPENDIX 2
ABERDEEN CITY COUNCIL
2017/18 to 2022/23

THE PRUDENTIAL CODE
For Capital Finance in Local Authorities

The Code requires the following Prudential Indicators are set for the Council:-

	Capital Expenditure						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	175,275	198,663	269,224	158,400	93,260	46,537	21,471
HRA	42,154	55,318	42,051	45,335	30,204	26,500	21,991

	Ratio of Financing Costs to Net Revenue Stream						
	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Non HRA	5.7%	4.8%	7.4%	8.5%	9.1%	9.2%	9.2%
HRA	14.7%	17.2%	16.0%	17.0%	18.2%	18.1%	17.7%

	Capital Financing Requirement						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	578,193	713,745	912,923	1,010,136	1,031,118	1,000,014	969,093
HRA	272,091	298,705	312,866	327,757	326,379	319,391	305,886
Total	850,284	1,012,450	1,225,789	1,337,893	1,357,497	1,319,405	1,274,979

	Gross Borrowing						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Borrowing	746,913	866,291	1,031,068	1,247,629	1,362,730	1,384,128	1,349,410

	Authorised Limit for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Operational Boundary	1,145,542	1,358,881	1,470,985	1,490,589	1,452,497	1,408,071
10% Margin	114,554	135,888	147,098	149,059	145,250	140,807
Total	1,260,096	1,494,769	1,618,083	1,639,648	1,597,747	1,548,878

Council Budget Meeting, Tuesday, 6 March 2018

	Operational Boundary for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Borrowing	1,044,569	1,261,130	1,376,231	1,397,629	1,362,911	1,321,676
Other Long Term Liabilities	100,973	97,751	94,754	92,960	89,586	86,395
Total	1,145,542	1,358,881	1,470,985	1,490,589	1,452,497	1,408,071

Councillor Flynn moved as an amendment, seconded by Councillor Nicoll:-
That the Council -

Target Operating Model

- (1) note the alignment of the Council's revenue budget to the interim functional structure approved by Council in August 2017;
- (2) instruct the Chief Officer - Finance to formally notify the approved budget to all of the newly confirmed Chief Officers within the interim functional structure;

Balance Sheet Recommendations

- (3) note the projected balance sheet position including the reserves as at 31 March 2018;
- (4) approve the General Fund capital programme as attached at Appendix 1 of the report, and by doing so note that the Council will be maintaining the level of debt as advised to Moody's, the Council's credit rating agency;
- (5) approve an additional capital investment of £10million on road maintenance over the next five years;
- (6) in addition include the following capital items:
 - £250,000 for land assessment work for a new crossing at the Bridge of Dee and instruct the Director of Resources to instruct these works;
- (7) approve the Prudential Indicators as included below; and by doing so note that this demonstrates the affordability and sustainability of the Council's borrowing levels and therefore ability to sustain its credit rating;
- (8) approve the recommended use of reserves for 2018/19 as detailed in paragraph 3.39 of the report, and by doing so note that the level of uncommitted reserves is in line with CIPFA guidance as noted in its "Local Authority Reserves & Balances" bulletin published in July 2014;
- (9) note the contingent liabilities faced by the Council as detailed in Appendix 3 of the report, which may place future financial liabilities on the Council;
- (10) note that transformation of the Council will require the use of reserves, including capital receipts to fund associated costs;
- (11) delegate to the Chief Officer - Finance to make suitable provision as part of the 2017/18 Annual Accounts for any future VS/ER payments which will be reported back to the relevant committee in due course;
- (12) approve the reserves strategy as outlined in paragraphs 3.37 to 3.39 of the report which will ensure that reserves will increase over the medium term

Council Budget Meeting, Tuesday, 6 March 2018

and therefore provide the Council with additional liquidity and financial resilience going forward;

- (13) instruct the Chief Officer - Finance to report back to the relevant committee before December 2018 on a detailed reserves strategy;

Revenue Budget Recommendations

5 Year Revenue Budget Position

- (14) note the draft financial position for 2019/20 to 2022/23 as shown in paragraph 3.40 of the report;
- (15) instruct the Chief Executive to continue to progress the transformation programme, reporting transformation options and associated financial benefits through the approved transformation governance process, in order to address the future years funding gap;

One Year Revenue Budget Position and Taxation

- (16) instruct officers to implement a 3% Council Tax increase for 2018/19 as allowed under the local government finance circular;
- (17) note and accept the conditions of the Local Government Finance Settlement for 2018/19;
- (18) set a balanced revenue budget for 2018/19 which is a statutory requirement, by noting and agreeing the proposed options contained in Appendix 5 of the report as amended by Appendix 1 of this amendment and note that this includes:-
- 50% increase in community centre grants
 - 50% lower price increases for parking than officer recommendations
 - no increase in prices for breakfast clubs, after school clubs and lets
 - £100,000 extra for mental health in schools
 - £100,000 extra for homelessness action
 - £100,000 extra for winter maintenance
 - an additional £1million funding to the IJB over and above officer proposals;
- (19) note that the IJB budget assumes uplift on the national care home contract of 3.3%. This uplift has, in the last week, been agreed at 3.39% and therefore, instruct the Chief Officer (IJB) to work within the funding provided, taking action as appropriate to identify and implement further budget savings to achieve this;
- (20) note that the budget assumes a pay award in line with the Scottish Government Public Sector Pay Policy and that in the event of national negotiations exceeding this assumption, instruct the Chief Officer - Finance to report back to the City Growth and Resources Committee on options to finance the additional costs;
- (21) approve the balanced revenue budget for 2018/19 as attached as Appendix 1 of this amendment;
- (22) instruct the Director of Commissioning to report to a future committee with plans to insource Bon Accord Care (noting a required saving of £300,000 in 2019/20);

Council Budget Meeting, Tuesday, 6 March 2018

- (23) instruct the Chief Officer - City Growth to design and implement a NDR local scheme in relation to Aberdeen fish processing which provides 100% relief to eligible premises for increases above 12.5% less existing reliefs available, calculated to cost up to £0.172million which will be the overall financial cap for the scheme;
- (24) suspend Standing Order 41 with reference to Item 9.17 Proposed Purchase - Ground Wellington Road - CHI/17/216 of the FP&R meeting of 20 September 2017, and instruct the Chief Officer - Corporate Landlord to (a) cease progressing the option detailed at 3.10.2 in that report which was to request that the Scottish Government sell the ground at Wellington Road as referred to in that report to the Council at a value of £5,000; (b) instead to request that the Scottish Government sell the ground at Wellington Road as referred to in that report to the Council at the joint valuation undertaken by the Council and Scottish Government in September 2016 which was £230,000; and (c) and if agreed, instruct the Chief Officer - Governance to conclude the purchase of the ground incorporating appropriate terms to protect the Council's interests;
- (25) instruct the Director of Resources to provide a report to a future relevant committee on the potential of the Council setting up a community bank including the cost implications of such a venture;

Other Recommendations

- (26) instruct the Chief Officer - Corporate Landlord to bring forward an all options business case to the Capital Programme Committee in September 2018 on the most appropriate option for the old AECC;
- (27) instruct the Chief Officer - Corporate Landlord to bring an up to date business case and progress report to the Capital Programme Committee on the following:
 - the proposed Tillydrone new Primary School;
 - Torry Primary School Hub;
 - Milltimber Primary School; and
 - Berryden Corridor (all stages);
- (28) instruct the Chief Officer - Corporate Landlord to bring a review of the School Estate report within the next nine months to the Education Operational Delivery Committee and thereafter to forward the report to the Capital Programme Committee;
- (29) instruct the Chief Officer - City Growth to bring forward an all options business case to the Capital Programme Committee in September 2018 on how best to proceed with Queens Square as part of the next phase of the masterplan;
- (30) instruct the Chief Officer - City Growth to enter into dialogue with the United Kingdom and Scottish Government on how best to progress a City Deal 2 noting the Aberdeen Region City Deal said *"In order to realise the full potential of the area a transport appraisal (supported by UK Government and Scottish Government, Transport Scotland and local partners) will take a 20 year strategic view of the transport implications of the investment unlocked by this Deal across all modes including road and rail. This work will commence in 2016 and will be based on Scottish Transport Appraisal Guidance. The appraisal will recognise the priorities of local, regional and*

Council Budget Meeting, Tuesday, 6 March 2018

national transport plans and programmes as well as the existing work outlined above.”;

- (31) instruct the Chief Executive to write to the Chief Executive of COSLA and Scottish Government calling for a review of the funding mechanism;
- (32) note that Pupil Equity Funding is allocated by the Scottish Government on the basis of free school meal eligibility. To note the approach to estimating free school meals registrations is being kept under review by the Scottish Government to allow the Scottish Government to improve the quality of data for identifying children living in households affected by poverty. To instruct the Chief Operating Officer to bring a report to the next Education Operational Delivery Committee on how the Council can substantially increase the uptake of free school meals throughout the city;
- (33) note the success of similar projects in UK cities and instruct the Chief Officer - Strategic Place Planning to provide a business case to the Capital Programme Committee around the introduction of a cycle hire scheme which would have the potential to bring a real sea-change to transport in the city; and
- (34) instruct the Director of Resources to report back to the City Growth and Resources Committee in April 2018 on the Council's further involvement with the Housing LLP.

SNP Budget Proposals - General Services RevenueAPPENDIX
1

	2018/19 £'000
Deficit from Council Report	4,883
<u>2b Movement</u>	
Funding to IJB - reduced in line with ACC funding	832
Additional funding to IJB	168
City of Culture	(500)
Deficit	5,383
<u>2c Committee Referrals</u>	
Greyhope Bay - grant award	20
Electric Vehicle Charging	54
Reclaiming Social Work - Revised Staffing (Saving)	(300)
LED Lighting in Parks	110
Maintenance of Paths in Parks	5
Gaps in Public Transport Network	132
Nuart (3 years)	100
Great Aberdeen Run (2 years)	150
Sale of Pitmedden Road, resulting in loss of revenue income	106
Lochside Transport	110
External Partnership Activity	4

Council Budget Meeting, Tuesday, 6 March 2018

Towards a Fairer Aberdeen - Provision of Meals to Children during School Holidays	50
---	----

Deficit	5,924
----------------	--------------

2d Options

Council Tax Increase (3%)	(3,389)
Museum & Galleries	(150)
Corporate Advertising	(150)
School Lettings	(50)
Revised Car Parking Options (as below)	(303)
Officers General Fees and Charges Increases	(850)
EXCLUDING Breakfast Clubs, School Lets, Crem Caskets, Burials	75
EXCLUDING After School Clubs	15
EXCLUDING Memorial benches	4
Reversal of Administration Policy on residents parking permits	(248)
Implementation Alive at Five scheme (multi storey parking)	140
Introduce a Councillor Car parking levy	(16)
Remove funding to Bulawayo Trust	(45)
Remove funding to Gomel Trust	(22)
Remove funding to Mary Garden Prize	(2)
Disestablish Economic Policy Panel	(15)

Deficit	918
----------------	------------

2e Committee Referrals (moved to Common Good)

LED Lighting in Parks	(110)
Maintenance of Paths in Parks	(5)
Nuart (3 years)	(100)
Great Aberdeen Run (2 years)	(150)

Additions

Maintain budget lines for Printing, Stationery, Photocopying, Hospitality, Conferences, Staff Advertising and Uniforms at 2017/18 forecast outturn levels	(310)
35 hour week for new staff	(900)
NDR cap for fish processing businesses	172
Increase community centre grants by 50%	140
Mental health in schools	100
Additional homelessness action	100
Winter maintenance	100

Surplus/Deficit	(44)
------------------------	-------------

Council Budget Meeting, Tuesday, 6 March 2018

SNP - REVISED PARKING CHARGES

PARKING PERMITS	PROPOSED CHARGES 2018/19	Est. Additional Income
Business Permits (12 months)	£510	£6,000
Contractor Permits (12 months)	£560	£2,000
Monthly Permits	£210	n/a
Residents Permits All Zones (First Permits) (12 months)	£60	£124,000
Residents Permits All Zones (Second Permits) (12 months)	£140	£30,000
		£162,000

PAY & DISPLAY CHARGES	PROPOSED CHARGES 2018/19	
City Centre Parking Zones A, B, C, E, F & G	Up to 20 minute stay - £1.10	£73,000
	Up to 40 minute stay - £2.20	
	Up to 1 hour stay - £3.30	
	Up to 2 hour stay - £4.40	

PAY & DISPLAY CHARGES	PROPOSED CHARGES 2018/19
West North Street, Chapel Street, Frederick Street (part of) & Denburn	Up to 1 hour stay - £1 (Denburn & Frederick Street)
	Up to 2 hour stay - £2.10
	Up to 3 hour stay - £3.10
	Up to 4 hour stay - £4.20

Council Budget Meeting, Tuesday, 6 March 2018

	Up to 5 hour stay - £5.30	£50,000
	Up to 6 hour stay - £6.30	
	Up to 10 hour stay - £10.50	
	Up to 14 hour stay - £17.00	

Car Parks	PROPOSED CHARGES 2018/19	
Summer Street, Frederick Street (part of) & Greyfriars Car Parks	Up to 2 hour stay - £2.40	£18,000
	Up to 3 hour stay - £3.60	
	Up to 4 hour stay - £4.70 (maximum stay)	

£303,000

**APPENDIX 2
ABERDEEN CITY COUNCIL
2017/18 to 2022/23**

**THE PRUDENTIAL CODE
For Capital Finance in Local Authorities**

The Code requires the following Prudential Indicators are set for the Council:-

	Capital Expenditure						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	175,275	198,663	268,974	155,900	90,260	42,537	21,471
HRA	42,154	55,318	42,051	45,335	30,204	26,500	21,991

		Ratio of Financing Costs to Net Revenue Stream					
	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Non HRA	5.7%	4.8%	7.4%	8.5%	9.1%	9.2%	9.2%
HRA	14.7%	17.2%	16.0%	17.0%	18.2%	18.1%	17.7%

Council Budget Meeting, Tuesday, 6 March 2018

	Capital Financing Requirement						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	578,193	713,745	913,173	1,010,386	1,031,368	1,000,264	969,343
HRA	272,091	298,705	312,866	327,757	326,379	319,391	305,886
Total	850,284	1,012,450	1,226,039	1,338,143	1,357,747	1,319,655	1,275,229

	Gross Borrowing						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Borrowing	746,913	866,291	1,031,068	1,247,879	1,362,980	1,384,378	1,349,660

	Authorised Limit for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Operational Boundary	1,145,542	1,359,131	1,471,235	1,490,839	1,452,747	1,408,321
10% Margin	114,554	135,913	147,123	149,084	145,275	140,832
Total	1,260,096	1,495,044	1,618,358	1,639,923	1,598,022	1,549,153

	Operational Boundary for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Borrowing	1,044,569	1,261,380	1,376,481	1,397,879	1,363,161	1,321,926
Other Long Term Liabilities	100,973	97,751	94,754	92,960	89,586	86,395
Total	1,145,542	1,359,131	1,471,235	1,490,839	1,452,747	1,408,321

Councillor Yuill moved as a further amendment, seconded by Councillor Greig:-
That the Council -

Target Operating Model

- (1) note the alignment of the Council's revenue budget to the interim functional structure approved by Council in August 2017;
- (2) instruct the Chief Officer - Finance to formally notify the approved budget to all of the newly confirmed Chief Officers within the interim functional structure;

Balance Sheet Recommendations

- (3) note the projected balance sheet position including the reserves as at 31 March 2018;

Council Budget Meeting, Tuesday, 6 March 2018

- (4) approve the General Fund capital programme as attached at Appendix 1 of the report, and by doing so note that the Council will be maintaining the level of debt as advised to Moody's, the Council's credit rating agency;
- (5) in addition include the following capital items:
 - (i) additional capital investment over the next 5 years of £12.5million in roads and pavement repairs and resurfacing;
 - (ii) allocate £100,000 for a feasibility study into the dualling of the Lang Stracht;
 - (iii) a commitment to increase Aberdeen's resilience to respond to snow and cold weather with an investment of £130,000 in additional winter maintenance equipment;
- (6) confirm that it is committed to the construction of a new bridge over the River Dee and note that the initial STAG process is complete and that a review is to be carried out following the opening of the AWPR to enable changes in traffic patterns to be accurately assessed, that this review is likely to begin in early 2019 and run into 2019/20 and that the STAG reports will be updated with the review outcomes;
- (7) approve the Prudential Indicators as at Appendix 2 below; and by doing so note that this demonstrates the affordability and sustainability of the Council's borrowing levels and therefore ability to sustain its credit rating;
- (8) approve the recommended use of reserves for 2018/19 as detailed in paragraph 3.39 of the report, and by doing so note that the level of uncommitted reserves is in line with CIPFA guidance as noted in its "Local Authority Reserves & Balances" bulletin published in July 2014;
- (9) note the contingent liabilities faced by the Council as detailed in Appendix 3 of the report, which may place future financial liabilities on the Council;
- (10) note that transformation of the Council will require the use of reserves, including capital receipts to fund associated costs;
- (11) delegate to the Chief Officer - Finance to make suitable provision as part of the 2017/18 Annual Accounts for any future VS/ER payments which will be reported back to the relevant committee in due course;
- (12) approve the reserves strategy as outlined in paragraphs 3.37 to 3.39 of the report which will ensure that reserves will increase over the medium term and therefore provide the Council with additional liquidity and financial resilience going forward;
- (13) instruct the Chief Officer - Finance to report back to the relevant committee before December 2018 on a detailed reserves strategy;
- (14) instruct officers to undertake a feasibility study into the dualling of the Lang Stracht;
- (15) instruct the Chief Operating Officer to report to the future committee recommending how the additional capital funding of £2million for road and pavement repairs and resurfacing should be utilised;

Revenue Budget Recommendations**5 Year Revenue Budget Position**

- (16) note the draft financial position for 2019/20 to 2022/23 as shown in paragraph 3.40 of the report;

Council Budget Meeting, Tuesday, 6 March 2018

- (17) instruct the Chief Executive to continue to progress the transformation programme, reporting transformation options and associated financial benefits through the approved transformation governance process, in order to address the future years funding gap;

One Year Revenue Budget Position and Taxation

- (18) instruct officers to implement a 3% Council Tax increase for 2018/19 as allowed under the local government finance circular;
- (19) approve the balanced revenue position for 2018/19 as attached at Appendix 1 of this amendment and note that this includes:
- (i) an additional £110,000 investment in teachers' CPD
 - (ii) creation of the post of Chief Officer - Education
 - (iii) investment in head teacher recruitment
 - (iv) an increase of £95,000 for leased community centre grants
 - (v) a feasibility study into the transfer of Hazlehead Swimming Pool to community management
 - (vi) increasing funding levels for Sport Aberdeen
 - (vii) funding for the installation of additional bus shelters
 - (viii) £185,000 to increase winter maintenance and road response team capacity
 - (ix) an additional £183,000 for supported bus services in Aberdeen
 - (x) funding to undertake public consultation on a possible Ashley controlled parking zone
 - (xi) the creation of a Community Empowerment Improvements Fund
 - (xii) £200,000 of additional investment in street and urban tree planting
 - (xiii) £200,000 for grass cutting of Council maintained spaces;
- (20) set a balanced revenue budget for 2018/19 which is a statutory requirement, by noting and agreeing the proposed options contained in Appendix 5 of the report as amended by Appendix 1 of this amendment;
- (21) note and accept the conditions of the Local Government Finance Settlement for 2018/19;
- (22) approve the level of funding for 2018/19 as detailed in paragraph 3.63 of the report, in relation to the IJB, and note that it will be for the IJB itself to determine how it will balance its budget;
- (23) note that the IJB budget assumes an uplift on the national care home contract of 3.3%. This uplift has, in the last week, been agreed at 3.39% and therefore, instruct the Chief Officer (IJB) to work within the funding provided, taking action as appropriate to identify and implement further budget savings to achieve this;
- (24) note that the budget assumes a pay award in line with the Scottish Government Public Sector Pay Policy and that in the event of national negotiations exceeding this assumption, to instruct the Chief Officer - Finance to report back to the City Growth and Resources Committee on options to finance the additional costs;
- (25) instruct the Chief Officer - Corporate Landlord to undertake a feasibility study into the transfer of Hazlehead Swimming Pool to community management;

Council Budget Meeting, Tuesday, 6 March 2018

- (26) instruct the Chief Operating Officer to report to a future committee on how the additional investment in supported bus services could best be used to provide bus links to isolated communities;
- (27) instruct the Chief Operating Officer to report to a future committee recommending how the additional CFCR funds for road and pavement repairs should be utilised; and
- (28) agree that the process to be followed to recruit the Chief Officer - Education will be the same as that undertaken for other Chief Officer posts, and instruct the Chief Executive to prepare a job description and person specification for this post and to report on this, together with such consequential changes as may be required to other job descriptions, to the appropriate committee.

Liberal Democrat Budget Proposals - General Services Revenue - Appendix 1

	2018/19 £'000
Deficit from Council Report	4,883
Committee Decisions Referred to Budget Process	
Greyhope Bay - grant award	20
Sale of Pitmedden Road, resulting in loss of revenue income	106
Electric Vehicle Charging	54
Lochside Academy School Transport	110
External partnership activity	4
Towards a fairer Aberdeen - provision of meals to children during school holidays	50
Total Committee Decisions Referred to Budget Process	344
New Initiatives	
Head teacher recruitment initiative	25
Increase schools' devolved budget for teacher continuing professional development (CPD)	110
Create post of Chief Officer - Education	112
Increase Leased Community Centre Grants	95
Feasibility Study into the Transfer of Hazlehead Swimming Pool to Community Management	50
Sport Aberdeen - additional resources	31
Install Additional Bus Shelters	50
Increase Winter Maintenance and Road Response Team Capacity	185
Fill gaps in public transport network using supported bus services	183
Undertake public consultation on possible Ashley CPZ	10
Community Environmental Improvements Fund	100
Street and Urban Tree Planting, Maintenance, Management and Staffing	200
Grass Cutting of Council Maintained Spaces	200

Council Budget Meeting, Tuesday, 6 March 2018

Revenue cost of Additional Borrowing for Capital Programme	109	
Total New Initiatives		1,460
Savings / New ways of Working		
Reclaiming Social Work - revised staffing	(300)	
Make no City of Culture bid	(500)	
Introduce a new working week of 35 hours for new employees	(900)	
Invest in more council tax staff to increase income	(100)	
Total Savings / New Ways of Working		(1,800)
Commercial Income Review	(1,638)	
No increase in Residents' Parking Permit fees	124	
Inflation only increase in memorial bench charge	4	
Revised Commercial Income Review		(1,510)
Council Tax		
Increase council tax by rate of inflation (CPI Jan 2018) (3%)		(3,377)
Total Shortfall		0

Liberal Democrat Capital Budget proposal 2018/19	
	£000
Officers capital plan PLUS:	
New Initiatives	
Additional investment in road and pavement repairs and resurfacing (5 years @ £2.5M)	2,500
Feasibility study into the dualing of the Lang Stracht	100
Multi-use winter maintenance and response plant	130
	2,730
Funded by:	
Capital borrowing	2,730

Council Budget Meeting, Tuesday, 6 March 2018

APPENDIX 2
ABERDEEN CITY COUNCIL
2017/18 to 2022/23

THE PRUDENTIAL CODE
For Capital Finance in Local Authorities

The Code requires the following Prudential Indicators are set for the Council:-

	Capital Expenditure						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	175,275	198,663	271,454	158,400	92,760	45,037	23,971
HRA	42,154	55,318	42,051	45,335	30,204	26,500	21,991

	Ratio of Financing Costs to Net Revenue Stream						
	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Non HRA	5.7%	4.8%	7.4%	8.5%	9.1%	9.2%	9.2%
HRA	14.7%	17.2%	16.0%	17.0%	18.2%	18.1%	17.7%

	Capital Financing Requirement						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Non HRA	578,193	713,745	915,653	1,015,366	1,038,848	1,010,244	981,823
HRA	272,091	298,705	312,866	327,757	326,379	319,391	305,886
Total	850,284	1,012,450	1,228,519	1,343,123	1,365,227	1,329,635	1,287,709

	Gross Borrowing						
	2016/17 £'000 Actual	2017/18 £'000 Estimate	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate
Borrowing	746,913	866,291	1,031,068	1,250,359	1,367,960	1,391,858	1,359,640

	Authorised Limit for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Operational Boundary	1,145,542	1,361,611	1,476,215	1,498,319	1,462,727	1,420,801
10% Margin	114,554	136,161	147,621	149,832	146,273	142,080
Total	1,260,096	1,497,772	1,623,836	1,648,151	1,609,000	1,562,881

Council Budget Meeting, Tuesday, 6 March 2018

	Operational Boundary for External Debt					
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Borrowing	1,044,569	1,263,860	1,381,461	1,405,359	1,373,141	1,334,406
Other Long Term Liabilities	100,973	97,751	94,754	92,960	89,586	86,395
Total	1,145,542	1,361,611	1,476,215	1,498,319	1,462,727	1,420,801

There being a motion and two amendments, the Council first divided between the amendment by Councillor Flynn and the amendment by Councillor Yuill.

On a division, there voted:-

For the amendment by Councillor Flynn (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

For the amendment by Councillor Yuill (3) - Councillors Delaney, Greig and Yuill.

Declined to vote (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

The Council then divided between the motion and the amendment by Councillor Flynn.

On a division, there voted:-

For the motion (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment by Councillor Flynn (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

Declined to vote (3) - Councillors Delaney, Greig and Yuill.

The Council resolved:-
to adopt the motion.

Council Budget Meeting, Tuesday, 6 March 2018

DRAFT HOUSING REVENUE ACCOUNT (HRA) BUDGET AND HOUSING CAPITAL BUDGET 2018/19 TO 2022/23 - CG/18/030

4. The Council had before it a report by the Director of Resources which provided information to allow the setting of the rent level for the financial year 2018/19 as well as provisional rents for the financial years 2019/20 to 2022/23, which in turn would allow a capital programme for 2018/19 to be set as well as a provisional programme for 2019/20 to 2022/23.

The report recommended:-

that the Council -

- (a) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report;
- (b) approve the setting of the weekly unrebated rents for municipal houses, as detailed in Appendix 1 (pages 5 to 6) of the report, to take effect from 30 April 2018;
- (c) approve the level of revenue contribution to the Housing Capital budget for 2018/19 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 (pages 19 to 20) of the report;
- (d) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 (pages 5 to 6) of the report;
- (e) approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 (pages 16 to 17) of the report;
- (f) approve, based on the rent strategy adopted, the capital programme for the financial year 2018/19 (Appendix 1 - pages 23 to 26);
- (g) note the indicative level of programme for the financial years 2019/20 to 2022/23 (Appendix 1 - pages 23 to 26);
- (h) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the capital programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2018/19 set out in Appendix 1 (pages 23 to 26) to the report without the need for separate committee approval of each;
- (i) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to undertake or instruct appropriate procedures in accordance with the ACC Procurement Regulations to procure the works referred to in Appendix 1 (pages 23 to 26) for the capital programme for the financial year 2018/19 and award contracts relating thereto; and
- (j) instruct the Director of Resources to finalise the Housing Business Plan on completion of the Asset Management Plan and present to the relevant future committee.

Councillor Laing moved, seconded by Councilor Macdonald:-

That the Council -

- (1) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report subject to the resolutions below;
- (2) approve that the weekly unrebated rents for municipal houses be increased by 2.6% for 2018/19, to take effect from 30 April 2018;
- (3) continue to cap rent increases due to rent restructuring at a maximum of £3 per week until model rent is achieved;

Council Budget Meeting, Tuesday, 6 March 2018

- (4) reduce the rent of those above the phasing following rent restructuring to the model rent;
- (5) approve the level of revenue contribution to the Housing Capital budget for 2018/19 at £20.6million as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of the report;
- (6) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 (pages 5 to 6) of the report;
- (7) agree to freeze the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 (pages 16 to 17) of the report;
- (8) approve, based on the rent strategy adopted, the capital programme for the financial year 2018/19 (Appendix 1 - pages 23 to 26 of the report);
- (9) note the indicative level of programme for the financial years 2019/20 to 2022/23 (Appendix 1 - pages 23 to 26 of the report);
- (10) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the capital programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2018/19 set out in Appendix 1 (pages 23 to 26) to the report without the need for separate committee approval of each;
- (11) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to undertake or instruct appropriate procedures in accordance with the Council's Procurement Regulations to procure the works referred to in Appendix 1 (pages 23 to 26) of the report for the capital programme for the financial year 2018/19 and award contracts relating to it; and
- (12) instruct the Director of Resources to report back to the City Growth and Resources Committee on 19 June 2018 with business cases for the delivery of 2,000 Council houses in conjunction with private developers, as appropriate, working within an affordable capital investment sum of £250million and that each business case must demonstrate the long term affordability and sustainability of the Council's Housing Revenue Account.

Actuals 2016/17	Draft Housing Revenue Account Budget	Budget 2017/18	Out-turn 2017/18	Draft Budget 2018/19
--------------------	---	-------------------	---------------------	----------------------------

Based on the rental policy of 2.6% increase

£000s			£000s	£000s	£000s
		Premises Costs			
53	1	Rates	49	63	60
101	2	Rent	102	102	102
26,046	3	Repairs and Maintenance	25,114	26,135	27,685
3,079	4	Maintenance of Grounds	3,279	3,110	3,203
515	5	Gas	663	515	515
2,754	6	Electricity	2,642	2,754	2,754
518	7	Cleaning Service	494	494	500
331	8	Security Service	380	331	341

Council Budget Meeting, Tuesday, 6 March 2018

24	9	Window Cleaning	26	24	26
327	10	Refuse Collection	278	327	337
560	11	Cleaning - Sheltered Housing	566	561	578
239	12	Other Property Costs - Council Tax	282	239	282
34,547			33,875	34,655	36,383

Administration Costs

46	13	Tenants Incentive Scheme	102	46	102
346	14	Legal Expenses	350	350	350
9	15	Office Tel / Rent	14	10	10
2,811	16	Former Tenants Arrears	2,000	2,000	2,000
		Charges - Services Admin &			
9,272	17	Management.	9,484	9,365	9,745
16	18	General Consultancy	60	60	60
25	19	Training for Front Line Staff	103	100	100
63	20	Benefits Staff	61	61	63
160	21	Charges - Tenants Participation	206	206	206
208	22	Charges for Environmental Health	201	210	217
12,956			12,581	12,408	12,853

Supplies & Services

166	23	Provision of Meals	155	155	155
5	24	Television Licence	16	8	8
160	25	Integrated Housing System	254	254	254
331			425	417	417

Agencies

81	26	Mediation Service	82	82	83
81	27	Energy Advice	82	82	83
14	28	Benefits Advice	14	14	14
39	29	Disabled Persons Housing Service	39	39	39
0	30	Ethnic Minority Worker	15	0	0
215			232	217	219

Transfer Payments

395	31	Aberdeen Families Project	465	465	645
809	32	Loss of Rent - Council Houses	865	1,078	1,106
417	33	Loss of Rent - Garages, Parking etc	436	430	444
131	34	Loss of Rent - Modernisation Works	109	109	109
268	35	Haudagain Payments	301	301	0
102	36	Supporting People Contribution	0	0	0
22,911	37	CFCR	21,700	21,753	20,641
25,033			23,876	24,136	22,945

Capital Financing Costs

6,001	38	Loans Fund Instalment	6,874	7,034	7,249
6,911	39	Loans Fund Interest	7,999	6,000	6,670
12,912			14,873	13,034	13,919

85,994		Expense Total	85,862	84,867	86,735
---------------	--	----------------------	---------------	---------------	---------------

Council Budget Meeting, Tuesday, 6 March 2018

Income					
(23)	40	Ground Rentals	(26)	(23)	(23)
(81,866)	41	Dwelling Houses Rent Income	(81,720)	(80,820)	(82,688)
(2,094)	42	Housing - Heat with Rent Income	(2,089)	(2,097)	(2,097)
(1,265)	43	Housing - Garages Rent Income	(1,263)	(1,291)	(1,291)
(223)	44	Housing - Parking Spaces Rent	(220)	(196)	(196)
(4)	45	Housing - Insurance Income	0	(2)	(2)
(621)	46	Housing - Other Service Charge	(547)	(540)	(540)
(318)	47	Legal Expenses	(350)	(318)	(318)
(80)	48	Revenue Balance Interest	(147)	(80)	(80)
<hr/> <hr/>			<hr/> <hr/>		
(86,495)	Income Total		(86,362)	(85,367)	(87,235)
<hr/> <hr/>			<hr/> <hr/>		
(501)	Net Expenditure		(500)	(500)	(500)

Councillor Jackie Dunbar moved as an amendment, seconded by Councillor Nicoll:-

That the Council -

- (1) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report subject to the resolutions below;
- (2) approve that the weekly unrebated rents for municipal houses be increased by 4.6% for 2018/19, to take effect from 30 April 2018;
- (3) approve the level of revenue contribution to the Housing Capital budget for 2018/19 at £22.7million as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of the report;
- (4) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 (pages 5 to 6) of the report;
- (5) approve the transfer of £1.9million from the working balances to fund the Solid Wall Insulation programme in 2018/19;
- (6) approve the level of miscellaneous rents and service charges excluding Meals at Denmore and Kingswood, including Heat with Rent as detailed in Appendix 1 (pages 16 to 17) of the report;
- (7) approve an increase of £2.50 per week for Demore and Kingswood and instruct the Director of Customer Services to report to a relevant future committee to review the policy to ensure the costs of meals are reflective of the cost of services;
- (8) approve, based on the rent strategy adopted, the capital programme for the financial year 2018/19 (Appendix 1 - pages 23 to 26);
- (9) note the indicative level of programme for the financial years 2019/20 to 2022/23 (Appendix 1 - pages 23 to 26);
- (10) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the capital programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2018/19 set out in Appendix 1 (pages 23 to 26) of the report without the need for separate committee approval of each;
- (11) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to undertake or instruct appropriate procedures in accordance with the Council's Procurement Regulations to procure works referred to in Appendix 1 (pages 23 to 26) for the capital programme for the financial year 2018/19 and award contracts relating to it;

Council Budget Meeting, Tuesday, 6 March 2018

- (12) instruct the Director of Resources to finalise the Housing Business Plan on completion of the Asset Management Plan and present to the relevant future committee;
- (13) instruct the Director of Resources to report back to the relevant future committee with a business case for the acquisition of ex-Council properties in buildings where the Council is the majority owner and the income stream generated would cover the cost of acquisition as well as any other properties that were previously Council owned; and
- (14) instruct the Director of Resources to report back to the City Growth and Resources Committee on 19 June 2018 with business cases for the delivery of 2,000 Council houses in conjunction with private developers, as appropriate, working within an affordable capital investment sum of £250million and that each business case must demonstrate the long term affordability and sustainability of the Council's Housing Revenue Account, and the Council continue the good practice of consulting our tenants as we currently do in regard to any significant change in rent policy or strategy, which is in line with national guidance of involving tenants in the major decision process and with consultation with the Housing Performance and Budget Group and the Tenant Participation Group.

**Actuals
2016/17**

**Draft Housing Revenue Account
Budget**

**Budget
2017/18**

**Out-turn
2017/18**

**Draft
Budget
2018/19**

Based on the rental policy of 4.6% increase

£000s			£000s	£000s	£000s
Premises Costs					
53	1	Rates	49	63	60
101	2	Rent	102	102	102
26,046	3	Repairs and Maintenance	25,114	26,135	27,685
3,079	4	Maintenance of Grounds	3,279	3,110	3,203
515	5	Gas	663	515	515
2,754	6	Electricity	2,642	2,754	2,754
518	7	Cleaning Service	494	494	500
331	8	Security Service	380	331	341
24	9	Window Cleaning	26	24	26
327	10	Refuse Collection	278	327	337
560	11	Cleaning - Sheltered Housing	566	561	578
239	12	Other Property Costs - Council Tax	282	239	282
34,547			33,875	34,655	36,383
Administration Costs					
46	13	Tenants Incentive Scheme	102	46	102
346	14	Legal Expenses	350	350	350
9	15	Office Tel / Rent	14	10	10
2,811	16	Former Tenants Arrears	2,000	2,000	2,000
9,272	17	Charges - Services Admin & Management.	9,484	9,365	9,745

Council Budget Meeting, Tuesday, 6 March 2018

16	18	General Consultancy	60	60	60
25	19	Training for Front Line Staff	103	100	100
63	20	Benefits Staff	61	61	63
160	21	Charges - Tenants Participation	206	206	206
208	22	Charges for Environmental Health	201	210	217
12,956			12,581	12,408	12,853

Supplies & Services

166	23	Provision of Meals	155	155	155
5	24	Television Licence	16	8	8
160	25	Integrated Housing System	254	254	254
331			425	417	417

Agencies

81	26	Mediation Service	82	82	83
81	27	Energy Advice	82	82	83
14	28	Benefits Advice	14	14	14
39	29	Disabled Persons Housing Service	39	39	39
0	30	Ethnic Minority Worker	15	0	0
215			232	217	219

Transfer Payments

395	31	Aberdeen Families Project	465	465	645
809	32	Loss of Rent - Council Houses	865	1,078	1,128
417	33	Loss of Rent - Garages, Parking etc	436	430	444
131	34	Loss of Rent - Modernisation Works	109	109	109
268	35	Haudagain Payments	301	301	0
102	36	Supporting People Contribution	0	0	0
22,911	37	CFCR	21,700	21,753	22,660
25,033			23,876	24,136	24,985

Capital Financing Costs

6,001	38	Loans Fund Instalment	6,874	7,034	7,249
6,911	39	Loans Fund Interest	7,999	6,000	6,670
12,912			14,873	13,034	13,919

85,994	Expense Total	85,862	84,867	88,776
---------------	----------------------	---------------	---------------	---------------

Income

(23)	40	Ground Rentals	(26)	(23)	(23)
(81,866)	41	Dwelling Houses Rent Income	(81,720)	(80,820)	(84,229)
(2,094)	42	Housing - Heat with Rent Income	(2,089)	(2,097)	(2,097)
(1,265)	43	Housing - Garages Rent Income	(1,263)	(1,291)	(1,291)
(223)	44	Housing - Parking Spaces Rent	(220)	(196)	(196)
(4)	45	Housing - Insurance Income	0	(2)	(2)
(621)	46	Housing - Other Service Charge	(547)	(540)	(540)
(318)	47	Legal Expenses	(350)	(318)	(318)
(80)	48	Revenue Balance Interest	(147)	(80)	(80)
(86,495)		Income Total	(86,362)	(85,367)	(88,776)

(501)	Net Expenditure	(500)	(500)	(0)
--------------	------------------------	--------------	--------------	------------

Council Budget Meeting, Tuesday, 6 March 2018

Projected Working balance at 1 April 2018	10,737
T/F balance for CFCR for Solid Wall Insulation	-1,900
Projected Working balance at 1 April 2019	8,827

Councillor Delaney moved as a further amendment, seconded by Councillor Greig:-

That the Council -

- (1) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report subject to the resolutions below;
- (2) approve that the weekly unrebated rents for municipal houses be increased by 4.6% for 2018/19, to take effect from 30 April 2018;
- (3) approve the level of revenue contribution to the Housing Capital budget for 2018/19 at £22.2million as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of the report;
- (4) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 (pages 5 to 6) of the report;
- (5) approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 (pages 16 to 17) of the report;
- (6) approve, based on the rent strategy adopted, the capital programme for the financial year 2018/19 (Appendix 1 - pages 23 to 26);
- (7) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the capital programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2018/19 set out in Appendix 1 (pages 23 to 26) to this report without the need for separate committee approval of each;
- (8) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to undertake or instruct appropriate procedures in accordance with the Council's Procurement Regulations to procure the works referred to in Appendix 1 (pages 23 to 26) for the capital programme for the financial year 2018/19 and award contracts relating to it;
- (9) instruct the Director of Resources to finalise the Housing Business Plan on completion of the Asset Management Plan and present to the relevant future committee;
- (10) instruct the Director of Resources to report back to the City Growth and Resources Committee on 19 June 2018 with business cases for the delivery of 2,000 Council houses in conjunction with private developers, as appropriate, working within an affordable capital investment sum of £250million and that each business case must demonstrate the long term affordability and sustainability of the Council's Housing Revenue Account; and
- (11) instruct the Director of Resources to report back to the relevant future committee with a business case for the acquisition of ex-Council properties in buildings where the Council is the majority owner and the income stream generated would cover the cost of acquisition as well as any other properties that were previously Council owned.

Council Budget Meeting, Tuesday, 6 March 2018

During the course of summing up, Councillor Laing agreed to accept part (13) of Councillor Jackie Dunbar's amendment on a case by case basis.

There being a motion and two amendments, the Council first divided between the amendment by Councillor Jackie Dunbar and the amendment by Councillor Delaney.

On a division, there voted:-

For the amendment by Councillor Jackie Dunbar (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

For the amendment by Councillor Delaney (3) - Councillors Delaney, Greig and Yuill.

Declined to vote (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

The Council then divided between the motion and the amendment by Councillor Jackie Dunbar.

On a division, there voted:-

For the motion (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment by Councillor Jackie Dunbar (22) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart, Townson and Yuill.

The Council resolved:-

to adopt the motion and part (13) of Councillor Jackie Dunbar's amendment on a case by case basis.

COMMON GOOD BUDGET 2018/19 - CG/18/031

5. The Council had before it a report by the Director of Resources which provided details of the draft Common Good budget for 2018/19 for consideration.

The report recommended:-

that the Council -

- (a) approve the Common Good budget for 2018/19 as detailed in Appendix 1 to the report;

Council Budget Meeting, Tuesday, 6 March 2018

- (b) consider and make a decision on each of the new requests for funding detailed in Appendix 3 to the report;
- (c) note the provisional Common Good budget for 2019/20 to 2022/23 as detailed in Appendix 1 to the report;
- (d) note that an initial asset register has been prepared and that work will continue to be undertaken to comprehensively review Common Good assets; and
- (e) note the intention to review the process for dealing with applications to the Common Good Fund from 2019/20.

Councillor Boulton moved, seconded by Councillor Lumsden:-

That the Council -

- (1) approve the Common Good budget for 2018/19 as detailed in Appendix 1 to the report amended to reflect Appendix 1 of this motion;
- (2) note the provisional Common Good budget for 2019/20 to 2022/23 as detailed in Appendix 1 to the report;
- (3) note that an initial asset register has been prepared and that work will continue to be undertaken to comprehensively review Common Good assets; and
- (4) note the intention to review the process for dealing with applications to the Common Good Fund from 2019/20.

Administration Common Good Budget - Appendix 1

	£000
Surplus per Appendix 1 of Committee Report	-592
Remove AIYF Funding from Appendix 1 of the report	-65

Appendix 3 of Committee Report

Gordon Highlanders	20
Grampian Police/Harlaw Academy	3
Abedeen Illness & disability service	20
Aberdeen Citizens Advice Bureau	35
Mela	22
Ferryhill railway heritage trust	26
Cfine - SFCPA Co-ordinator Post	25

151

Additions:

LED lighting	110
Paths in parks	5
Nuart (3 years)	100
Great Aberdeen Run (2 years)	150
Lord Provost Travel	29
Castlegate Arts	35

Council Budget Meeting, Tuesday, 6 March 2018

10 Foot tall	30
Deeside Food Festival	5
Celebrate Aberdeen Awards	10
Rape Crisis	5
Disability Equity Partnership Training	2
	<hr/>
	481
	<hr/>
Revised Surplus	-25

Councillor Flynn moved as an amendment, seconded by Councillor Jackie Dunbar:-

That the Council -

- (1) approve the Common Good budget for 2018/19 as detailed in Appendix 1 to the report amended to reflect Appendix 1 of the amendment;
- (2) note the provisional Common Good budget for 2019/20 to 2022/23 as detailed in Appendix 1 to the report;
- (3) note that an initial asset register has been prepared and that work will continue to be undertaken to comprehensively review Common Good assets; and
- (4) note the intention to review the process for dealing with applications to the Common Good Fund from 2019/20.

SNP Common Good Budget Proposals - Appendix 1

	£000
Surplus per Appendix 1 of Committee Report	<hr/> -592 <hr/>
Add in Citizens Advice Bureau to recurring in Appendix 1 of the report	<hr/> 41 <hr/>

Appendix 3 of Committee Report

Gordon Highlanders	20
Grampian Police/Harlaw Academy	3
Mela	22
Ferryhill railway heritage trust	26
	<hr/>
	71
	<hr/>

Additions:

LED lighting	110
Paths in parks	5
Nuart (3 years)	100
Great Aberdeen Run (2 years)	150
Castlegate Arts	35
Deeside Food Festival	5
Rape Crisis	5

Council Budget Meeting, Tuesday, 6 March 2018

Disability Equity Partnership Training	2
	<hr/>
	412
	<hr/>
Revised Surplus	-68

Councillor Yuill moved as a further amendment, seconded by Councillor Greig:-

That the Council -

- (1) approve the Common Good budget for 2018/19 as detailed in Appendix 1 to the report amended to reflect Appendix 1 of the amendment;
- (2) note the provisional Common Good budget for 2019/20 to 2022/23 as detailed in Appendix 1 to the report;
- (3) note that an initial asset register has been prepared and that work will continue to be undertaken to comprehensively review Common Good assets; and
- (4) note the intention to review the process for dealing with applications to the Common Good Fund from 2019/20.

Lib Dem Common Good Budget Proposals - Appendix 1

	£000
Surplus per Appendix 1 of Committee Report	<hr/> -592 <hr/>

Appendix 3 of Committee Report

Gordon Highlanders	20
Grampian Police/Harlaw Academy	3
Abedeen Illness & disability service	20
Aberdeen Citizens Advice Bureau	35
Mela	22
Ferryhill railway heritage trust	26
Cfine - SFCPA Co-ord Post	25

151

Additions:

LED lighting	110
Paths in parks	5
Nuart (3 years)	100
Great Aberdeen Run (2 years)	150
Sport Aberdeen outdoor gym equipment	54
Deeside Food Festival	5
Celebrate Aberdeen Awards	10
Rape Crisis	5
Disability Equity Partnership training	2

Council Budget Meeting, Tuesday, 6 March 2018

 441

Revised Surplus

0

There being a motion and two amendments, the Council first divided between the amendment by Councillor Flynn and the amendment by Councillor Yuill

On a division, there voted:-

For the amendment by Councillor Flynn (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

For the amendment by Councillor Yuill (3) - Councillors Delaney, Greig and Yuill.

Declined to vote (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

The Council then divided between the motion and the amendment by Councillor Flynn.

On a division, there voted:-

For the motion (23) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Jennifer Stewart and Wheeler.

For the amendment by Councillor Flynn (19) - Councillors Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona MacKenzie, McLellan, McRae, Nicoll, Noble, Samarai, Sandy Stuart and Townson.

Declined to vote (3) - Councillors Delaney, Greig and Yuill.

The Council resolved:-
to adopt the motion.

NORTH EAST SCOTLAND PENSION FUND BUDGET 2018/19 - 2022/23 - CG/18/027

6. The Council had before it a report by the Director of Resources which provided details of the budget included in the 2018/19 - 2022/23 General Fund budget that related to the North East Scotland Pension Fund (NESPF).

The report recommended:-
that the Council -

Council Budget Meeting, Tuesday, 6 March 2018

- (a) note the provision in respect of the NESPF contained within the Council's General Fund budget for 2018/19 to 2022/23; and
- (b) instruct the Chief Officer - Finance to recover, from the NESPF, the actual costs incurred by the Council in acting as the administering authority for the NESPF.

The Council resolved:-

- (i) to approve the recommendations; and
- (ii) to congratulate staff for their work in relation to the key achievements of NESPF.

- BARNEY CROCKETT, Lord Provost.

URGENT BUSINESS COMMITTEE

ABERDEEN, 6 June 2018. Minute of Meeting of the URGENT BUSINESS COMMITTEE. Present:- Councillor Lumsden, Vice Convener in the Chair; and Councillors Bell (substituting for Councillor Grant), Donnelly, the Depute Provost (substituting for Councillor Boulton), Houghton, McLellan, Nicoll, Townson, Wheeler (substituting for Councillor Laing) and Yuill.

The agenda and reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent Council minute and this document will not be retrospectively altered.

DETERMINATION OF URGENT BUSINESS

1. In terms of Section 1.3 of the Committee Remit and in accordance with Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, the Committee was informed that it had to determine (1) that the item on the agenda was of an urgent nature; and (2) that the Committee required to consider the item and take a decision thereon.

The Committee resolved:-

to agree that the report was of an urgent nature and required to be considered this day to enable the Committee to consider the matter at the earliest available opportunity.

The press and public were excluded from the meeting during consideration of the following item which dealt with confidential information in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

ABERDEEN INTERNATIONAL YOUTH FESTIVAL - GOV/18/034

2. With reference to Article 28 of the minute of meeting of Council of 5 March 2018, the Committee had before it a report by the Chief Officer - Governance which advised of the response from the Office of the Scottish Charity Regulator (OSCR) to the Council decision on the appointment of members to the body known as the Aberdeen International Youth Festival Trust (AIYF), and sought the appointment of two named members to the AIYF.

The report recommended:-

that the Committee appoint a minimum of two named members to the Aberdeen Music Festival Trust (Charity No. SC014935) (known as AIYF) and advise OSCR accordingly.

Councillor Yuill moved as a procedural motion, seconded by Councillor Nicoll:-

URGENT BUSINESS COMMITTEE

6 June 2018

That the Committee, whilst acknowledging that the report was confidential, agree to debate the recommendation in public given that the recommendation was not confidential.

On a division, there voted:- for the procedural motion (4) - Councillors McLellan, Nicoll, Townson and Yuill; against the procedural motion (5) - Vice Convener; Depute Provost; and Councillors Bell, Houghton and Wheeler.

The Committee resolved:-

to reject the procedural motion.

The Committee further resolved:-

to appoint Councillors Bell and Lumsden to the Aberdeen Music Festival Trust (Charity No. SC014935) (known as AIYF) and to advise OSCR accordingly.

- **COUNCILLOR DOUGLAS LUMSDEN, Acting Convener.**

URGENT BUSINESS COMMITTEE
6 June 2018

This page is intentionally left blank

	A	B	C	D	E	F	G	H	I
1	COUNCIL COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			02 July 2018						
4	Investment and Trade Development Plan	Council on 15.3.17 agreed to receive annual updates on the Aberdeen Inward Investment Plan starting in May 2018.	Recommended for removal - reported to CG&R in April 2018 in accordance with Terms of Reference	Matthew Lockley	City Growth	Place	Council decision	R	Recommended for removal - reported to CG&R in April in accordance with Terms of Reference
5	Review of the Scheme for the Establishment of Community Councils	To present the final Scheme for the Establishment of Community Councils following the completion of the second stage of public consultation.		Karen Finch	Governance	Governance	12		
6	Nomination to North East Scotland Pension Fund Board	To seek a nomination to fill the Aberdeen City Council vacancy on the NESPF Pension Board		Steph Dunsmuir	Governance	Governance	6		
7	Integration Joint Board (IJB) for Health and Social Care	Council on 2/3/16 instructed the Chief Executive to provide an update report to members on matters relating to the IJB that she considered to be of interest to them at the Council meetings of 17 August and 14 December 2016 and quarterly thereafter.	Recommended to be reported by Service Update after the Council meeting on 2 July 2018	Iain Robertson	Governance	Governance	Council decision		
8	Treasury Management Policy and Strategy - Annual Review 2017/18	To present the treasury management policy and strategy annual review.		Neil Stewart	Finance	Resources	4		
9	Bon Accord Care - Annual Performance Report	Council on 5/3/18 agreed to defer consideration of the report to its next meeting on 2 July 2018. The matter was originally on the agenda at the Council meeting in December 2017, however it was not considered when the meeting ended after 4 hours in terms of Standing Orders.		Sarah Gibbon	Health and Social Care	Health and Social Care	Council decision		
10	Registrars - European Passport Return Service	Following a request by the Home Office, to approve the introduction of a new service to be delivered by the Registrars and to approve fees.		Roderick MacBeath	Customer Experience	Customer	2		
11	Water Sampling Charges	To present water sampling charges for approval.		Nick Glover	Operations and Protective Services	Operations	2		
12	Developer Obligations - Triple Kirks Student Accommodation Scheme	Referred to Council by Planning Development Management Committee of 26 April 2018. To update members with regard to the Developer Obligation payment received in respect of the student accommodation development on Schoolhill for the applicant.		Nicholas Lawrence	Strategic Place Planning	Place	Referral - Introduction 7		
13			10 September 2018						

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
14	Integration Joint Board (IJB) for Health and Social Care	The Council on 02.03.16 instructed the Chief Executive to provide an update report to members on matters relating to the IJB that she considered to be of interest to them at the Council meetings of 17 August and 14 December 2016 and quarterly thereafter.	Recommended to be reported by Service Update after the Council meeting on 2 July 2018	Iain Robertson	Governance	Governance	Council decision	R	To be reported by means of service update.
15	Governance Review - Trusts	Council on 23/8/17 instructed the Head of Legal and Democratic Services, following consultation with the Head of Finance, to review the remaining Trusts on the trust register and bring the Phase 2 proposals on winding up or amalgamating these to Council.		Alan Thomson and Kundai Phute	Governance	Governance	Council decision		
16	Corporate Parenting	Council on 23/8/17 instructed the Lead Officer for Corporate Parenting to report back to Council in 2018 to ensure that all Councillors have a broad overview of the activities undertaken to ensure the Council is meeting its Corporate Parenting responsibilities ahead of the first report due to the Scottish Government.	Recommended to be reported to the Public Protection Committee.	Dave Bliss	Integrated Children's and Family Services	Operations	Council decision	T	To be transferred to and reported to the Public Protection Committee
17	City Centre Masterplan Project EN10: Union Terrace Gardens - Outline Design, Business Case, Development Costs and Procurement Strategy	Council on 15/3/17 agreed to instruct the Head of Economic Development to submit a report to the first available FP&R Committee with recommendations on the preferred contractor from the procurement exercise and the final costs of the scheme. At its meeting of 20 Sept 2017, the FP&R Committee agreed to transfer this item to the Council Business Statement.	Recommended to be reported to the Capital Programme Committee and City Growth and Resources Committee. The business case for UTG will be reported to the Capital Programme Committee on 12 Sept 2018. The report will seek approval for the final contract and costs as part of that business case. The matter will then be reported to the City Growth and Resources Committee on 18 Sept 2018 seeking approval to assign the required capital funding to the approved project.	Richard Sweetnam/Andrew Win	City Growth	Place	Council decision	T	To be transferred to and reported to the Capital Programme Committee and City Growth and Resources Committee

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
18	The 'Final Straw' - Campaign to Ban Plastic Drinking Straws in Scotland	Council on 5/3/18 agreed to instruct a report back on progress in two committee cycles and to recommend to the Council whether or not the Council can at that stage commit to backing the Final Straw campaign.		Andy Campbell	Operations and Protective Services/Commercial and Procurement	Operations/Commissioning	Council decision		
19			17 December 2018						
20	Treasury Management Policy & Strategy - Mid Year Review 2018/19	To present the treasury management policy and strategy mid-year review		Neil Stewart	Finance	Resources	4		
21	Fairer Aberdeen Annual Report	Council on 21.06.17 agreed that the Fairer Aberdeen annual report be submitted to the Council meeting for consideration, with the six month progress report issued as a Service Update in future.	Recommended to be reported by Service Update.	Susan Thoms			Council decision	R	To be reported by means of service update.
22	Civic Leadership and Urban Governance - Terms of Reference	Council on 5/3/18 agreed to instruct the Chief Officer – City Growth to co-design a 'terms of reference' for each group set out in recommendation xxvii taking into consideration how Civic Leadership and Urban Governance can help our City to build a future – prosperous and successful, which makes a real difference to the everyday lives of all its citizens, with a report back to Full Council in December, 2018 with proposed 'terms of reference' and proposed members of each group.		Martin Murchie	Chief Executive	OCE			
23			04 March 2019						
24	Scheme of Governance Review	Council on 5/3/18 agreed to instruct the Chief Officer – Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents.			Governance	Governance	11		
25			Budget Meeting 5 March 2019						
26	Annual Council Budget Setting Meeting				Finance	Resources	2		
27			April 2019 onwards						
28	Proposed Aberdeen Local Development Plan	To present the proposed Aberdeen Local Development Plan	To be reported November 2019	Gale Beattie	Strategic Place Planning	Place	7		
29	Annual Committee Effectiveness Reports	To present all of the annual effectiveness reports for each Committee.	01 May 2019		Governance	Governance	8		
30	Guildry Trust Constitution	Report presenting proposed changes to the Guildry Constitution.		Kundai Phute	Governance	Governance			
31	Annual Investment Strategy	To present the annual investment strategy for approval.			Finance	Resources	3		

This page is intentionally left blank

APPOINTMENT PANEL

ABERDEEN, 1 March 2018. Minute of Meeting of the APPOINTMENT PANEL.
Present:- Councillor Boulton, Convener; and Councillors Jackie Dunbar, Flynn, Laing, Lumsden, Malik, Nicoll, Wheeler and Yuill.

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its previous meeting of 21 February 2018.

The Panel resolved:-
to approve the minute.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer - Capital.

The Panel resolved:-
to note the job profile.

POST OF CHIEF OFFICER - CAPITAL

3. With reference to the minute of its meeting of 21 February 2018, the Appointment Panel met to interview the candidate for the post of Chief Officer - Capital.

The Panel interviewed the candidate that had been short-listed, following which the outcomes of the full range of assessment information relevant to the applicant was considered.

The Panel resolved:-
to not offer the post of Chief Officer - Capital to the candidate, and that the post be readvertised accordingly.

- COUNCILLOR MARIE BOULTON, Convener.

APPOINTMENT PANEL
1 March 2018

APPOINTMENT PANEL

ABERDEEN, 19 March, 2018. - Minute of Meeting of the APPOINTMENT PANEL. Present: - Councillor Boulton, Convener; and Councillors Cameron, Cooke, Donnelly, Graham, Greig, Lumsden, Malik and Nicoll.

Also in attendance:- Lesley Strachan, HR Business Partner, Mark Masson, Democratic Services and Nick Raper, Consultant, Penna.

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

APPOINTMENT OF CONVENER

1. The Panel was requested to submit nominations for the appointment of Convener.

The Panel resolved:-

to appoint Councillor Boulton as Convener.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer of Strategic Place Planning.

The Panel resolved:-

to note the job profile.

APPLICATIONS FOR POST OF CHIEF OFFICER OF STRATEGIC PLACE PLANNING

3. The Panel had before it (1) a list of applicants; (2) copies of each applicant's curriculum vitae; and (3) copies of each applicant's supporting statement.

The Panel resolved:-

to not progress any of the candidates through to the next stage of the recruitment process and to re-advertise the post.

- **COUNCILLOR BOULTON, Convener.**

This page is intentionally left blank

APPOINTMENT PANEL

ABERDEEN, 25 April 2018. - Minute of Meeting of the APPOINTMENT PANEL. Present:- Councillor Lumsden, Convener; and Councillors Bell, Boulton, Jackie Dunbar, Duncan, Flynn, Graham, Nicoll and Yuill.

Also in attendance:- Lesley Strachan (HR Business Partner), Garry Watson (Democratic Services) and Amanda Reilly (Consultant, Penna).

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its previous meeting of 21 March 2018.

The Panel resolved:-

to approve the minute as a correct record.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer of Finance.

The Panel resolved:-

to note the job profile.

POST OF CHIEF OFFICER OF FINANCE

3. With reference to the minute of its meeting of 21 March 2018, the Appointment Panel met to interview the candidates for the post of Chief Officer of Finance.

The Panel interviewed the candidates that had been short-listed for the post, following which the outcomes of the full range of assessment information relevant to the applicants was considered.

The Panel resolved:-

to offer the post of Chief Officer of Finance, to Jonathan Belford, subject to satisfactory checks being undertaken, including references.

- **COUNCILLOR DOUGLAS LUMSDEN, Convener.**

This page is intentionally left blank

APPOINTMENT PANEL

ABERDEEN, 27 April 2018. Minute of Meeting of the APPOINTMENT PANEL.
Present:- Councillor Lumsden, Convener; and Councillors Allan, Bell, Boulton, Jackie Dunbar, Flynn, McLellan and Malik.

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its previous meeting of 19 March 2018.

The Panel resolved:-
to approve the minute.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer - Digital and Technology.

The Panel resolved:-
to note the job profile.

POST OF CHIEF OFFICER - DIGITAL AND TECHNOLOGY

3. With reference to the minute of its meeting of 19 March 2018, the Appointment Panel met to interview the candidates for the post of Chief Officer - Digital and Technology.

The Panel interviewed the candidates that had been short-listed, following which the outcomes of the full range of assessment information relevant to the applicant was considered.

The Panel resolved:-
to offer the post of Chief Officer - Digital and Technology to Andrew Howe, subject to satisfactory checks being undertaken, including references.
- COUNCILLOR DOUGLAS LUMSDEN, Convener.

APPOINTMENT PANEL
27 April 2018

APPOINTMENT PANEL

ABERDEEN, 1 May 2018. Minute of Meeting of the APPOINTMENT PANEL.
Present:- Councillor Boulton, Convener; and Councillors Jackie Dunbar, Flynn, Lumsden, Avril MacKenzie, Malik, Nicoll, Wheeler and Yuill.

Also in attendance:- Stephen Booth, Chief Officer, Resources, Steven Whyte, Director of Resources, Lesley Strachan, HR Business Partner, Kate Lines, Democratic Services and Garfield Cameron, Consultant, Penna (via conference call).

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.

MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its previous meeting of 16 April 2018.

The Panel resolved:
to approve the minute.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer - Capital.

The Panel resolved:
to note the job profile.

POST OF CHIEF OFFICER - CAPITAL

3. With reference to the minute of its meeting of 16 April 2018, the Appointment Panel met to interview the candidate for the post of Chief Officer - Capital.

The Panel interviewed the candidate that had been short-listed for the post, following which the outcomes of the full range of assessment information relevant to the applicant was considered.

The Panel resolved:
to offer the post of Chief Officer - Capital to Mr John Wilson, subject to satisfactory checks being undertaken, including references.

- COUNCILLOR MARIE BOULTON, Convener

APPOINTMENT PANEL
1 May 2018

APPOINTMENT PANEL

ABERDEEN, 1 June 2018. Minute of Meeting of the APPOINTMENT PANEL.
Present:- Councillor Boulton, Convener; and Councillors Allan, Cameron, Copland, Councillor Donnelly, the Depute Provost, Duncan, Greig and McLellan.

MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its previous meeting of 9 May 2018.

The Panel resolved:-
to approve the minute.

JOB PROFILE

2. The Panel had before it the job profile for the post of Chief Officer - People and Organisation.

The Panel resolved:-
to note the job profile.

POST OF CHIEF OFFICER - PEOPLE AND ORGANISATION

3. With reference to the minute of its meeting of 9 May 2018, the Appointment Panel met to interview the candidate for the post of Chief Officer - People and Organisation.

The Panel interviewed the candidate that had been short-listed, following which the outcomes of the full range of assessment information relevant to the applicant was considered.

The Panel resolved:-

- (i) to not offer the post of Chief Officer - People and Organisation to the candidate; and
- (ii) to note that the Director of Resources would review the job profile and salary for the post prior to it being re-advertised.

- COUNCILLOR MARIE BOULTON, Convener.

APPOINTMENT PANEL
1 June 2018

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	2 July 2018
REPORT TITLE	Nomination to North East Scotland Pension Fund Board
REPORT NUMBER	GOV/18/003
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Stephanie Dunsmuir
TERMS OF REFERENCE	6

1. PURPOSE OF REPORT

- 1.1 To seek nominations to the North East Scotland Pension Fund Pension Board for a substantive and substitute Aberdeen City Council member.

2. RECOMMENDATION

That Council:-

- 2.1 nominate one Member and one substitute Member to be appointed to the North East Scotland Pension Fund Pension Board as the Aberdeen City Council representative.

3. BACKGROUND

- 3.1 Aberdeen City Council is required by the Local Government Pension Scheme (Scotland) Regulations 2018 (the "2018 Regulations") to maintain a pension fund and act as the administering authority and scheme manager. The 2018 Regulations further provide that the Council is responsible for the management and administration of the pension scheme.
- 3.2 The Pensions Board is responsible for assisting the Council as Scheme Manager in relation to compliance with Scheme Regulations and the requirements of the Pensions Regulator. The Pensions Board was established by the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015 (the "2015 Regulations").
- 3.3 Membership of the Pension Board is controlled by the 2015 Regulations. It consists of equal numbers of trade union representatives and scheme employer representatives. Scheme employer representatives are drawn from Councils, scheduled bodies and admitted bodies. Aberdeen City Council nominates one scheme employer representative.

- 3.4 Pension Board representatives must not also participate in or act as members of the Pensions Committee. Representatives will normally be Elected Members serving as part of the Council.
- 3.5 The Council last appointed a representative to the Pensions Board at the meeting of Council on 23 August 2017. At that meeting, the Council agreed that Councillor Donnelly would replace Councillor John as Aberdeen City Council representative on the Pensions Board.
- 3.6 As a result of the recent changes to Committee places, Councillor Donnelly is now a member of the Pensions Committee and therefore there is currently a vacancy for an Aberdeen City Council member on the Pension Board.
- 3.7 The Pension Fund therefore seeks one nomination for membership of the North East Scotland Pension Fund Pension Board, and one nomination for a substitute member to act as a representative of the Employer on the Board. The substitute member will only be able to participate in the absence of the substantive member.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 By nominating a member and substitute member of the North East Scotland Pension Fund Pension Board, the Council will ensure that it complies with the relevant Regulations.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	None	N/A	N/A
Legal	If the Council does not nominate a representative to the Board, it will not be fulfilling its duties in relation to compliance with Scheme Regulations and the	L	Nomination of an appointee to the Board.

	requirements of the Pensions Regulator. The Board is legally required under the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015		
Employee	None	N/A	N/A
Customer	None	N/A	N/A
Environment	None	N/A	N/A
Technology	None	N/A	N/A
Reputational	As above, there would potentially be some reputational damage if the Council did not nominate a representative to be appointed to the Board as the Board is a legal requirement.	L	Nomination of an appointee to the Board.

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Governance	Acceptance of the recommendation will ensure that the Council meets its obligations in terms of the pensions regulations.
Partnerships and Alliances	Membership of the Pension Board involves the Council representative working alongside Trade Union representatives and representatives from Aberdeenshire and Moray Councils.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required

Privacy Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

None.

10. APPENDICES

None.

11. REPORT AUTHOR CONTACT DETAILS

Stephanie Dunsmuir
Committee Services Officer
sdunsmuir@aberdeencity.gov.uk
01224 522503

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	2 July 2018
REPORT TITLE	Aberdeen City Integration Joint Board
REPORT NUMBER	GOV/18/029
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Iain Robertson

1. PURPOSE OF REPORT

- 1.1 The report provides an update on the activity and governance arrangements of the Aberdeen City Integration Joint Board (IJB).

2. RECOMMENDATIONS

That Council:-

- 2.1 Note the content of this report; and
- 2.2 Agree that where no decisions are required, future IJB updates shall be uploaded to the Council's external website on a quarterly basis as service updates, rather than being reported to Council.

3. BACKGROUND

- 3.1 Council has instructed the Chief Executive to provide quarterly reports to members on matters relating to the IJB that she considers to be of interest to them at Council meetings.

3.2 Renewal of IJB Strategic Plan

- 3.2.1 Integration Joint Boards are required to publish a Strategic Plan showing how the delivery of delegated functions and services will meet national and local outcomes as set out in the Public Bodies (Joint Working) (Scotland) Act 2014.
- 3.2.2 The IJB Strategic Plan is a three year plan which is due for renewal in March 2019. Aberdeen City Health and Social Care Partnership (ACHSCP) officers have outlined a timeline to review the plan, to include engagement events and consultation with key partners, stakeholders and service users; as well as the wider public.

3.2.3 At its meeting on 22 May 2018, the IJB endorsed the following schedule:-

28 August 2018 – IJB developmental workshop session to review the existing Plan and discuss priorities for the next three year Plan;

9 October 2018 – IJB to consider the initial draft Strategic Plan;

29 October 2018 – Community Planning Aberdeen (CPA) Management Group to consider the initial draft Strategic Plan;

3 December 2018 - CPA Board to consider the initial draft Strategic Plan;

11 December 2018 – IJB asked to approve the consultative Strategic Plan;

January – February 2019 –Strategic Plan published for public consultation;

26 March 2019 – IJB asked to approve the refreshed Strategic Plan (2019-22).

3.2.4 Since the last report to Council on 5 March 2018, the IJB has also approved the Learning Disability Strategy and Aberdeen City's Carers Strategy. The Children and Young Carers element of the Carers Strategy was approved by the Operational Delivery Committee on 29 May 2018.

3.3 Board Governance

3.3.1 The following changes have been made to the Board's membership since the last quarterly report to Council on 5 March 2018:-

3.3.2 Councillor Laing replaced Councillor Cooke as a voting member representing the Council;

3.3.3 Councillor Imrie replaced Councillor Donnelly as a voting member representing the Council;

3.3.4 Professor Steven Heys replaced Dr Nick Fluck as a voting member representing NHS Grampian;

3.3.5 Dr Malcolm Metcalfe replaced Dr Satchi Swami as the Secondary Care Adviser; and

3.3.6 Heather MacRae replaced Caroline Hiscox as the Professional Nursing Adviser.

3.3.7 The IJB's Audit and Performance Systems (APS) Committee endorsed the IJB Annual Governance Statement on 10 April 2018 and instructed the Chief Finance Officer to provide responses to Aberdeen City Council and NHS Grampian that reasonable assurance could be placed upon the adequacy and effectiveness of the Aberdeen City Integration Joint Board's systems of governance.

- 3.3.8 The IJB appointed NHS Grampian's Information Governance Lead as its Data Protection Officer (DPO) on 22 May 2018. The IJB was required to appoint a DPO to comply with the General Data Protection Regulation (GDPR).

3.4 Chief Officer

- 3.4.1 Judith Proctor tendered her resignation as Chief Officer of the Aberdeen City Health and Social Care Partnership (ACHSCP) in February 2018 and left the Partnership in April 2018.
- 3.4.2 The Head of Strategy and Transformation, Sally Shaw was appointed by the Council and NHS Grampian as interim Chief Officer for a period of six months until a permanent appointment could be made.
- 3.4.3 At a Special IJB meeting on 10 April 2018, the Board agreed to establish an Appointments Committee to appoint the new Chief Officer. The Committee consisted of Jonathan Passmore (Chair of the IJB), Councillor Sarah Duncan (Vice Chair of the IJB), Councillor Jennifer Laing and Rhona Atkinson (Chair of the IJB Audit and Performance Systems Committee).
- 3.4.4 A short leet meeting was held on 22 May 2018, followed by an assessment centre and final interviews on 31 May and 1 June 2018.
- 3.4.5 The Appointments Committee agreed to appoint Sandra Ross as its preferred candidate for the post of Chief Officer.
- 3.4.6 The following arrangements are in place to cover vacancies within the ACHSCP Executive Team:-**
- 3.4.7 The vacant Head of Operations post is being covered by the four Heads of Locality, the Head of Specialist Older Adults and Rehabilitation Services and the Head of Mental Health and Learning Disability.
- 3.4.8 The Head of Strategy and Transformation post, substantively held by Sally Shaw is being covered by the Lead Transformation Manager and Lead Strategy and Performance Manager.

3.5 Reserved and Delegated Powers

- 3.5.1 Aberdeen City Council and NHS Grampian have delegated a range of statutory functions in respect of health and social care to the IJB. It is important to note that these functions have been delegated and not transferred. This means that the statutory accountability for the functions still remains with the Council and NHS Grampian, under the direction of the IJB.
- 3.5.2 At its meeting on 27 March 2018, the IJB approved its Role and Responsibilities Protocol which set out delegations to the IJB and clarified the remit and responsibilities of the Chief Officer and the Chief Financial Officer in respect of

the operational management and deliverability of the integrated services as set out in the Integration Scheme.

- 3.5.3 The IJB Role and Responsibilities Protocol has been prepared to take account of the Council's Scheme of Governance to ensure alignment between the IJB and Council on powers delegated to officers.

3.6 Financial Governance

- 3.6.1 NHS Grampian and Aberdeen City Council agreed their annual funding settlements to the IJB on 21 February and 6 March 2018 respectfully, which was then approved by the IJB on 27 March 2018.
- 3.6.2 Aberdeen City Council transferred £2,519,000 to the IJB, which was its share of the £66m allocated by the Scottish Government to meet the costs of the Scottish Living Wage and Carers (Scotland) Act 2016.
- 3.6.3 Following the Council's budget meeting on 6 March 2018, the IJB approved Bon Accord Care's annual settlement of £26,750,000 for 2018-19.
- 3.6.4 The IJB approved its Medium-Term Financial Strategy (MTFS) on 27 March 2018 which identified anticipated budget pressures for the next five years and outlined solutions to close the forecast funding gaps. The Board intend to review the MTFS on an annual basis or as and when required.
- 3.6.5 As at 31 March 2018, an adverse position of £3,480,000 on IJB mainstream budgets was reported for the financial year 2017/18.
- 3.6.6 ACHSCP has undertaken a review of the spend and commitments against the Integration and Change Fund budget. It was reported to the IJB that the mainstream overspend of £3,480,000 could be accommodated from within this budget for 2017/18. This protected Aberdeen City Council and NHS Grampian from incurring any additional financial pressure on their own budgets and adhered to the agreed protocol for overspends within the Aberdeen City Integration Scheme. The major budget pressures were incorporated in the IJB's Medium Term Financial Strategy.
- 3.6.7 The APS Committee reviewed IJB financial governance arrangements at its meeting on 10 April 2018 against the requirements outlined in CIPFA's *Role of the Chief Finance Officer in Local Government* guidance. The Committee identified no significant issues with regards to financial governance but requested further assurance on financial challenges relating to locality planning.
- 3.6.8 The audited annual accounts, prepared by the IJB's external auditor, KPMG were approved by the APS Committee on 12 June 2018, with no substantive changes made to figures that were reported in the unaudited accounts. External Audit also found that IJB financial reporting was in line with statutory requirements; no audit misstatements had been identified; and no

recommendations for improvement had been made, with the outstanding 2016-17 audit recommendation having been satisfactorily closed off. The IJB has delegated responsibility for approving audited annual accounts to the APS Committee.

3.7 System of Risk Management

3.7.1 Risk Register and Risk Appetite Statement

3.7.2 The IJB held a Board Development Day on 24 April 2018 with a facilitated workshop session to review the Strategic Risk Register and Risk Appetite Statement. The Strategic Risk Register and Risk Appetite Statement have been referred to the APS Committee for further development, before submission to the IJB for formal review and approval.

3.7.3 Responsibility for overseeing the management of risk in relation to health and social care rests with the IJB and the Strategic Risk Register is reviewed on a regular basis by the Board and Audit and Performance Systems Committee at meetings which are open to the public and press.

3.7.4 Internal Audit

3.7.5 The APS Committee received Internal Audit's Annual Report/Internal Financial Control Statement 2017-18 on 10 April 2018 which concluded that reasonable assurance could be placed upon the adequacy and effectiveness of the IJB's internal control system.

3.7.6 The APS Committee also approved Internal Audit's 2018-19 Plan which set out its intention to audit (1) budget setting, monitoring and financial reporting; (2) Issuing Directions to partners; and (3) New models of delivery/co-location of staff.

3.7.7 Audit areas within the remit of the Council for adult social care services were approved by the Audit, Risk and Scrutiny Committee on 22 February 2018. These areas were (1) Criminal Justice; (2) Charging Policy; and (3) National Care Home Contract.

3.8 Delayed Discharge Performance

3.8.1 Aberdeen City recorded a 20% reduction in the number of people delayed between September 2016-January 2017 and September 2017-January 2018. Trend performance has continued to improve on this measure, however at a slower rate than previously recorded.

3.8.2 The census numbers for January 2018, at 50 cases was the best January delayed discharge performance for the Partnership (and previously Aberdeen City Council) since records began. This was despite increased activity, including a new record high level of referrals to hospital social work in January 2018.

- 3.8.3 The overall volume of bed days lost to delayed discharges decreased by 35% during September 2017-December 2017, in comparison to performance between September 2016–December 2016.
- 3.8.4 Code 100 delays (patients with exceptional complex needs, who had previously been long-term hospital inpatients or other such prolonged circumstances) whilst relatively small in volume, remain significant in terms of their combined lengths of delay.
- 3.8.5 An Aberdeen City Delayed Discharge Action Plan has been developed and its implementation is overseen by the Aberdeen City Delayed Discharge Group.

3.9 Kingswells Nursing Home (formerly Kingsmead)

- 3.9.1 At its meeting on 22 May 2018, the IJB issued a Direction to Aberdeen City Council to (1) extend the license to occupy agreement; (2) purchase the building at the value agreed by the Council's Property Services, on the basis that capital funding costs would be funded by the IJB; and (3) conclude the purchase as soon as possible to maintain service provision.

3.10 Directions

- 3.10.1 Directions are the mechanism in which the Aberdeen City Integration Joint Board can direct Aberdeen City Council and NHS Grampian to deliver services on its behalf. Authority for health and social care strategic planning has been delegated to IJBs as per S26-28 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 3.10.2 The following Directions have been submitted to Aberdeen City Council from the IJB since the last Council meeting on 5 March 2018:-
- 3.10.3 Adult social care services covered by the Aberdeen City IJB Integration scheme for 2018-19– approved by IJB on 27 March 2018.
- 3.10.4 Commissioning for (1) Residential Services, (2) Day Care Services, (3) Very Sheltered Housing and (4) Specialist Rehabilitation Services - approved by IJB on 27 March 2018.
- 3.10.5 Rape Crisis Grampian Funding - approved by IJB on 22 May 2018.
- 3.10.6 License to Occupy Agreement and Purchase of Kingswells Nursing Home - approved by IJB on 22 May 2018.
- 3.10.7 Services provided by Bon Accord Care to the IJB - approved by IJB on 22 May 2018.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no significant financial implications arising directly from this report. The report provides information on IJB financial governance and any adverse financial implications, which may arise, would be reported to Council.

5. LEGAL IMPLICATIONS

- 5.1 The Council's service level agreement (SLA) with BAC has been reviewed to allow for the development of BAC services in line with the IJB's Strategic Plan. The Council's SLA with BAC has been reviewed in consultation with ACHSCP.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	IJB financial management or governance poses a financial risk to the Council or its bond issue.	L	<p>The IJB has appointed internal and external auditors to provide assurance that IJB financial management is robust.</p> <p>The IJB has established an Audit and Performance Systems (APS) Committee to monitor financial performance, procedures and systems. APS Committee meetings and papers are publicly available which provides assurance on the transparency of IJB financial management.</p> <p>IJB audited accounts were approved by the APS Committee on 12 June 2018.</p>
Legal	BAC's service level agreement with the Council is not up to date or align with the IJB's Strategic Plan.	L	BAC's refreshed service level agreement is due to be submitted to the Strategic Commissioning Committee on 13 September 2018 for approval.
Employee	No significant risk.	L	The IJB has endorsed the Ethical Care Charter, which includes a commitment to

			pay the Scottish Living Wage to social care employees.
Customer	No significant risk.	L	Direct responsibility rests with the ACHSCP.
Environment	No significant risk.	L	Direct responsibility rests with the ACHSCP.
Technology	GDPR Compliance.	M	<p>The vast majority of data relating to the IJB or ACHSCP is held by the Council or NHS Grampian.</p> <p>For the few areas in which the IJB does process or hold data, a Data Protection Officer has been appointed by the IJB to comply with the requirements of GDPR and to mitigate risk to IJB partners.</p>
Reputational	IJB governance or performance has a detrimental impact on the Council's reputation.	L	<p>Quarterly IJB updates and regular meetings between Council and Partnership officers provide assurance that reputational risk to the Council is being managed.</p> <p>Council has appointed four elected members onto the IJB which increases understanding of how the IJB/ACHSCP operates and how risks to the Council are being managed and mitigated.</p>

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The IJB/ACHSCP supports this theme through the development of locality plans which target socio-economic disadvantage within communities.

Prosperous People	The IJB/ACHSCP supports this theme through its plans to reduce delayed discharges and emergency hospital admissions.
Prosperous Place	The IJB/ACHSCP has a key role in promoting wellbeing throughout Aberdeen City, through collaboration with Public Health and other community partners.

Design Principles of Target Operating Model	
	Impact of Report
Governance	The purpose of this report is to provide an update on IJB governance activity, particularly in relation to powers delegated to the IJB under the Public Bodies (Joint Working) (Scotland) Act 2014 Act which the Council remains statutorily accountable for.
Partnerships and Alliances	ACHSCP are key partners within the Community Planning Aberdeen framework and support the delivery of the Local Outcome Improvement Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required, sections 1,6 and 8 of EHRIA sent to the Equalities Team on 24 May 2018.
Privacy Impact Assessment	Not required.
Duty of Due Regard / Fairer Scotland Duty	Not applicable.

9. BACKGROUND PAPERS

OCE/18/024 - Aberdeen City Integration Joint Board – reported to Council on 5 March 2018.

10. APPENDICES

N/A

11. REPORT AUTHOR CONTACT DETAILS

Iain Robertson
Committee Services Officer
iairobertson@aberdeencity.gov.uk

01224 522869

COMMITTEE	Council
DATE	2 July 2018
REPORT TITLE	Bon Accord Care – Annual Performance Report
REPORT NUMBER	HSCP/17/094
MANAGING DIRECTOR	Sandra Ross, Bon Accord Care
REPORT AUTHOR	Sally Shaw, Interim Chief Officer, ACHSCP

1. PURPOSE OF REPORT:-

To present Full Council with Bon Accord Care's annual performance report for 2016/17.

2. RECOMMENDATION(S)

It is recommended that Full Council:

- (a) Note Bon Accord Care's Annual Performance report, as attached at Appendix A.

3. BACKGROUND/MAIN ISSUES

- 3.1 Bon Accord Support Services (BASS) and Bon Accord Care (BAC) are local authority trading companies owned by Aberdeen City Council (ACC); starting on 1st August 2013, the first of their kind in Scotland. For operational purposes Bon Accord Care is used as a collective term to reflect both companies.
- 3.2 The Annual Performance report at Appendix A provides an oversight of the activities and performance of Bon Accord Care for the financial year 2016-17. The report includes an oversight of Bon Accord Care, including their values, mission and strategic aims; their resources; how they report; their governance processes and the work they do.
- 3.3 It also provides key performance information through statistics, case studies and testimonials, in areas including:
 - Maximising the efficiency and quality of service delivery
 - Workforce (training, recruitment, retention)
 - Complaints and compliments
 - Care Inspectorate Grades
 - Awards including the Health Living Award

- Delivery on core business
- Commencing new and innovative services at an early intervention stage
- Financial performance information

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising directly from the recommendations of this report, as it provides an overview of historical financial performance for the year 2016/17.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

- 6.1 Financial – risks have been considered and no risk identified
- 6.2 Employee – risks have been considered and no risk identified
- 6.3 Customer / citizen – risks have been considered and no risk identified
- 6.4 Environmental – risks have been considered and no risk identified
- 6.5 Technological – risks have been considered and no risk identified
- 6.6 Legal – risks have been considered and no risk identified
- 6.7 Reputational – risks have been considered and no risk identified

7. IMPACT SECTION

7.1 Economy

As the report provided a historical overview of performance, there are no direct impacts for the economy arising from the recommendations in this report.

7.2 People

As the report provided a historical overview of performance, there are no direct impacts for people arising from the recommendations in this report.

7.3 Place

As the report provided a historical overview of performance, there are no direct impacts for the place arising from the recommendations in this report.

7.4 Technology

As the report provided a historical overview of performance, there are no direct impacts for technology arising from the recommendations in this report.

8. BACKGROUND PAPERS

NA.

9. APPENDICES

Appendix A - Annual Performance Report 2016/17

10. REPORT AUTHOR DETAILS

Sally Shaw
Interim Chief Officer, ACHSCP
SShaw@aberdeencity.gov.uk

BON ACCORD CARE CONTACT DETAILS

Sandra Ross
Managing Director
SanRoss@bonaccordcare.org

This page is intentionally left blank



Annual Performance Report 2016/17

Working together for your 5 star service

Page 129





Contents

- 03 Chairman's Welcome
- 04 Managing Director's Welcome
- 05 Who We Are
- 10 Our Performance
- 24 Financial Report



Chairman's Welcome

I am delighted to present our 4th annual performance report which highlights the positive impact we continue to make on some of the most vulnerable in our community within Aberdeen City. We are a values based company delivering Service, Quality and Value with Integrity, Pride and Innovation; I believe this report highlights how we deliver day to day with these strong drivers in place. We have a business focus and we understand that value for money is essential, but we also drive quality; after all we deliver to some of the most vulnerable in our city.

We have increased our quality grades, reduced our absence, made substantial savings and continued to deliver on our commissioned services. We have sought to look for opportunities to work with

our partners in the voluntary, private and public sectors and we align with the strategic priorities of our commissioners.

I am pleased with the journey through 2016/17 and I see a continued strong commitment from our executive and wider management team to deliver real results for the people of Aberdeen.

On behalf of the Board I encourage you to read, absorb and share in the celebration of success that is Bon Accord Care.

Graham Parker, Chairman



Managing Director's Welcome

What a journey 2016/17 has been! We have continued to deliver on our strategic aims; core commissioned services are delivered, efficiency and quality are improving and innovative services continue to grow. The commitment this demands of the team is significant and I thank each and every staff member.

Our skilled and qualified workforce deliver on a day to day basis, compliments and feedback from the people who use our services is positive and regulators have evidenced this through increased grades. We continue to focus on the future, designing and delivering services to

meet demand while taking consideration of the increasing strain on resources, both in terms of people and finance.

I am proud of our staff team; they have had their hard work recognised through publications by the Scottish Social Services Council, College of Occupational Therapists, the cHeRries Awards and Care News.

Sandra Ross, Managing Director

Who We Are

Bon Accord Support Services (BASS) and Bon Accord Care (BAC) are local authority trading companies owned by Aberdeen City Council (ACC); starting on 1st August 2013, the first of their kind in Scotland.

Bon Accord Care contracts with BASS which commissions directly with Aberdeen City Council. For operational purposes we use Bon Accord Care

as a collective term to reflect both companies. Operationally, we work with our key partners Aberdeen City Council (ACC) and Aberdeen City Health and Social Care Partnership (ACHSCP) to deliver a range of services across Aberdeen. These focus on Older People Health & Social Care services, providing support and encouragement to enable them to live as independently as possible, today and in the future.

Our core values underpin all that we do:

Service, Quality and Value delivered with Integrity, Pride and Innovation

Our mission is:

Working together for your 5 star service

Our key strategic aims are:

- 1. Deliver on our core business**
- 2. Maximise efficiency and quality of service delivery**
- 3. Commence innovative services at an early intervention stage to reduce demand on more complex services.**

We have an important role to play in enhancing lives and wellbeing; all that we do matters.


Who We Are

Our Resources

The majority of our income is from delivery of commissioned services amounting to £26M of a £27M turnover. Being a company which is based on service delivery, our largest expenditure is in staffing costs, which accounts for 85% of the total. We have a very lean management and business support function with overheads being carefully monitored and managed.

We recognise as a company that there will be continued pressure on public funding, and understand the role that we must play in reducing expenditure and exploring other avenues of income generation. To this end, we have achieved direct trading which this year accounts for 3.6% of all income.

Commercial Income

 **73k**
in 2015/16

 **241k**
in 2016/17



How We Report

The joint Bon Accord Care Board meets eight times per year for general business. The Board comprises of the Chairman, Managing Director, Finance Director and 4 Non-Executive Directors; with all members being the same since inception.

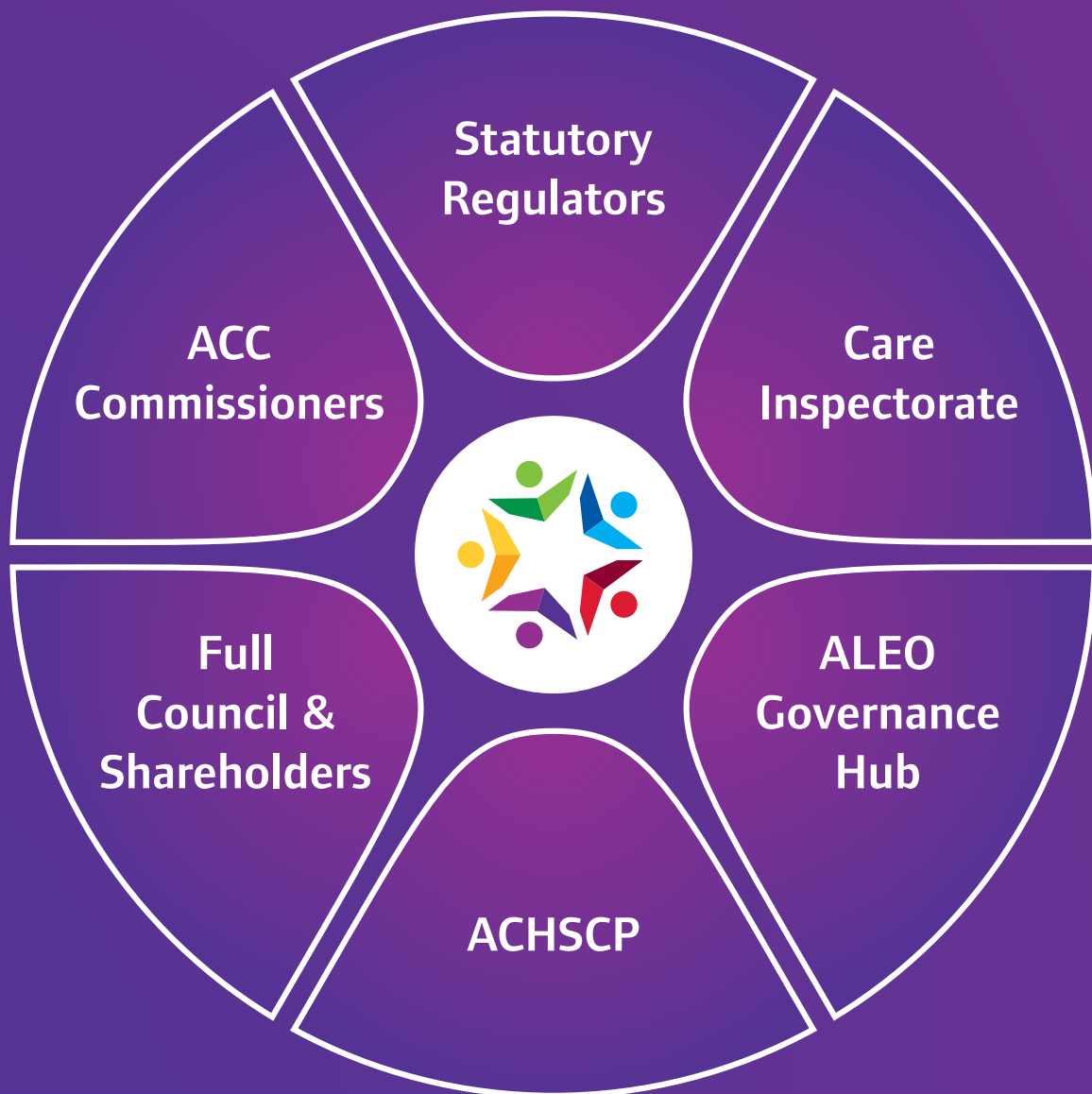
Reports are prepared for the Board which reflect financial, operational, personnel, risk and health and safety information.

Reports and information relating to service

specifications are also shared with Aberdeen City Council and ACHSCP on a weekly and monthly basis.

An annual performance report is presented to full Council annually by the Managing Director.

Our care services are heavily regulated and regular inspections are undertaken by the Care Inspectorate, Fire Service and Environmental Health.





Who We Are

Governance

Audit Scotland suggests that where councils fund Arm's Length External Organisations (ALEOs) it is important to maintain control and accountability over public funds. This requires the ability to 'follow the public pound' across organisational boundaries – from the point at which money leaves the council to the point at which it is ultimately spent by the receiving organisation. As a company, Bon Accord Care complies with these principles and Aberdeen City Council's local code of practice, 'following the public pound'. There is a high level of scrutiny and diligence to ensure that Bon Accord Care delivers the services for which we are funded. The company Directors are legally

accountable to the shareholder (Aberdeen City Council) for the operations of the company and are responsible for setting the strategy and the operational decisions that will meet the objectives of the company.

Four times a year the Executive Directors report on the financial, operational, risk and Health & Safety information to the Arm's Length External Organisation (ALEO) Governance Hub, providing assurance of strong and effective governance at a company level. This, in turn, provides assurance to members of the Audit, Risk and Scrutiny committee, as well as to members of the relevant service committees.



Our Work

As a company we are business focused, with a strong social conscience to deliver a significant social impact.

2016/17 has proved to be a positive year in terms of financial and operational performance. We have remained focused on our strategic aims and delivered on our contractual arrangements. We continue to work closely with our key stakeholders to align ourselves with their priorities which will achieve positive outcomes for the people of Aberdeen.

We understand that integration and collaboration will see positive benefits and deliver new ways of working across Aberdeen; therefore we take cognisance of, and align with, the Scottish Government's 9 National Health and Wellbeing Outcomes.

Our continued ability to deliver confirms the positive role that Bon Accord Care has, and the impact we can make; by being flexible, adaptable, resource efficient and aligned with our own and our commissioner's key priorities.



Our Performance

Maximising Efficiency and Quality of Service Delivery

In the current financial climate, in which all providers across the public and private sector operate, it is essential to deliver value for money while maintaining quality of service provision. At BAC we are also conscious of the need to deliver and remain accountable through 'following the public pound' for the use of our resources.

We strive to maintain service provision, increase quality and reduce expenditure. Our performance in 2016/17 has been successful in all three areas. We have delivered on a budget which required

savings of £430,000; we have achieved this through continuing to focus on areas which we can improve on, such as staff absence rates and external agency usage. We have seen a 6 day reduction in staff absence per employee since March 2014 and the progress in 2017 continues to drive this efficiency. This is largely due to our proactive approach in supporting staff to attend work and offering a wide range of opportunities to enable them to remain at, or return to work, which has received external recognition.

Reduction in Sickness Absence



6.5% in 2014/15



6.0% in 2015/16



5.5% in 2016/17





Case Study

cHeRries Awards 2017



Bon Accord Care was a finalist in the cHeRries Awards 2017, where Human Resource professionals from across the North East celebrated the achievements of their peers at the star-studded 10th annual event on 1st of June.

We were shortlisted in the category of 'Extraordinary HR Initiative', for our continued commitment to supporting attendance. This innovative approach is based on the underlying principle of a self-management approach, where we encourage employees to be responsible for their own health and wellbeing through empowerment and ownership.

The initiative is aimed at prevention, a degree of flexibility and mutual respect. It requires firm, fair and robust process and policy with a focus

on the importance of data to aid management information in making investments in the correct strategies. All elements of our initiative take cognisance of the legal and ethical obligations faced by companies to make reasonable adjustments to support staff. The implementation of our initiative is supported by cultivating a positive health, safety and wellbeing culture through policy and process; promoting health awareness to support employees in their everyday lives, in work or at home.

On the night, we lost out to the worthy winner, Helen Strachan of Wood Group. We are proud of our achievement in reaching the finals and it is a celebration of the real collaborative working across BAC, Aberdeen City Council HR and union colleagues.

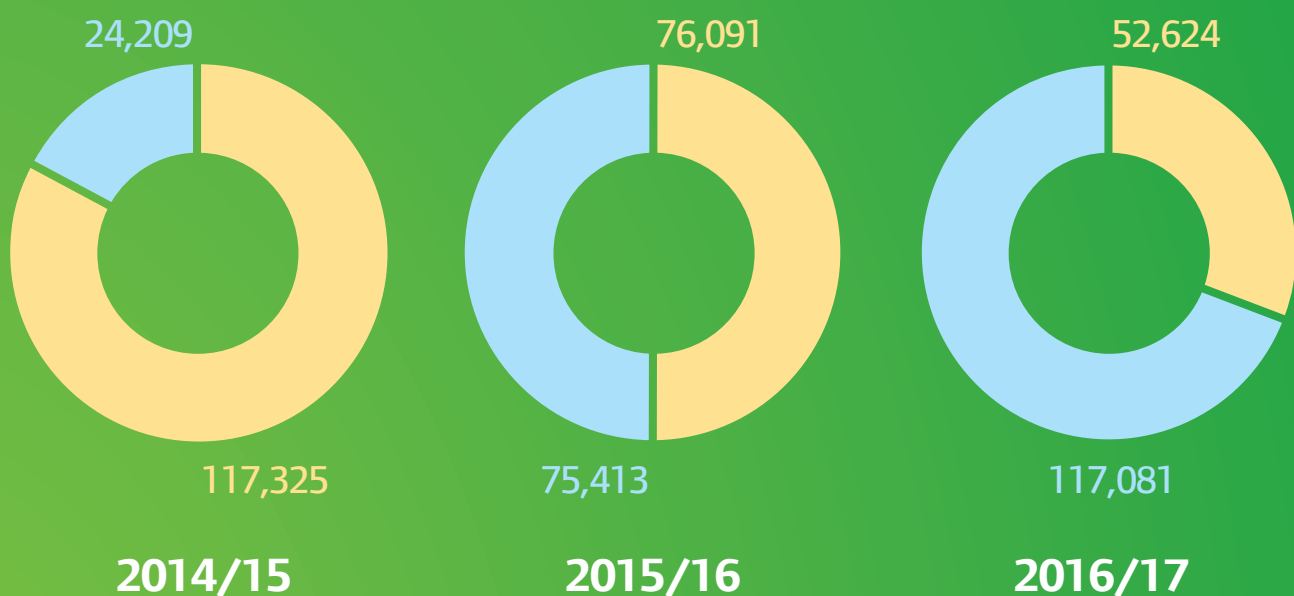


Our Performance

We have sought to reduce expensive agency costs to our company. Our ethos is that by using our internal resources and growing the resilience of the company to accommodate absence, annual leave and vacancies, we can drive quality and consistency of provision. We have achieved this reduction by developing our own internal pool of staff that are offered flexible working

patterns, development opportunities and the ability to gain valuable sector experience while they gain qualifications. We currently employ 455 staff on our support pool who provide around 2,200 hours per week to support annual leave, absence and vacant positions. We also support ACC services with an average of 180 hours per week.

Agency Hours and Support Pool Hours Delivered



- Agency hours delivered
- Support Pool hours delivered

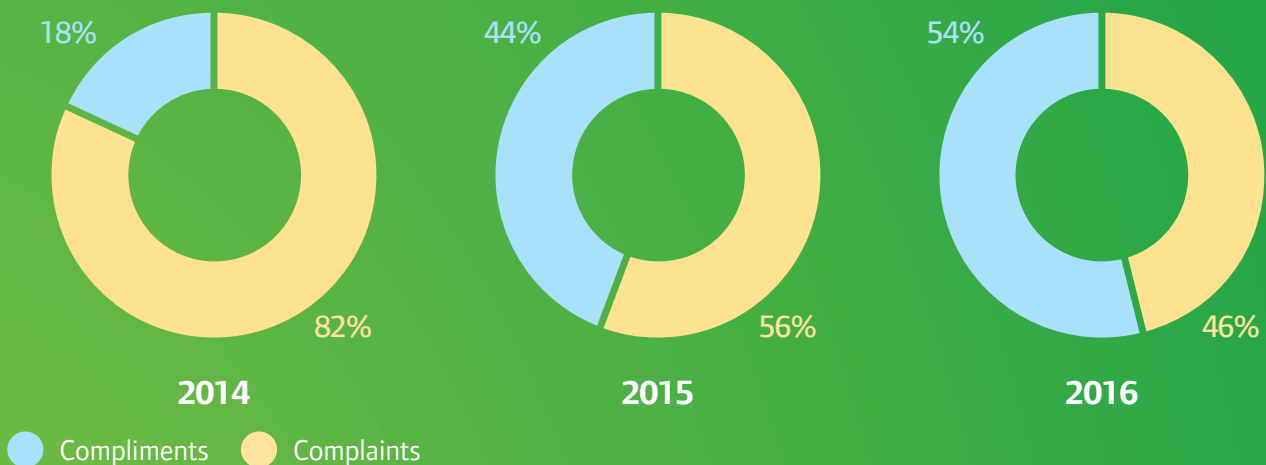


Our Performance

We never lose sight of our quality of service delivery, even though efficiency is a key driver, as we provide services to some of the most vulnerable in Aberdeen City. We actively seek feedback, listen to views and learn from the opinion and information we receive from the people we support.

We are confident that the people who use our services feel comfortable, and have direct access, to voice their views and opinions ensuring we drive quality of provision in areas which are perceived as required. The significant increase in compliments received means we can continue to embed best practice.

Trend of Complaints and Compliments



As well as receiving the views of our service users, we are regulated and inspected by the Care Inspectorate. This body regulates all care services in Scotland using the National Care Standards, set out by the Scottish Government, as a benchmark for how each type of service should perform. These standards are the minimum that you should expect when using care services.

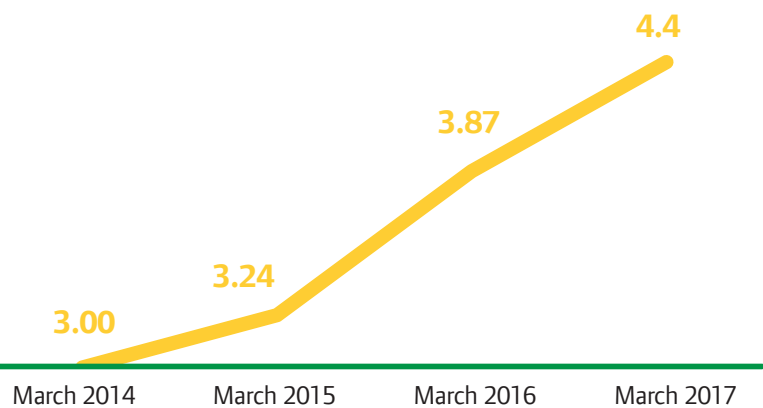
While a service is operating we evaluate each service against up to four of the most important aspects of care. We have seen a 68% increase in our quality grades, since 2013. This is a reflection of the hard work, commitment and quality of service that we continually deliver to the people who use our services.

Care Inspectorate Average Grade

Very Good ○

Good ○

Adequate



Quality is of paramount importance, and due consideration is given to how these services are delivered to ensure they are what people want. We work together for your 5 star service; with the aim of maximising people's independence, we enable people.

The introduction of our unique enablement approach across our services ensures our support staff are suitably trained to enable people. Through our Enablement Occupational Therapists delivering this training, our support staff gain

the skills and knowledge to look at the abilities of people and support them to do what they can for themselves. This embedded approach addresses the needs of the whole person, including physical, social and emotional needs to promote independence, good health, wellbeing, confidence and happiness. The Enablement Team were singled out for praise in a UK-wide report by the Royal College of Occupational Therapy, released in July 2017, as an example of best practice that should be adopted more widely.

Enablement Team have worked:



across 33 sites



trained 294 support staff



who in turn provide support to
482 who use our services

"We read care plans that demonstrated that staff had helped people retain skills and, in some cases, regain skills that they had lost. As a result of this approach some care packages had reduced and outcomes for many people had improved"

Care Inspectorate Report, May 2017

"I now feel independent with only minimal support"

Service User





We pursue a suitably qualified and trained workforce, with 341 of our staff currently registered with the Scottish Social Services Council. The register for care at home staff will

open later in 2017, and we are fully committed to supporting staff in gaining their qualifications to ensure a professionally registered workforce.

Case Study



Scottish Social Services Council Myth Buster Day Supported Social Care Staff Through Registration.

The event was produced by Bon Accord Care, ACVO, My Care Grampian, Raeburn and ACC, including Unison, GMB and Unite unions. The first of its kind in Aberdeen, and for the sole benefit of staff, the event celebrated true partnership working that paves the way for future collaboration in trying to achieve common goals.

Representatives from across the social care sector attended the event, held in June at the Beach Ballroom, Aberdeen to learn about key aspects of registration, available support and to discuss topics that were important to them in their working lives.

Councillor Sarah Duncan, Vice-Chairperson of Aberdeen Integration Joint Board spoke at the event and said:

“There are many positives to social care registration: it puts obligations on employers to develop and support their staff and they have requirements to meet under the

code too. It also provides a guarantee of quality and helps raise the status of your jobs. You are, too often, the overlooked and unheralded heroines and heroes in our communities who help more vulnerable people lead independent and dignified lives. You have as much right to training, development and support as nurses, doctors, teachers and social workers”.

She also said,

“It’s great to see partners from across the health and social care sector in Aberdeen work with the SSSC and trade unions to support staff who may, understandably, be anxious about the regulation and registration process. I hope this event gave social care staff confidence in their skills and abilities and reassurance that they will be supported throughout their career in social care.”

Through partnership working with our staff, HR and union colleagues, we aim to have a supportive environment where the culture promotes accountability, responsibility and expectations. We examined how we work and made suitable changes that led to a self-management approach to reflect our belief that everyone desires to come to work to do a good job, and through supportive measures, we can, as a team, deliver exceptional results. We have made better use of our resources by being proactive in our policies and processes; we are embedding a quality management system to ensure we deliver consistently and in line with best practice. Our robust audit system facilitates a clear level of expectation and delivery across

the company. Together we achieved a decrease in staff grievances and incidents, with the actions taken being consistently fair and appropriate. This approach ensures we make better and more productive use of our people's time and promote a positive working environment.

Our staff deliver service, quality and value with integrity, pride and innovation; and are our greatest asset. We recognise the environment in which we operate where staff are the most valuable resource and employment opportunities are many, and as is often quoted, we train and equip people for them to leave us, but treat them well so they want to stay.

Testimonials of Those We Support

"Carers treat every person in the home as an individual and respond to residents in the capacity which suits the resident best. Every member of staff, working in every area, have shown how caring and compassionate they are over the last year since mum arrived. It must be recorded that the staff have, without exception, restored my faith in human beings"

Lynda

"My husband enjoyed his stay very much. It is wonderful for me to get some rest with an easy mind in the knowledge he is so well looked after and is so happy"

Elsa

"I was delighted by the friendly and caring staff. The varied and tasty menu was a very welcome surprise"

Nikki





Our Performance

We have focused on staff wellbeing and achieved our Silver Award for Healthy Working Lives, through NHS. This is a significant achievement and recognises the combined effort, enthusiasm and commitment across the company for a positive and healthy approach.

We take our approach to healthy lives that step further, with our Health Living Awards recognition across our services, to have a positive impact on our service users.

We believe this positive approach to our team is reflected in our turnover rates. Scottish Care reported in a survey of social care providers in 2015 that turnover rates for care workers is around 22%, increasing to 30% in domiciliary care; we have remained at 10% overall. The profile of our staff reflects 51% of our staff over 50 in 2014, which has dropped to 48% in 2016, and has impacted turnover due to a 25% increase in staff retirements from 2014 to 2016.

Testimonials of Those We Support

"The great care provided would not have been possible without your team's patience, kindness and high standards that you aspire to daily"

Lorraine

"I wish to convey the fantastic service provided by Bon Accord Care. Your staff help myself and others lead an independent way of life; always knowing help is there if we need it. For me, you have reached your 5 stars"

Brian

"Thank you doesn't seem enough for all the help, support and friendship you have given us over these past three years"

Kathleen

"I will never forget your kindness to me, goodness knows what would have happened if you hadn't helped as you did, when you did"

Nan

"My mother's enduring wish was to remain in her own home; thank you for helping to make that possible"

Susan

Case Study

Healthy Living Award



Bon Accord Care has been successful in achieving Healthy Living Awards across six care homes and very sheltered housing, the first company in Grampian and one of just a few in the whole of Scotland.

The awards, operated by NHS Scotland and supported by the Scottish Government, were given in recognition of our commitment to delivering a five-star service and improving the health and wellbeing of every resident by following best catering practices.

A poor diet is related to many health conditions which can lower the quality of life for older people, and affect the degree of dependency on care staff. A nutritionally rich diet plays a key part in ensuring residents feel enabled to lead fulfilling lives.

Changes to cooking practices were introduced, in particular the preparation of food, with an increased focus on reducing salt, fat and sugar

content to offer healthier options every day. Training is given to catering staff to support new ways of cooking and highlight the benefits of a healthy, nutritionally balanced diet. These simple changes make a big difference to residents' health and wellbeing.

Jorge Espinola, Catering Supervisor said:

"We could not have achieved these awards without exceptional team work that went on behind the scenes. This new way of working has led to an increase in choice for residents and gives access to more healthy options. Every day the catering teams now work with the conditions of the award in mind; making a positive impact on peoples' everyday lives".

Bon Accord Care holds awards at the following establishments: Denmore Court; Balnagask House; Rosewell House; Fergus House; Craigielea Gardens; Victoria Grange.



Our Performance

The profile of our staff group has changed through targeted recruitment and retention. We ensure a positive working environment to retain our staff group with a wealth of knowledge and skills, while at the same time actively

promoting social care as a career of choice for young people. We support this through being a provider of modern apprenticeships and working closely with youth employability schemes. We are also a proud partner of St. Machar Academy.

Case Study



New Flagship Partnership Established

This partnership aims to raise awareness of the careers and skills required to work in the care industry and provide the school with a committed business partner to support the activity designed to prepare young people for the world of work.

Nicola Dinnie, Operations Director for Bon Accord Care said:

“Bon Accord Care is excited at this opportunity to partner with St Machar Academy and introducing a career in Health and Social Care to the school pupils.

“There are many avenues individuals can take within the sector and we look forward to supporting those who wish to consider such a career.”

Janice Duncan, Depute Head Teacher of St Machar Academy, added:

“We are very much looking forward to working in partnership with Bon Accord Care to offer our students an excellent opportunity to explore and experience the many differing career routes within the care sector.”

DYWNES recognises this as a great example of collaboration between industry and education, with benefits to both parties.

Rose Sharp, Liaison Officer at St Machar Academy, was also very positive about the future and went on to say:

“Exciting times are ahead for St Machar Academy as we progress our recent partnership with Bon Accord Care. We look forward to offering our young people, interested in all sectors of the care industry, the opportunity to learn from and work with such a forward thinking company.”





Case Study

Maureen's Story



"When you have such bad depression, coupled with something like rheumatoid arthritis, which I have, your confidence just evaporates. I had got to the stage where I didn't care about anything or myself. I had really let myself go. I'd also lost a lot of weight.

However, Carol and Jen took me on with 3 home visits and when I saw how I had been living, it was quite a shock.

After the first, and certainly after the 2nd and 3rd visits, I was beginning to think in terms of a future for myself. I was thinking about me as a person, I still mattered, which I had lost all feeling of, and a lot of this was down to Carol and Jen. I'm a totally different person; the way I feel inside is completely different from how I felt before.

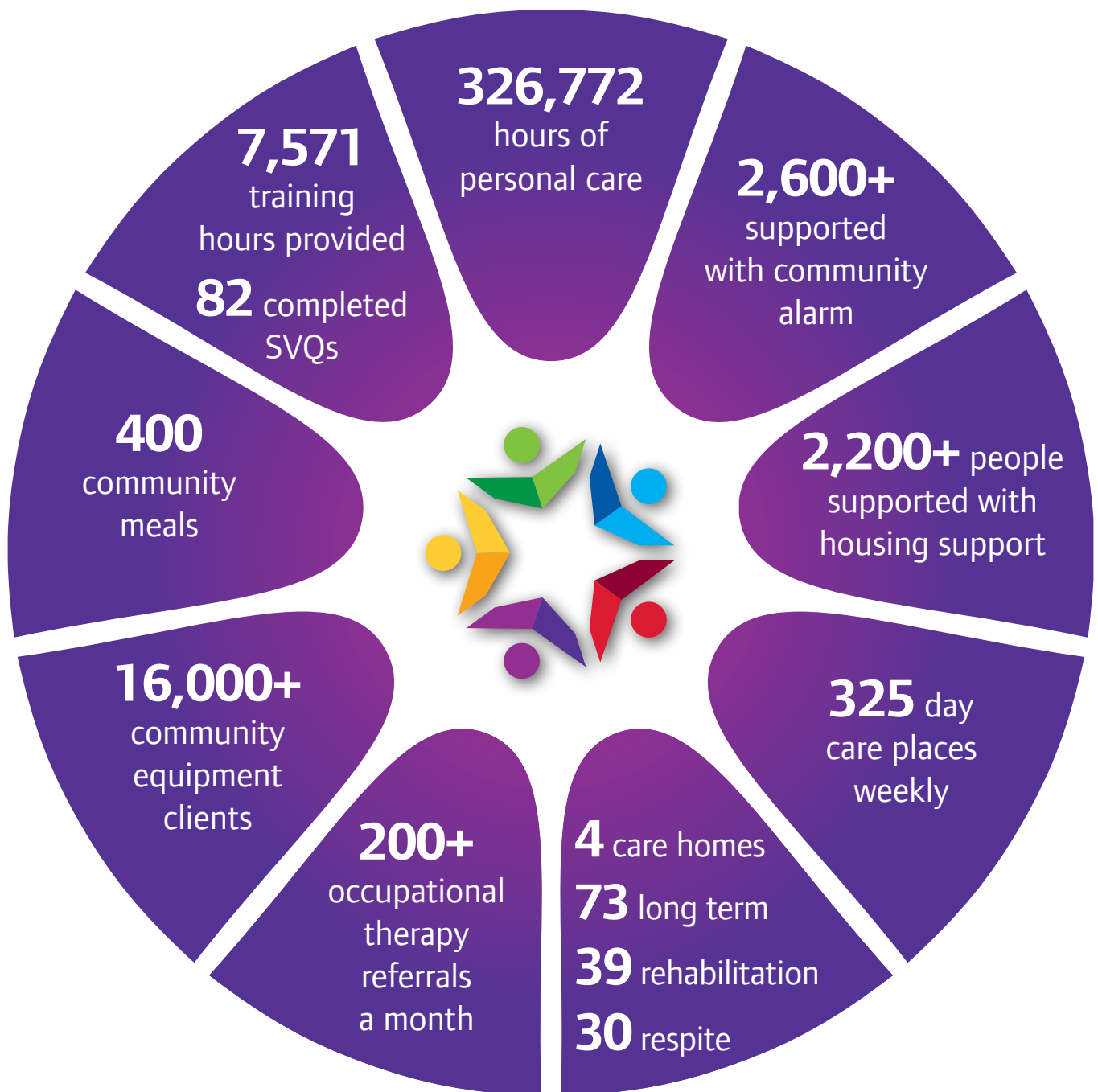
My Home Help, Jen, comes to see me for 2 hours every week, and during that time she does shopping, housework, cleaning, and attends to what I need. We have been shopping together, and I have been out and about more which has increased with Jen's afternoon visit. I look forward to that, very much.

I suppose 'Looking forward', are two of the most important words that I could use. I haven't looked forward to anything. Anyone who has problems similar to mine, any problems at all, I would have no hesitation whatsoever in recommending City Home Helpers.

Coupled with the help I received at Rosewell House you could say, quite simply, that Carol and Jen have saved my life."

Our Performance

Delivering on our Core Business



Commencing New and Innovative Services at an Early Intervention Stage

We have continued to develop our innovative services. We have seen growth at our Independent Living Centre at Hillylands, with the introduction of a well elderly programme that has proved successful to date. City Home Helpers has steadily grown to support even

more people within their own homes, and local communities. It is a bespoke service designed to maintain peoples' independence, where all staff are trained in enablement, elementary food hygiene and all BAC mandatory courses to fully support individual needs.

"It was very difficult to access other suitable services at all. They were either slow to respond, or couldn't guarantee specific times which are crucial to us. The service has allowed me to return to work full time, which I was previously unable to do, and we are far less stressed. The need for consistency and reliability were most important to me and the service has given me the reassurance I need"

Karen

"There isn't another service offering what City Home Helpers can"

Anne

"Prior to finding City Home Helpers we had no other help and were struggling on a daily basis. It was difficult to find a company that delivers this type of service, I think the service is unique!"

Geoff

City Home Helpers

 **4,105** Total number of hours provided

 **82** Number of customers

As of April 2017

Our internal services for staff have focused on the development of our in house Occupational Wellbeing team, through which we have further developed our Occupational Therapy rehabilitation support, have dedicated Mental Health First Aiders and a Supporting Attendance Advisor. These supports have facilitated our reduction in absence, which together with our new Healthy Working Lives Silver Award, ensures that we can support staff with a positive return to, or to remain at work.



"Bon Accord Care have implemented and addressed all criteria for the Healthy Working Lives Silver Award to a high standard. The assessor would recommend the organisation progress to the HWL Gold Award"

Healthy Working Lives Independent Assessor



Financial Report

2016/17 has been a successful year financially. The company was asked to deliver £430,000 of operational efficiencies against the contract budget and maintain our service levels to the people of Aberdeen. This has been achieved and the company has in addition also improved its service quality, as measured by our independent assessor, The Care Inspectorate. It is undoubtedly difficult to deliver financial savings, however, it is doubly difficult to make savings and to improve service quality at the same time.

The operational results are clearly very encouraging for the company, however they are negated by an actuarially assessed increase

to the present value of our liability associated with our staffs' membership of the North East Scotland Pension Fund (a defined benefit pension arrangement) where we see the assessed liability increase by £749,000 from £9,062,000 at 31 March 2016 to £9,811,000 at 31 March 2017. The increase is a charge to our reported statutory accounts for the year, so turning the reported Trading Surplus of £39,000 into a Comprehensive Expense of £672,000.

Alistair MacLean, Finance Director

Financial Report

Bon Accord Care Limited & Bon Accord Support Services Limited

Consolidated Profit & Loss Accounts for 2016/17

	2016/17 £000s	2015/16 £000s	2014/15 £000s
Incomes			
Core ACC contract	26,436	26,146	25,977
Other incomes	646	677	615
Total Incomes	27,082	26,823	26,592
Operating Costs			
Staff Costs : Payroll	(20,232)	(20,224)	(20,327)
Support pool	(1,641)	(1,003)	(282)
Agency	(1,008)	(1,316)	(1,996)
Premises	(1,562)	(1,606)	(1,646)
Supplies & services	(2,071)	(2,002)	(1,916)
Transport	(271)	(303)	(299)
Other operating costs	(231)	(226)	(234)
Total Operating Costs	(27,016)	(26,680)	(26,700)
New Business Initiatives	(9)	(24)	0
Stock revaluation	0	0	172
Surplus before Interest, Depreciation and Tax	57	119	64
Interest receivable	15	30	13
Depreciation	(30)	(30)	(30)
Corporation tax	(3)	(2)	0
Trading Surplus	39	117	47
Decrease / (increase) in pension liability	(749)	1,232	(2,057)
Decrease in holiday pay accrual	38	45	49
Comprehensive Income / (Expense)	(672)	1,394	(1,961)

Financial Report

Readers should understand that the changes in the actuarially assessed pension liability do not mean that the company has a “must be paid now” liability, rather it is an external assessment of the overall funding position of the pension at a snapshot in time. The companies’ pension funding commitments remain unchanged.

Turning to the operational result; we aim to meet or beat our contracted budgetary sum, to maximise the volume of care we deliver to the people of Aberdeen and to improve the overall quality of the services we deliver. We aim to maximise care activity rather than produce a large operating profit i.e. to deliver the most

activity we can within the financial envelope afforded to the company through the contract. In other words a trading result close to break-even is desirable. The company achieved a trading surplus of £39,000 (0.14%) on a turnover of £27,082,000 – this is very close to break-even. Activity achievements are detailed in the operational sections of this annual report.

Meeting our budgetary obligation means that our overall efficiency savings targets have been met. The table below illustrates the efficiency savings delivered on actual service costs since 31 March 2015.

	2017 £000s	2016 £000s
Previous year actual operating cost	26,680	26,700
Pay inflation	218	320
Contractual incremental pay increases	188	280
Employer’s pension contribution increase	0	316
Employer’s National Insurance increase	300	0
Living wage legislation	16	0
“No change” operating cost	27,402	27,616
Actual reported operating costs	27,016	26,680
Operational efficiency savings realised	386	936
Trading surplus delivered	39	117
Overall efficiency savings delivered	425	1,053

The table (on page 26) illustrates that since 31 March 2015 the company has delivered almost £1,500,000 of savings, £425,000 being made in 2016/17. Readers will note that each year the company must absorb unavoidable substantial increases in payroll costs arising from general pay increases and changes to Government legislation. In 2016/17 a total of £722,000 of unavoidable increase was absorbed. From this cost base the company has made savings from the general improvement in the management and application of our staff resource (staff resource costs make up approximately 85% of our operating cost).

I also note improvements in the management of sick and annual leave and a continued move away from the use of external agency staff in favour of our own support pool staffing. Support pool staffing is predominately our own staff working in a flexible way to support the delivery of our service. This gives the company a flexible and efficient staff resource to deliver the services we provide.

Readers will note that over the last 3 years agency staffing costs have halved and support pool staffing has increased fivefold. It is clear from the operating costs that the company is making great strides, developing a flexible and efficient workforce, allowing managers to more closely match the service delivery demanded of us with the available staff resource, so yielding efficiency savings.

Looking ahead, the company is now well into the 2017/18 business cycle and in common with previous years we have been asked to deliver material efficiency savings whilst maintaining activity levels.

I can report that we are currently on track to deliver again against our business targets for 2017/18. We have been asked to save approximately £600,000 which, if we meet our contractual budget by 31 March 2018, means £2,000,000 of year on year savings delivered since 2015.

The business environment we operate within demands that we continually improve and develop efficiencies, we are no different to any commercial body in that respect. The year on year savings mean cumulative changes to how we work and deliver services. As part of our company strategy we continue to seek improvement and deliver best value for money for the people of Aberdeen.

In summary the company has delivered against its business objectives in 2016/17, and we are on target to meet our business obligations for 2017/18.

FINANCIAL HIGHLIGHTS:



Contractual targets met



£430K saved



Agency costs
halved since 2015



Support Pool
saved £240K



Bon Accord Care

1st Floor, Inspire Building,
Beach Boulevard,
Aberdeen AB24 5HP

Tel: 01224 570400

Fax: 01224 211050

Email: bacinfo@bonaccordcare.org

www.bonaccordcare.org



ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	02 July 2018
REPORT TITLE	Treasury Management Policy and Strategy
REPORT NUMBER	RES/18/024
DIRECTOR	Steven Whyte
CHIEF OFFICER	Sandra Buthlay
REPORT AUTHOR	Neil Stewart
TERMS OF REFERENCE	4

1. PURPOSE OF REPORT

- 1.1 To update Council on Treasury Management activities undertaken during financial year 2017/18.

2. RECOMMENDATION(S)

That Council:-

- 2.1 Consider and note the Treasury Management activities undertaken in the 2017/18 financial year as detailed in this report.

3. BACKGROUND

3.1 Introduction

The Council approved a Treasury Management policy for the financial years of 2017/18 to 2019/20 on 9 March 2017. Part of this policy is to report a year-end review to full Council on Treasury Management activities undertaken during the financial year 2017/18.

- 3.2 Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long term borrowing. It is a requirement of CIPFA "Code of Practice for Treasury Management in the Public Services" that Treasury Management is carried out in accordance with good professional practice, which this Council does.

3.3 Treasury Management 2017/18

The following is a summary of the significant Treasury Management activities which were undertaken during financial year 2017/18: -

3.3.1 Loans Pool Rate

The Council's average Loans Pool Rate takes account of all loan interest and expenses paid, as well as investment interest received during the financial year. The Loans Pool Rate for 2017/18 was 4.96%, which can be broken down to 4.94% for interest, and 0.02% for expenses.

3.3.2 Long Term Borrowing

No long-term borrowing was required in 2017/18, due to the level of funds remaining from the Bond Issuance in the previous financial year. A PWLB loan for £10m matured on the 15th May 2017. This loan was not replaced.

We remain open to the possibility of undertaking some longer-term borrowing in the next financial year, should market conditions be favourable.

3.3.3 Short Term Borrowing

Similarly, there was no requirement for any short term borrowing this year, due to funds remaining from last year's Bond Issuance. We will monitor this situation throughout the next financial year and remain open to undertaking some temporary borrowing as required, should market conditions continue to be favourable.

3.3.4 Investments

As at 31st March 2018, the Council had temporary investments totalling £136.2m at an average rate of 0.54%. These funds will gradually reduce over the next 6 to 12 months, as capital programme work progresses. Investments were made in line with the current Counterparty List to the following institutions:-

- Standard Life (Money Market Fund) £15.0m
- Federated (Money Market Fund) £6.0m
- Deutsche (Money Market Fund) £5.0m
- Insight (Money Market Fund) £5.0m
- Clydesdale Bank £6.7m
- Santander UK £20.0m
- Bank of Scotland £5.0m
- HSBC Bank £5.0m
- Goldman Sachs Int'l Bank £20.0m
- Surrey County Council £5.0m
- Stirling Council £3.0m
- Lancashire County Council £5.0m
- Rotherham Metropolitan BC £10.0m
- Moray Council £4.0m
- Eastleigh Borough Council £10.0m
- W Dunbartonshire Council £6.0m
- Spelthorne Borough Council £0.5m
- Salford City Council £5.0m

4. **FINANCIAL IMPLICATIONS**

- 4.1 Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts on costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs. Whilst the level of borrowing a Council can undertake is now devolved from the Scottish Government to individual Councils, it will still be constrained by the requirement for capital investment to be affordable, sustainable and prudent. The main test of affordability will be whether the capital financing costs can be contained within the revenue budgets.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report, however it should be noted that the issuance of the Bonds requires the Council to comply with the Market Abuse Regulations

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	Loss of deposit in a failed bank or financial institution	L	The Council has strict lending criteria, only financial institutions with the highest credit ratings are included on on the Council's Counterparty list. The list is compiled in conjunction with the Council's Treasury Advisors, and is under constant review.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	If an active Treasury Management policy is not undertaken and implemented there may be future budgetary implications for the Council through greater than budgeted capital financing costs.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required
Privacy Impact Assessment	Not Required
Duty of Due Regard / Fairer Scotland Duty	Not Applicable

9. BACKGROUND PAPERS

- 9.1 CIPFA "Code of Practice for Treasury Management in the Public Services"; Scottish Government "The Investment of Money by Scottish Local Authorities".

10. APPENDICES

None

11. REPORT AUTHOR CONTACT DETAILS

Neil Stewart
Treasury Officer
nstewart@aberdeencity.gov.uk
01224 522696

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	2 July 2018
REPORT TITLE	Registrars – European Passport Return Service
REPORT NUMBER	CUS/18/014
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Jacqui McKenzie
REPORT AUTHOR	Roderick MacBeath
TERMS OF REFERENCE	2

1. PURPOSE OF REPORT

To consider a request from the Home Office that the Registrars offer the European Passport Return Service and to set fees accordingly.

2. RECOMMENDATIONS

That Council:

- 2.1 Approves the introduction of the European Passport Return Service from 9 July 2018; and
- 2.2 Approves a fee of £20 per session, excluding VAT and postage.

3. BACKGROUND

- 3.1 The Home Office has asked Registration Services nationwide to offer the European Passport Return Service, in order to reduce the number of original documents which require to be sent to the Home Office and returned thereafter, thereby improving the service to customers.
- 3.2 The service covers sole and family applications from European Economic Authority nationals who have applied online for either a registration certificate or a document certifying permanent residence under European regulations. It is similar to the National Document Return Service, which the Council also operates.
- 3.3 Officers providing the service will be required to undertake fraud checks on all passports presented and the ultra violet and magnifying equipment required

for the purpose has already been provided for the National Document Return Service.

- 3.4 Four members of the Registration team have been trained by the Home Office to provide the service and it is intended to offer this by appointment only.

4. FINANCIAL IMPLICATIONS

- 4.1 The Home Office has suggested that a fee of £20 per session is appropriate; each appointment will last around 20 minutes. VAT and the cost of Special Delivery will be charged on top of this fee. The service is only operated by five other Scottish Councils, East Ayrshire, Edinburgh, Glasgow, South Lanarkshire and West Lothian.
- 4.2 The demand for the service is difficult to determine. The National Records of Scotland issued statistics on 24 May 2018, which identified that 21% of Aberdeen's population was not born in Britain, which is the highest figure of all Scottish cities; given this, the fact that the service is not provided by any other Council north of the central belt and the demand experienced for the Nationality Checking Service, it is expected that there will be a market for it.

5. LEGAL IMPLICATIONS

- 5.1 The Home Office has stated that the service applies to qualifying individuals and their families under the Immigration (EEA) Regulations 2016. The authority to introduce the service derives from the power to advance wellbeing in terms of s20 of the Local Government in Scotland Act 2003 and the ability to charge reasonable fees from s22(8)(b) of that Act.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	There is minimal financial risk; the Home Office has noted that there may be occasions where an appointment has been prepaid and the applicant, having stated that they have a passport, attends the interview with a European Identity Card.	L	Ensure that applicants are fully aware that the service only applies to passports.

Legal	None		
Employee	Staff are required to check that passports are not forgeries; if one is suspected, it is still copied, a form is completed and sent to the Home Office with the original being returned to the applicant without comment	L	The Home Office has trained Council staff in the use of ultra violet and magnifying equipment.
Customer	It is for the customer to familiarise themselves with the requirements of the service.	L	This is explained clearly on the Home Office website which is the starting point for anyone seeking to use the service. If approved, information will also be placed on the Council website.
Environment	None		
Technology	None		
Reputational	Minimal – any complaints are likely to be based on applicants missing appointments and seeking refunds.	L	Clarify on website that refunds will not be given for missed appointments

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The service will help European nationals and their families who wish to remain in the UK and meet residency requirements, thereby retaining skills.
Prosperous People	The service will encourage diversity in the city and wider region.
Prosperous Place	The service will help to retain skills in the city and wider region.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Privacy Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not required

9. BACKGROUND PAPERS

Home Office training notes
National Records of Scotland press release, 24 May 2018

10. APPENDICES

None

11. REPORT AUTHOR CONTACT DETAILS

Roderick MacBeath
Senior Democratic Services Manager
rmacbeath@aberdeencity.gov.uk
(01224) 523054

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	2 July 2018
REPORT TITLE	Water Sampling Charges
REPORT NUMBER	OPE/18/032
DIRECTOR	Rob Polkinghorne, Chief Operating Officer
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	Nick Glover
TERMS OF REFERENCE	2

1. PURPOSE OF REPORT

This report seeks Council approval for the proposed charges related to private water supply sampling.

2. RECOMMENDATION(S)

That Council:-

- 2.1 Approve the proposed water sampling charges set out in section 3.6 (Table 1) of the report with immediate effect.
- 2.2 Delegate authority to the Chief Officer - Operations and Protective Services, to amend charges to a lower rate, should sharing of water sampling duties with neighbouring Local Authorities occur as detailed in section 3.13 of the report.

3. BACKGROUND

- 3.1 The Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017 came into force on 27 October 2017. The aim of the regulations is to protect human health from the adverse effects of any contamination of water intended for human consumption by ensuring that the water meets water quality standards. The regulations apply to any private supply which supplies:

- 50 or more persons, or
- More than 10 cubic meters (10 000 Litres) of water per day, or
- A commercial or public activity.

- 3.2 There are a number of private supplies in the Aberdeen City area that will come under these regulations due to supplying a commercial activity in addition to domestic rented premises. The regulations are not applicable to the Scottish Water public supply (mains water supply).
- 3.3 The Regulations also require the Drinking Water Quality Regulator for Scotland (DWQR) to define water supply zones. These are geographically defined areas within which water comes from one or more sources. The DWQR has defined one zone for the whole of the Aberdeen City area.
- 3.4 There are several duties placed upon Local Authorities to ensure that water supplies meet the water quality standards defined in the Regulations. The duties relevant for the purposes of this report are:
- 3.4.1 Risk assessment of private water supplies to determine any risks to the health of anyone consuming the water supplied. Carried out at time of taking water sample.
- 3.4.2 Review of risk assessments every 5 years.
- 3.4.3 Monitor the quality of private water supplies in its area. This includes a supply zone sample (quantity, frequency and parameters defined by the Regulations) and routine compliance samples of each supply at a minimum of one sample per year (the sampling programme is for the Local Authority to determine).
- 3.5 The regulations permit the Local Authority to charge a person for expenses reasonably incurred when carrying out the above duties, as follows:
- for collecting water samples
 - for analysis of water samples
 - for carrying out a risk assessment
 - for reviewing a risk assessment.

3.6 The proposed charges are detailed in Table 1:-

Table 1: Water Sampling Charges

Item	Charge
Collection of water sample	£66
Risk assessment/review	£85
Annual sample and analysis	£327
Annual sample and analysis with risk assessment (Once every 5 years)	£412
Additional parameter analysis identified by risk assessment	At cost of analysis for identified parameters
Sample and analysis following completion of improvement works	£66 plus cost of analysis (only parameters that failed original sample)

- 3.7 The proposed charges cover expenses incurred to the service when carrying out its duties under the Regulations.
- 3.8 The cost of analysis is the rate charged by Aberdeen Scientific Services Laboratory.
- 3.9 The cost of collecting a water sample is a standard charge based on an average distance and time for travelling.
- 3.10 These charges only apply to supplies that fall under Regulation 2 of The Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017.
- 3.11 All other private water supplies remain under The Private Water Supplies (Scotland) Regulations 2006. Existing sampling and analysis charges under these regulations are as per existing charge rates.
- 3.12 The Scottish Government is developing new regulations for supplies that still fall under the 2006 Regulations. There may be new requirements related to recovery of expenses for these supplies. If that is the case a separate report will be submitted.
- 3.13 Current Scottish Government guidance advises that Local Authorities can collaborate on zonal water sampling and the Environmental Health Service has discussed this with Aberdeenshire, Moray and Highland Council. Through collaboration, annual sampling cost can be reduced substantially as detailed in Table 2. The Scottish Government have confirmed that they are in agreement with the proposal for shared sampling.

Table 2: Water Sampling Charges (shared sampling)

Item	Charge
Annual sample and analysis	£168
Annual sample and analysis with risk assessment/review (Once every 5 years)	£253

- 3.14 Scottish Government grants of up to £800 per property continue to be available to owners/users to improve the private water supply.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed charges are based on recovering expenses only. There is no additional funding for the Council's new duty to carry out water sampling and risk assessments, so should the recommendations not be approved, this will place a cost pressure on the service.
- 4.2 Due to the collaborative sampling agreement being informal, this may be subject to change in future years and may require Protective Services to revert to charges in Table 1 in order to ensure costs to the service are still covered.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	Cost of carrying out statutory sampling and analysis met by Authority	H	Implement charging structure to recover costs reasonably incurred.
Legal	Regulations place statutory duties on authority, overseen by Drinking Water Quality Regulator for Scotland	L	Duties can be encompassed into monitoring and sampling duties already carried out under other water supply regulations.
Employee	Competency in risk assessment and water sampling	L	Employees already competent in carrying out risk assessment and sampling of water supplies.
Customer	Customer relationship management related to charges being made	M	Communication to affected customers advising of sampling and charges
Environment	Negligible	L	
Technology	Negligible	L	
Reputational	Failure to recover costs reasonably incurred in statutory sampling and analysis could result in reputational damage	L	Recover expenses that service has statutory authority to make.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The regulation of private water supplies within the city contributes to making Aberdeen an attractive, clean, healthy and safe place to live.
Prosperous People	Protect from harm. Protecting human health from the adverse effects of any contamination of water intended for human consumption.
Prosperous Place	The regulation of private water supplies will contribute to a more sustainable place to live and visit.

Design Principles of Target Operating Model	
	Impact of Report
Governance	Delivering public protection provides assurance to both the organisation and the public in terms of meeting the council's statutory duties, and also contributes to compliance with agreed standards
Partnerships and Alliances	Working closely with neighbouring local authorities to share water sampling duties to benefit communities and reduce costs

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required
Privacy Impact Assessment	Not required. Service will not be gathering any additional private information.
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

The Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017.

The Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017 Scottish Government Guidance for Local Authorities 2018 ver.3.0.

The Private Water Supplies (Scotland) Regulations 2006.

10. APPENDICES

None

11. REPORT AUTHOR CONTACT DETAILS

Nick Glover
nglover@aberdeencity.gov.uk
01224 523 800

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank