

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN, 14 June 2019

COUNCIL

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **MONDAY, 24 JUNE 2019 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 any exempt business be considered with the press and public excluded

DECLARATIONS OF INTEREST

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

DEPUTATIONS

- 5(a) Requests for Deputations

MINUTES OF PREVIOUS MEETING(S) OF COUNCIL

- 6(a) Minute of Meeting of Aberdeen City Council of 4 March 2019 - for approval (Pages 7 - 28)
- 6(b) Minute of Meeting of Aberdeen City Council of 5 March 2019 - for approval (Pages 29 - 120)

REFERRALS FROM COMMITTEES

- 7(a) Minute of Meeting of Guildry and Mortification Funds Committee of 16 May 2019 - for approval (Pages 121 - 122)

BUSINESS PLANNER AND OTHER MINUTES

- 8(a) Business Planner (Pages 123 - 124)

GENERAL BUSINESS

- 9(a) Council Annual Effectiveness Report and Committee Annual Effectiveness Reports - GOV/19/286 (Pages 125 - 322)
- 9(b) Governance - Council Diary 2020 and External Member - GOV/19/287 (Pages 323 - 338)
- 9(c) Review of Polling Districts and Polling Places - GOV/19/253 (Pages 339 - 354)
- 9(d) Treasury Management Policy and Strategy - RES/19/258 (Pages 355 - 362)
- 9(e) Tour of Britain Funding Approval - PLA/19/299 (Pages 363 - 380)

NOTICES OF MOTION

10(a) Lord Provost Barney Crockett

“Aberdeen City Council is proud of its efforts to tackle discrimination in all its forms, we celebrate our diverse community and we condemn racism and antisemitism wherever it is found. As part of the Council’s ongoing equalities work we resolve to join with the UK and Scottish Governments and the major political parties in the UK in signing up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which defines antisemitism as:-

‘Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish or non-Jewish individuals and/or their property, towards Jewish Community institutions and religious facilities.’

The guidelines highlight various manifestations and are accessible at:- <https://www.holocaustremembrance.com/working-definition-antisemitism>

Council underlines its condemnation of all forms of racism in all its manifestations and adopts the IHRA definition of antisemitism as the working model for challenging and confronting incidents of this form of racism.”

10(b) Councillor Boulton

“Council acknowledges the value of the Deeside Way both as a core path and a wildlife corridor. Accepts the Deeside Way is accessed by a variety of users, leisure and commuter cyclists, walkers, adults, children from the elderly to babies in prams, vulnerable individuals including wheelchair users. Instructs the Chief Officer - Corporate Landlord to report to the next meeting of the City Growth and Resources Committee with regard to the feasibility of making amendments to the Council’s procedure restricting vehicular access to the Deeside Way to:

1. maintenance/refuse collection vehicles and emergency vehicles only for the Deeside Way; and
2. prohibit any other access by any other vehicles for any other purpose.”

EXEMPT / CONFIDENTIAL BUSINESS

11(a) No exempt/confidential business at this stage

Website Address: www.aberdeencity.gov.uk

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

DECLARATIONS OF INTEREST

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.

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 4 March 2019

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;

and

COUNCILLORS

GILLIAN AL-SAMARAI
YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
STEVEN DELANEY
ALAN DONNELLY
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
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 [here](#):-

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, 4 March 2019

ANNOUNCEMENT

1. Councillor Delaney paid tribute to former Councillor Richard Robertson who had recently passed away. Councillor Delaney advised that former Councillor Robertson served as a Councillor from 2007 until 2012, prior to which he enjoyed a career with the fire service, as well as serving in various voluntary roles. Councillor Delaney highlighted that former Councillor Robertson would be remembered as a bit of a character.

The Council resolved:-

to concur with the remarks of Councillor Delaney.

ADMISSION OF BURGESSES

2. 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:-

Peter J W Adam, Managing Director, Aberdeen
Gail Mair, Executive Business Support - Local Government, Aberdeen
Alexander Mess, Engineer, Aberdeen
Neil Michael Powers, Aircraft Electrical Engineer, Aberdeen
Fredrick Arthur Wilkinson, Musician, Aberdeen

DETERMINATION OF EXEMPT BUSINESS

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

11(a) Joint Energy from Waste Project Contract Award - Appendices B, D, F and G

The Council resolved:-

in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 11(a) (Appendices B, D, F and G) so as to avoid disclosure of exempt information of the classes described in paragraphs 6, 8 and 9 of Schedule 7A of the Act.

DECLARATIONS OF INTEREST

4. Councillor Mason MSP declared a general interest by virtue of his position as a Member of the Scottish Parliament for North East Scotland.

Council Meeting, Monday, 4 March 2019

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 17 DECEMBER 2018

5. The Council had before it the minute of meeting of Aberdeen City Council of 17 December 2018.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 21 DECEMBER 2018

6. The Council had before it the minute of meeting of the Urgent Business Committee of 21 December 2018.

The Council resolved:-
to approve the minute.

BUSINESS PLANNER

7. The Council had before it the business planner as prepared by the Chief Officer - Governance.

The Council resolved:-
to note the business planner.

SCHEME OF GOVERNANCE REVIEW - GOV/19/189

8. With reference to Article 20 of the minute of its meeting of 5 March 2018, the Council had before it a report by the Chief Officer - Governance which considered the operation of the Scheme of Governance one year after approval and made recommendations for improvement.

The report recommended:-
that the Council -

- (a) approve Appendix A, the introduction to the Scheme of Governance;
- (b) approve Appendix B, the revised Committee Terms of Reference, with effect from 6 March 2019;
- (c) approve the disestablishment of the Strategic Transformation Committee;
- (d) approve Appendix C, the revised Powers Delegated to Officers, with effect from 6 March 2019, and note that changes to Appendix 2 thereto will require the approval of Scottish Ministers;
- (e) approve Appendix D, the revised Standing Orders for Council, Committee and Sub Committee Meetings, with effect from 6 March 2019;
- (f) approve Appendix E, the revised Financial Regulations, with effect from 6 March 2019;
- (g) approve Appendix F, the revised Procurement Regulations, with effect from 6 March 2019;

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- (h) approve Appendix G, the revised Member - Officer Relations Protocol, with effect from 6 March 2019;
- (i) note the progress in the development of Civic Leadership;
- (j) note the progress in the development of an Urban Governance model;
- (k) instruct the Chief Officer - Governance to report to Council on a further review of the Scheme of Governance in March 2020;
- (l) authorise the Chief Officer - Governance, following consultation with the Business Manager, to amend the Committee Terms of Reference as necessary to take account of the decision on the Council Delivery Plan at the Budget meeting on 5 March 2019;
- (m) appoint a member to the vacant position of Depute Provost and agree any changes to the list of Senior Councillor Allowances; and
- (n) consider the invitation to appoint a member to the Board of Community Food Initiatives North East (CFINE).

The Council agreed to determine the report at this juncture, with the exception of recommendations (m) and (n) which would be considered separately.

Councillor Lumsden moved, seconded by Councillor Boulton:-

That the Council approve the recommendations contained within the report subject to the following amendments:-

- (1) Committee Terms of Reference - Capital Programme Committee. Reinstate at Remit 1.1 the following amended wording:
"scrutinise the progress and delivery of capital projects against the approved business cases for supporting new capital investments onto the Capital Programme";
- (2) Powers Delegated to Officers: Chief Officer - Integrated Children's and Family Services, delete the following:
"7. To determine the dates of local school holidays following consultation with other appropriate local authorities and parents.";
- (3) to establish a Working Group consisting of the Chief Officer - Corporate Landlord, 6 Headteachers and 4 members of the Education Operational Delivery Committee (2 Administration, 1 Opposition and 1 lay member) to contribute to the development of the School Estate Strategy; and
- (4) to request the Chief Officer - Governance to organise meetings of the Governance Reference Group as required.

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

That the Council -

- (1) approve Appendix A (introduction);
- (2) reappoint the Governance Reference Group to advise the Chief Officer - Governance on the preparation of a revised committee structure and all Scheme of Governance documents;
- (3) instruct the Chief Officer - Governance to report to the next meeting of Council on 24 June 2019 with recommendations for a revised committee structure, to include an Education Committee which would include:- (a) powers deriving from those currently held by the Strategic Commissioning Committee and Operational Delivery Committee; and (b) a proposal to appoint a pupil representative to the committee, to be selected by Aberdeen Pupil Voice; and on this basis to instruct the Chief Officer -

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- Governance when identifying dates/times for meetings of the new structure, to consult Group Leaders on the date/time of the Education Committee to ensure that the meetings proposed facilitate the attendance of the Pupil Voice representative at no detriment to their schooling;
- (4) instruct the Chief Officer - Governance to include in the report at (3) above proposals to (a) reinstate the ability of individuals and organisations to apply to be heard as a deputation at any committee which considers a relevant report, including where they have participated in a consultative process; (b) reinstate the right of members to submit written questions to Council on the basis of the previous procedure; (c) reinstate public question time at Council and committee meetings based on previous practice; and (d) allow members to refer planning applications to the Planning Development Management Committee which would otherwise be delegated to officers to determine;
 - (5) otherwise approve Appendix B (Committee Terms of Reference) subject to:-
 - (a) a workplan being submitted to the first meeting of the Capital Programme Committee in the financial year detailing which capital projects will be assessed in each cycle; and
 - (b) the monitoring report proposed to be submitted to the City Growth and Resources Committee on the Transformation Fund being a standalone report;
 - (6) approve Appendix C (Powers Delegated to Officers) subject to:-
 - (a) no change to General Delegation 34 on participation requests;
 - (b) no change to General Delegation 37 on operational and strategic consultations;
 - (c) deletion of power 7 at Chief Officer - Integrated Children's and Family Services regarding determining the dates of local school holidays;
 - (d) deletion of the proposed additional power at Chief Officer - Finance 17 on setting fees outwith the budget process;
 - (e) deletion of the proposed additional power at Chief Officer - Finance 18 on approving funds from the Transformation Fund for all requests over delegated thresholds, and to require these to be determined by the City Growth and Resources Committee;
 - (f) no change to Chief Officer - Organisational Development power 9 on non-material amendments to HR policies;
 - (g) deletion of the proposed additional power at Chief Officer - Corporate Landlord 9 on the naming of Council facilities;
 - (h) no change to the power at Chief Officer - Corporate Landlord 19 regarding new leases of 21 years and over being submitted to the relevant committee for approval;
 - (i) deletion of the existing power at Chief Officer - Corporate Landlord 34 on the sale of Council houses and its replacement by the proposed change to purchase at no greater than market value;
 - (j) no change to Chief Officer - Governance power 1 regarding consultation with officers to amend the Scheme of Governance documentation; and
 - (k) no change to Appendix 2, definition 1, on timeous objections by Community Councils;

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- (7) approve Appendix D (Standing Orders) subject to (a) the determination of the competency of a Notice of Motion for the purposes of placing it on the agenda reverting to the Chief Officer - Governance within Standing Order 12.7; and (b) the amendment of Standing Order 28.14 to allow a member to make minor alterations to their motion or amendment with the consent of their seconder rather than the Convener;
- (8) approve Appendix E (Financial Regulations) subject to any amendment necessitated by the changes proposed above;
- (9) approve Appendix F (Procurement Regulations) subject to any changes necessitated by the changes proposed above;
- (10) approve Appendix G (Member - Officer Relations Protocol);
- (11) note the progress in the development of Civic Leadership;
- (12) note the progress in the development of an Urban Governance model;
- (13) instruct the Chief Officer - Governance to report to the next available Council meeting on options which would allow the Council to more widely consult and involve citizens, businesses and other organisations in Aberdeen during the preparation of future revenue, capital, housing and Common Good budgets;
- (14) does not approve recommendation (I) within the report relating to decisions on the Council Delivery Plan; and
- (15) establish a Working Group consisting of the Chief Officer - Corporate Landlord, 6 Headteachers and 6 members of the Education Operational Delivery Committee (3 Administration, 2 Opposition and 1 lay member) to contribute to the development of the School Estate Strategy.

On a division, there voted:-

For the motion (23) - Lord Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Donnelly, 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 Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble, Sandy Stuart, Townson and Yuill.

The Council resolved:-
to adopt the motion.

Councillor Lumsden moved, seconded by Councillor Boulton:-

That the Council -

- (1) appoint Councillor Jennifer Stewart as Depute Provost and approve the changes to the list of Senior Councillor Allowances in Appendix H as appended to this minute; and
- (2) appoint Councillor Lesley Dunbar as a member to the Board of CFINE and make the following changes to other appointments:-
 - appoint Councillor Bell to the Integration Joint Board in place of Councillor Imrie;

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- appoint Councillor Avril MacKenzie to the Board of Aberdeen Performing Arts in place of Councillor Imrie;
- appoint Councillor Lesley Dunbar to the Integration Joint Board in place of Councillor Laing; and
- appoint Councillor Bell to the Disability Equity Partnership in place of Councillor Jennifer Stewart.

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

That the Council -

- (1) make no appointment to the post of Depute Provost at this time; and
- (2) appoint Councillor Lesley Dunbar as a member to the Board of CFINE.

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

That the Council appoint Councillor Delaney as Depute Provost.

There being a motion and two amendments, the Council first divided between the two amendments.

On a division, there voted:-

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

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

Declined to vote (23) - Lord Provost; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Donnelly, 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; and Councillors Allan, Bell, Boulton, Lesley Dunbar, Duncan, Donnelly, 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 Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble, Sandy Stuart and Townson.

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

The Council further resolved:-
to adopt the motion.

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TREASURY MANAGEMENT POLICY AND STRATEGY - RES/19/195

9. The Council had before it a report by the Director of Resources which outlined the Treasury Management Policy and Strategy for 2019/20 to 2021/22 for approval.

The report recommended:-

that the Council -

- (a) consider and approve the Council's Treasury Management Policy Statement for 2019/20 to 2021/22 as detailed at Appendix 1;
- (b) consider and approve the Council's Borrowing Strategy for 2019/20 to 2021/22 as detailed at Appendix 2;
- (c) consider and approve the Council's Investment Strategy for 2019/20 to 2021/22 as detailed at Appendix 3; and
- (d) approve the Council's Counterparty list as detailed at Appendix 4.

The Council resolved:-

to approve the recommendations.

MEMBERS TRAVEL POLICY - RES/19/204

10. The Council had before it a report by the Director of Resources which sought approval of the Members Travel Policy.

The report recommended:-

that the Council -

- (a) approve the Members Travel Policy in Appendix 1 to the report; and
- (b) approve that the policy be implemented from 1 April 2019.

The Council resolved:-

to approve the recommendations.

THE 'FINAL STRAW' - CAMPAIGN TO BAN PLASTIC DRINKING STRAWS IN SCOTLAND - OPE/19/184

11. With reference to Article 7 of the minute of its meeting of 10 September 2018, the Council had before it a report by the Chief Operating Officer which provided an update on the results of the consultation which had taken place with the Disability Equity Partnership (DEP) and other consultees, and which advised that a procedure for ensuring people with disabilities can access a fully flexible plastic drinking straw would not be required, as there were now fully flexible Polylactic Acid (PLA) drinking straws available on the market.

The report recommended:-

that the Council -

- (a) note the consultation undertaken with DEP and other suggested consultees and the responses received;

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- (b) instruct Chief Officers to request that all ALEOs who currently purchase fully flexible drinking straws, purchase the identified PLA alternative with immediate effect;
- (c) instruct the Head of Commercial and Procurement Services to amend the disposables suppliers purchase catalogues under their control, to remove fully flexible plastic drinking straws;
- (d) instruct Chief Officers to install simple "Drinking straws available if required" signs at all points of sale where liquids are available for purchase; the design and placement of these signs will be subject to further consultation with the DEP; and
- (e) instruct Chief Officers to undertake consultation with the DEP, prior to the removal of any other single use plastic item, where the removal of that item may be discriminatory to persons with disabilities.

The Council resolved:-

to approve the recommendations.

BP BIG SCREENS 2019 - RELAXATION OF DRINKING IN PUBLIC PLACES BYELAW - PLA/19/198

12. The Council had before it a report by the Chief Officer - City Growth which sought permission to approach the Scottish Government to confirm the suspension of the operation of the Aberdeen City Council (Drinking in Public Places) Byelaws 2019 within the boundaries of Duthie Park for BP Big Screens on 2 July 2019.

The report recommended:-

that the Council -

- (a) instruct the Chief Officer - Governance, following confirmation from the Chief Officer - City Growth that the event's budget has been approved, 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) Byelaws 2009 be suspended within the boundaries of Duthie Park on Tuesday 2 July 2019 from 1700 - 2300 hours.

The Council resolved:-

to approve the recommendations.

JOINT ENERGY FROM WASTE PROJECT CONTRACT AWARD - RES/19/197

13. The Council had before it a report by the Director of Resources which advised of the outcome of the OJEU procurement exercise for the proposed Energy from Waste Facility at East Tullos in respect of the NESS Energy Project, and sought authority to proceed to contract award with the preferred bidder, enter into the associated Stage 3 Inter Authority Agreement (IAA3) with Aberdeenshire Council and Moray Council and matters ancillary thereto, and provided an update on the Torry Heat Network.

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The report recommended:-

that the Council -

- (a) approve the award of the Ness Energy Project Residual Waste Treatment contract (the "Project Agreement") for the implementation of the Project with the preferred bidder in terms of the draft Project Agreement issued to the bidder immediately prior to submission of final tenders together with such minor amendments as the Project Board may agree (1) are necessary to contractualise the preferred bidder's method statements; (2) or are otherwise acceptable to the Project Board and are permitted under procurement law;
- (b) delegate authority to its representative on the Project Board to approve or reject the recommendations put to the Project Board associated with recommendations (a) and (c) subject to the execution of the Inter-Authority Agreement by Aberdeenshire Council, Moray Council and Aberdeen City Council as per recommendation (f) below;
- (c) approve that pursuant to section 56 of the Local Government etc. (Scotland) Act 1973, the Council shall discharge the functions of Aberdeenshire Council and Moray Council as a Waste Disposal Authority (WDA) within the meaning of the Environmental Protection Act 1990 in so far as they relate to the Project and the Facility and in accordance with the Project Agreement and the Inter Authority Agreement;
- (d) note that the Council's share of the expected capital investment related to the Project Agreement as stated in the Principles of the Stage 3 Inter Authority Agreement ("IAA3 Principles") included at Appendix D can be met from the budget for NHCP810K - Energy from Waste (EfW) Construction & Torry Heat Network within the Non-Housing Capital programme, and approve the total estimated capital expenditure being the sum identified as the investment subtotal for Aberdeen City in Appendix G;
- (e) note the EfW Cost Model included in Appendix G and instruct the Chief Officer - Finance to incorporate the impact of the operating cost and the revenue share sub-totals into the Council's future revenue budget planning;
- (f) delegate authority to its representative on the Project Board to approve the terms of an Inter-Authority Agreement based on the IAA3 Principles included at Appendix D;
- (g) appoint for the Works Period, the Chief Officer - Capital as the Council's representative on the Project Board; and in his absence, appoint the Director of Resources, or such other officer as the Director of Resources may nominate from time to time, to act as the Council's alternate representative on the Project Board during the Works Period;
- (h) appoint for the Services Period, the Chief Officer - Operations and Protective Services as the Council's representative on the Project Board; and in his absence, appoint the Chief Operating Officer, or such other officer as the Chief Operating Officer may nominate from time to time, to act as the Council's alternate representative on the Project Board during the Services Period;
- (i) delegate authority to the officer from time to time acting in the capacity of the Council's representative or alternate representative on the Project Board, to take decisions, issue the instructions, and undertake the functions stated in the column headed "Project Board" in Annex 1 (Governance Matrix) of the IAA3 Principles included at Appendix D of the report;
- (j) delegate authority to the Chief Officer - Capital for the duration of the Works Period, to take the decisions, issue the instructions, and undertake the functions

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- stated in the column headed "Lead Authority Chief Officer" in Annex 1 (Governance Matrix) of the Principles of the IAA3 included at Appendix D to the report and to sub delegate them as permitted by the Council's Powers Delegated to Officers, as time to time in force, under its Scheme of Governance;
- (k) delegate authority to the Chief Officer - Operations and Protective Services for the duration of the Services Period, to take the decisions, issue the instructions, and undertake the functions stated in the column headed "Lead Authority Chief Officer" in Annex 1 (Governance Matrix) of the IAA3 Principles included at Appendix D to the report and to sub delegate them as permitted by the Council's Powers Delegated to Officers, as time to time in force, under its Scheme of Governance;
 - (l) approve the continued role of the Joint Members Energy from Waste Engagement Group;
 - (m) delegate authority to the Chief Officer - Capital, following consultation with the Head of Commercial and Procurement Services and the Chief Officer - Governance to (a) procure the services of an external legal adviser to support the Management Team throughout the Works Period; (b) delegate authority to the Head of Commercial and Procurement Services to conclude a contract with the chosen supplier; and (c) note that the total estimated expenditure for the external legal adviser is included in recommendation (d);
 - (n) instruct the Chief Officer - Operations and Protective Services to collaborate with the relevant officer(s) in Aberdeenshire Council and Moray Council to identify a sustainable solution which will allow items that do not meet the waste acceptance protocol to be either diverted for reuse/recycling or treated in order to be accepted at the Facility;
 - (o) instruct the Chief Officer - Capital, following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement Services, to negotiate and conclude Heads of Terms for the heat offtake for the Torry Heat Network with the preferred bidder for the Project Agreement and to report back to the next appropriate committee outlining the planned phased delivery of the Torry Heat Network; and
 - (p) note that a similar paper is being put to Moray Council's Full Council on 4 March 2019 and Aberdeenshire Council's Full Council on 7 March 2019 and that implementation of all the recommendations above will be subject to similar approval by Aberdeenshire Council and Moray Council.

Members asked a number of questions of officers and the Project Director, and agreed that further questions needed to be asked with the press and public excluded.

The Council resolved:-

to note the report meantime and agree that the matter be determined with the press and public excluded (Article 16 of this minute refers).

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NOTICE OF MOTION BY COUNCILLOR YUILL

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

“That this Council:

1. Notes the contents of the COSLA position paper “Fair Funding for Essential Services 2019/20” and in particular:
 - a) That Local Government budgets have been cut by 4% in real terms over the last five years as opposed to a 0.4% cut in the Scottish budget.
 - b) That savings can only be made on 42% of the ‘unprotected’ Local Government budget.
 - c) That this amounts to an 8% cut on these services or 20% of the unprotected budget.
2. Agrees that strong local government is essential for our communities and:
 - a) Endorses COSLA’s position paper and in particular the call for an end to ring-fencing.
 - b) Commits to continue working for a fairer funding settlement for Aberdeen City Council.”

Councillor Yuill moved, seconded by Councillor Greig:-

That the Council -

- (1) notes the contents of the COSLA position paper “Fair Funding for Essential Services 2019/20” and in particular:
 - a) that Local Government budgets have been cut by 4% in real terms over the last five years as opposed to a 0.4% cut in the Scottish budget;
 - b) that savings can only be made on 42% of the ‘unprotected’ Local Government budget;
 - c) that this amounts to an 8% cut on these services or 20% of the unprotected budget;
- (2) agrees that strong local government is essential for our communities and:
 - a) endorses COSLA’s position paper and in particular the call for an end to ring-fencing;
 - b) commits to continue working for a fairer funding settlement for Aberdeen City Council by agreeing to submit the following motion to COSLA convention at the end of March 2019:-

COSLA notes Aberdeen City Council, the 3rd biggest city in Scotland, only receives £60.199m in General Revenue Grant. Notes Aberdeen City Council generates 86% of its own revenue through Council tax and Business Rates, the highest percentage in Scotland. Seeks COSLA’s support for Aberdeen City Council to retain the extra £28m it raised in Business Rates without a reduction in the General Revenue Grant as agreed between COSLA and the Scottish Government. Seeks a full review of the distribution formula which disadvantages Aberdeen City Council massively.

- c) notes that Aberdeen City Council raised an additional £28m in non-domestic rates within the city in 2018/19 beyond what was anticipated this time last year and that all of the additional revenue will be clawed back by the Scottish Government making a £28m cut in the general

Council Meeting, Monday, 4 March 2019

- revenue grant; and agrees that the Chief Executive make representations to the Scottish Government proposing that Aberdeen is allowed to retain this extra £28m raised in Business Rates without a reduction in the General Revenue Grant already agreed between COSLA and the Scottish Government;
- (3) notes that between 2010/11 and 2019/20, the Scottish Government budget has reduced from £33.001bn to £31.034bn - a cut of £2bn;
 - (4) welcomes the commitments made in the budget settlement for the expansion of Early Years Provision, Gaelic, the Pupil Equity Fund and Criminal Justice Social Work;
 - (5) further welcomes the additional flexibility which has been afforded to local authorities in respect of the Council Tax, as well as the proposed devolution of further powers;
 - (6) notes that the current funding formula which determines the size of the grant provided to each individual local authority is agreed by COSLA Leaders and Scottish Ministers;
 - (7) agrees that this formula does not adequately meet the needs of Aberdeen City Council;
 - (8) therefore, instructs the Chief Executive to write to the President and Chief Executive of COSLA stating this view and also confirming Aberdeen City Council's full commitment to playing a proactive role in the development of a new rules based framework for local government funding; and
 - (9) further welcomes the commitment by the Scottish Government to bring forward a three-year settlement for local government from 2020-21.

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

That the Council -

- (1) notes the contents of the COSLA position paper "Fair Funding for Essential Services 2019/20" and in particular:
 - a) that Local Government budgets have been cut by 4% in real terms over the last five years as opposed to a 0.4% cut in the Scottish budget;
 - b) that savings can only be made on 42% of the 'unprotected' Local Government budget;
 - c) that this amounts to an 8% cut on these services or 20% of the unprotected budget;
- (2) agrees that strong local government is essential for our communities and:
 - a) endorses COSLA's position paper and in particular the call for an end to ring-fencing;
 - b) commits to continue working for a fairer funding settlement for Aberdeen City Council by agreeing to submit the following motion to COSLA convention at the end of March 2019:-

COSLA notes Aberdeen City Council, the 3rd biggest city in Scotland, only receives £60.199m in General Revenue Grant. Notes Aberdeen City Council generates 86% of its own revenue through Council tax and Business Rates, the highest percentage in Scotland. Seeks COSLA's support for Aberdeen City Council to retain the extra £28m it raised in Business Rates without a reduction in the General Revenue Grant as agreed between COSLA and the Scottish Government. Seeks a full review

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of the distribution formula which disadvantages Aberdeen City Council massively.

- c) notes that Aberdeen City Council raised an additional £28m in non-domestic rates within the city in 2018/19 beyond what was anticipated this time last year and that all of the additional revenue will be clawed back by the Scottish Government making a £28m cut in the general revenue grant; and agrees that the Chief Executive make representations to the Scottish Government proposing that Aberdeen is allowed to retain this extra £28m raised in Business Rates without a reduction in the General Revenue Grant already agreed between COSLA and the Scottish Government;

Councillor Flynn moved as a further amendment, seconded by Councillor Nicoll:-

That the Council -

- (1) notes that between 2010/11 and 2019/20, the Scottish Government budget has reduced from £33.001bn to £31.034bn - a cut of £2bn;
- (2) welcomes the commitments made in the budget settlement for the expansion of Early Years Provision, Gaelic, the Pupil Equity Fund and Criminal Justice Social Work;
- (3) further welcomes the additional flexibility which has been afforded to local authorities in respect of the Council Tax, as well as the proposed devolution of further powers;
- (4) notes that the current funding formula which determines the size of the grant provided to each individual local authority is agreed by COSLA Leaders and Scottish Ministers;
- (5) agrees that this formula does not adequately meet the needs of Aberdeen City Council;
- (6) therefore, instructs the Chief Executive to write to the President and Chief Executive of COSLA stating this view and also confirming Aberdeen City Council's full commitment to playing a proactive role in the development of a new rules based framework for local government funding; and
- (7) further welcomes the commitment by the Scottish Government to bring forward a three-year settlement for local government from 2020-21.

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

On a division, there voted:-

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

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

Council Meeting, Monday, 4 March 2019

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

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

On a division, there voted:-

For the motion (4) - Councillors Delaney, Greig, Townson and Yuill.

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

Declined to vote (18) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble and Sandy Stuart.

The Council resolved:-

to adopt the amendment by Councillor Lumsden.

NOTICE OF MOTION BY COUNCILLOR YUILL

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

“That this Council:-

1. Notes with concern the delays in fully opening the AWPR and in agreeing with Transport Scotland arrangements for the detrunking of the A96 and old A90 (Stonehaven Road, South Anderson Drive, Anderson Drive, North Anderson Drive, The Parkway and Ellon Road) within Aberdeen.
2. Notes with concern that the delay in agreeing arrangements for transferring the above roads to the control of the City Council may impact upon actions which the City Council and NESTRANS may wish to take on these roads and in particular:
 - a. The alteration of junction arrangements to improve traffic flow in and out of the city centre
 - b. Action to improve pedestrian safety at crossing points on these roads
 - c. Improvements to the soft landscaping of these roads
3. Notes that officers are to report to the Operational Delivery Committee meeting in March on the implications for the Council of detrunking the above roads, the implications of a delay in reaching an agreement with Transport Scotland about this detrunking and what actions the Council might take to mitigate these.
4. Instructs the Chief Executive to write to the Transport Minister and Transport Scotland highlighting the above concerns.”

Council Meeting, Monday, 4 March 2019

The Council resolved:-

- (i) to approve the notice of motion;
- (ii) to note with disappointment that the funding settlement for 2019/20 does not include any funding for the road maintenance and winter maintenance for the AWPR de-trunking and instruct the Chief Operating Officer to write to the Cabinet Secretary for Finance and the Constitution seeking this funding;
- (iii) to instruct the Chief Operating Officer to write to the Cabinet Secretary for Finance and the Constitution seeking assurance that funding for the road maintenance and winter maintenance for the AWPR de-trunking will be included from the 2020/21 settlement onwards;
- (iv) to instruct the Chief Operating Officer to write to the Cabinet Secretary for Transport, Infrastructure and Connectivity requesting the full level of funding to bring the AWPR de-trunked road up to an acceptable standard in terms of the average Road Condition Index of the North East trunk roads; and
- (v) to welcome the opening of the AWPR.

In accordance with the decision recorded under Article 3 of this minute, the following item was considered with the press and public excluded.

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting for consideration of Appendices H and I within the following item which contained confidential information in terms of Section 50A(2) of the Local Government (Scotland) Act 1973.

JOINT ENERGY FROM WASTE PROJECT CONTRACT AWARD - EXEMPT/CONFIDENTIAL APPENDICES

16. With reference to Article 13 of this minute, the Council had before it Appendices B, D, F and G to the report which contained exempt information and Appendices H and I which contained confidential information.

Members asked further questions of officers and the Project Director.

Councillor Laing moved, seconded by Councillor Bell:-

That the Council -

- (1) approve the recommendations contained within the report; and
- (2) instruct the Chief Officer - Capital to report back on a six-monthly basis with a progress report to the Capital Programme Committee, with the first report date being the meeting on 12 September 2019.

Councillor Flynn moved as an amendment, seconded by Councillor Catriona Mackenzie:-

That the Council -

- (1) note that the procurement process exercise took six months longer to complete than the original programme described;

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- (2) agree that the following statement, taken from Appendix F under the Key Area 'Exiting the European Union', poses a completely unacceptable level of risk given the complete uncertainty as to whether the UK will actually leave the EU, or indeed whether the UK will leave the EU with a 'deal' or not:

"The Council will accept the risk of import duties and tariffs on goods being imported from the EU during the Works phase recognising that some plant items have an EU origin and some do not."

- (3) therefore agree that a final decision be deferred until such point as the future trading relationship of the UK with the EU is known, however that a Special Council meeting be confirmed before the end of May 2019 to further consider this matter.

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

That the Council -

- (1) instruct the Chief Officer - Capital, following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement Services, to negotiate and conclude Heads of Terms for the heat offtake for the Torry Heat Network with the preferred bidder for the Project Agreement;
- (2) following the conclusion of (1) above, instruct the appropriate officer to finalise the business case for the Torry Heat Network at the earliest possible date;
- (3) instruct the appropriate officer to report back to a Special Council meeting with a report detailing all of the above along with this report thereby ensuring that members have all facts required to take a fully informed decision; and
- (4) agree that a final decision be taken on this matter prior to the date specified in the confidential report in order to protect the Council's interests.

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

On a division, there voted:-

For the amendment by Councillor Flynn (19) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble, 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, Donnelly, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Avril MacKenzie, Macdonald, Malik, Mason MSP, Reynolds, Sellar and Wheeler.

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

Council Meeting, Monday, 4 March 2019

On a division, there voted:-

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

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

The Council resolved:-

- (i) to adopt the motion; and
- (ii) to note that the Chief Officer - Corporate Landlord would provide members with details of the number of Council houses in Torry to have had their heating system upgraded to meet the Scottish Housing Quality Standard (SHQS) and the number of Council houses in Torry that still required their heating system to be upgraded.

- BARNEY CROCKETT, Lord Provost.

Council Meeting, Monday, 4 March 2019

Appendix H - Senior Councillors

Post	Appointee	Remuneration
Lord Provost	Councillor Crockett	£29,742
Council Leader and Convener of Strategic Commissioning	Councillor Laing	£39,655
Depute Provost	Councillor Jennifer Stewart	-
Vice Convener, Strategic Commissioning	Councillor John	£22,306
Convener, Operational Delivery	Councillor Wheeler	£29,742
Vice Convener, Operational Delivery and Regeneration spokesperson	Councillor Graham	£22,306
Vice Convener, Operational Delivery and Environmental spokesperson	Councillor Bell	£22,306
Convener, City Growth and Resources	Councillor Lumsden	£29,742
Vice Convener, City Growth and Resources	Councillor Grant	£22,306
Convener, Education Operational Delivery	Councillor Wheeler	-
Vice Convener, Education Operational Delivery	Councillor Malik	£22,306
Convener, Capital Programme and Culture Spokesperson	Councillor Boulton	£29,742
Vice Convener, Capital Programme	Councillor Lumsden	-
NHS/Social Care Integration Joint Board and Social Care	Councillor Duncan	£22,306

Council Meeting, Monday, 4 March 2019

Post	Appointee	Remuneration
Spokesperson		
Convener, Public Protection	Councillor Jennifer Stewart	£29,742
Vice Convener, Public Protection	Councillor Lesley Dunbar	£22,306
Convener, Staff Governance	Councillor Allan	£29,742
Vice Convener, Staff Governance	Councillor Houghton	-
Mental Health Spokesperson	Councillor Imrie	-
Convener, Planning Development Management	Councillor Boulton	-
Vice Convener, Planning Development Management	Councillor Jennifer Stewart	-
Convener, Licensing Committee, Economic development spokesperson	Councillor Reynolds	£29,742
Vice Convener, Licensing Committee	Councillor Malik	-
Convener, Appeals Committee	Councillor Allan	-
Convener, Audit, Risk and Scrutiny	Councillor Flynn	£29,742
Vice Convener, Audit, Risk and Scrutiny	Councillor Yuill	£22,306
Convener, Urgent Business Committee	Councillor Laing	-
Vice Convener, Urgent Business Committee	Councillor Lumsden	-
Convener, Pensions Committee	Councillor Malik	-

Council Meeting, Monday, 4 March 2019

Post	Appointee	Remuneration
Vice Convener, Pensions Committee	Councillor Reynolds	-
Convener, Aberdeen City Region Deal	Councillor Laing	-
Convener, Licensing Board	Councillor Boulton	-
Business Manager	Councillor Houghton	£29,742
Housing and Transport Spokesperson	Councillor Macdonald	-
Depute Business Manager	Councillor Malik	-
Senior Councillor Totals	17*	£416,384**
Maximum allowed	19	£443,985**

* Lord Provost not included as separate provision exists for the Lord Provost as Civic Head in terms of the Regulations

** Lord Provost and Council Leader not included as separate provision exists for these roles in terms of the Regulations

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ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 5 March 2019

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;
Depute Provost Jennifer Stewart; and

COUNCILLORS

GILLIAN AL-SAMARAI
YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
STEVEN DELANEY
ALAN DONNELLY
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
PHILIP SELLAR
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 [here](#).

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, Tuesday, 5 March 2019

DECLARATIONS OF INTEREST

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

The Depute Provost and Councillors Cormie, Houghton and Yuill declared interests in relation to Article 3 of this minute by virtue of their appointment by the Council to the Board of Governors for Robert Gordon's College, however none of the Councillors felt that their interest required them to leave the meeting.

Councillors Boulton and Duncan declared interests in relation to Article 3 of this minute by virtue of their appointment by the Council to the Board of Aberdeen Performing Arts, however they did not consider that the nature of their interests required them to leave the meeting.

Councillor Lesley Dunbar declared an interest in relation to Article 3 of this minute by virtue of her appointment by the Council to the Board of Community Food Initiatives North East (CFINE), however Councillor Lesley Dunbar did not consider that the nature of her interest required her to leave the meeting.

COUNCIL DELIVERY PLAN 2019/20 - COM/19/200

2. The Council had before it a report by the Chief Executive which presented the Council Delivery Plan for 2019/20.

The report recommended:-

that the Council -

- (a) note the content of the Council Delivery Plan 2019/20; and
- (b) instruct the Chief Executive to realign any of the delivery commitments set out in the Plan that may be required, as a result of any potential Council budget decisions, to meet Council's instructions.

The Council resolved:-

to approve the recommendations.

At this juncture, it was agreed that the reports on the General Fund Revenue Budget and Capital Programme and the Common Good Budget be considered together as the next item of business.

GENERAL FUND REVENUE BUDGET 2019/20 TO 2023/24; AND GENERAL FUND CAPITAL PROGRAMME 2019/20 TO 2023/24 - RES/19/201 - AND COMMON GOOD BUDGET 2019/20 - RES/19/203

3. (A) The Council had before it a report by the Director of Resources which provided details of (1) the General Fund Revenue Budget for 2019/20 and a medium-

Council Meeting, Tuesday, 5 March 2019

term financial forecast for the following four years; and (2) the General Fund Capital Programme for 2019/20 to 2023/24.

The report recommended:-
that the Council -

Balance Sheet

- (a) note the projected balance sheet position including the reserves as at 31 March 2019, shown at Appendix 1;
- (b) approve the General Fund Capital Programme as attached at Appendix 7, which increases borrowing levels in the short term, and signals reducing borrowing requirements in future years;
- (c) delegate authority to the Chief Officer - Capital to approve business cases for the purposes of Procurement Regulation 4.1.1.2 and undertake all necessary procurement exercises to deliver the Early Learning and Childcare expansion programme in accordance with the principles of the specific Capital Grant award, within an initial cost estimate of £15million and, following consultation with the Head of Commercial and Procurement Services, enter into any necessary contracts;
- (d) instruct the Chief Officer - Capital in relation to any other actions required on projects contained within the General Fund Capital Programme;
- (e) consider the capital projects described in Appendix 9 which are not currently included in the General Fund Capital Programme, and instruct the Director of Resources on any action to be taken;
- (f) approve the use of the 2018/19 Construction Inflation budget to support the City Centre Regeneration and Art Gallery Projects as detailed at paragraph 3.112 in the report, with the remainder being set aside for safety and security measures across the property estate;
- (g) approve the creation of a single Capital Contingency budget, comprising project specific contingencies currently included in initial cost estimates from which all contingencies will be drawn;
- (h) approve the use of the AREG receipt being applied to the Energy Centre project, located at the new event complex;
- (i) delegate authority to the Chief Officer - Corporate Landlord to negotiate and conclude terms for the sale of the existing AECC building (excluding the arena and adjoining land), as referred to in paragraph 3.107;
- (j) instruct the Director of Resources to soft market test possible options on the future of the investment property portfolio, as referred to in paragraph 3.108, and report back to the City Growth and Resources Committee;
- (k) approve the Prudential Indicators as attached at Appendix 8 to the report;
- (l) approve the recommended use of reserves and Reserves Policy for 2019/20 as detailed in Appendix 3;

Medium-Term Financial Projections

- (m) note the forecast medium-term financial projection for the period ending 2023/24 as shown in paragraph 3.17;

Council Meeting, Tuesday, 5 March 2019

Revenue Budget

- (n) note that the conditions outlined by the Scottish Government within the Local Government Finance Settlement for 2019/20 are met by the proposals set out in the report;
- (o) approve the use of various savings options to set at least a balanced budget for financial year 2019/20, having taken into account the following:-
 - (1) the Budget Model as contained in paragraph 3.29 that identifies a funding shortfall of £41.2 million for 2019/20;
 - (2) the forecast use of General Fund reserves in 2018/19 and the Reserves Strategy;
 - (3) the Prudential Indicators and impact of the General Fund Capital Programme on revenue expenditure;
 - (4) the savings options and cost of implementation put forward in Appendix 5 and Fees and Charges proposals in Appendix 10; and
 - (5) the revenue items referred to the budget process, as shown in Appendix 6;
- (p) approve the level of funding for the Aberdeen City Community Health and Social Care Integration Joint Board (IJB) in 2019/20 to meet the conditions of the Scottish Government Financial Settlement, described in paragraphs 3.92 to 3.96, and note that it will be for the IJB itself to determine how it will balance its budget;
- (q) approve that funding in relation to Free Personal Care for people aged under 65 and School Counselling (mental health) announced by the Scottish Government, which is not yet distributed, is allocated to the IJB when notified by the Scottish Government;
- (r) approve the fees and charges for the Aberdeen City Community Health and Social Care IJB, as shown in Appendix 10;
- (s) approve the level of funding for the Council's other group entities, in 2019/20 with reference to paragraph 3.88;
- (t) instruct the Chief Officer - Finance to recover the full costs associated with being the Administering Authority of the North East Scotland Pension Fund from the Pension Fund;

Taxation

- (u) approve a Band D equivalent Council Tax rate, with effect from 1 April 2019;
- (v) impose and levy Council Tax assessments for the period 1 April 2019 to 31 March 2020 on all chargeable dwellings in Aberdeen City to be paid by the persons liable therefor under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994;
- (w) note that the Council implements revisions to National Non-Domestic Rates as defined by the Scottish Government within the relevant Finance Circulars, with effect from 1 April 2019;
- (x) impose and levy Non-Domestic Rates assessments for the period 1 April 2019 to 31 March 2020 on all occupiers in Aberdeen City to be paid by those liable; and
- (y) note the Scottish Government commitment to look at changes to tax raising powers of Local Government during the remainder of the Parliament.

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(B) The Council had before it a report by the Director of Resources which provided details of the draft Common Good budget for 2019/20 to enable a final budget to be approved to take effect on 1 April 2019.

The report recommended:-

that the Council -

- (a) approve the Common Good budget for 2019/20 as detailed in Appendix 1, which covers existing and recurring services and funding to projects over more than one year;
- (b) consider and decide on each of the new requests for funding detailed in Appendix 3 to the report, taking account of the affordable funding available for 2019/20;
- (c) note the provisional Common Good budget for 2020/21 to 2023/24 as detailed in Appendix 1 to the report;
- (d) approve the new application process for the Common Good detailed within the report that will be implemented during 2019/20 to support the 2020/21 Common Good budget process; and
- (e) approve a Participatory Budgeting approach for the Common Good from the financial year 2021/22.

Councillor Lumsden moved, seconded by Councillor Laing:-

That the Council -

Balance Sheet

- (1) note the projected balance sheet position including the reserves as at 31 March 2019, shown at Appendix 1 of the report;
- (2) approve the General Fund Capital Programme as at Appendix 1 of this motion;
- (3) approve funding for the delivery of the Early Learning and Childcare expansion programme referred to in Appendix 7 of the report and in accordance with the principles of the specific Capital Grant award, and delegate authority to the Chief Officer - Capital, following consultation with the Convener of the City Growth and Resources Committee, the Convener of the Capital Programme Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the following projects for the purposes of Procurement Regulation 4.1.1; thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability and regular update on progress against the approved business case at the Capital Programme Committee:
 - (a) East Torry (new build);
 - (b) Northfield/Cummings Park (new build) - transferred from within programme;
 - (c) Tillydrone Nursery;
 - (d) Seaton Nursery;

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- (e) The development of outdoor provisions at Duthie Park to include refurbishing the Gate House;
 - (f) Tullos School;
 - (g) Westpark School;
 - (h) Kingsford School;
 - (i) Quarryhill School;
 - (j) Middlefield Community Hub;
 - (k) Northfield Community Centre; and
 - (l) Woodside School;
- (4) approve funding for the delivery of the projects included at Appendix 1 to this motion, and delegate authority to the Chief Officer - Capital, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1 and inclusion of the following projects onto the capital programme (as required); thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability and regular update on progress against the approved business case at the Capital Programme Committee:
- (a) Temporary Mortuary Facility;
 - (b) CCTV;
 - (c) Car Parking Infrastructure;
 - (d) Union Terrace Gardens;
 - (e) Provost Skene's House; and
 - (f) Lochside Paths;
- (5) instruct the Chief Officer - City Growth to provide officer support to Inchgarth Community Centre to raise funds towards their proposed works;
- (6) instruct the Chief Officer - Corporate Landlord to incorporate the Northfield Pool Refurbishment and Balnagask Motte projects into the Corporate Condition and Suitability Programme, and present an updated 3-year programme to the September meeting of the relevant committee;
- (7) approve the use of the 2018/19 Construction Inflation budget to support the City Centre Regeneration and Art Gallery Projects as detailed at paragraph 3.112 of the report, with the remainder being set aside for safety and security measures across the property estate;
- (8) approve the creation of a single Capital Contingency budget, comprising project specific contingencies currently included in initial cost estimates from which all contingencies will be drawn;
- (9) approve the use of the Aberdeen Renewables Energy Group receipt being applied to the Energy Centre project, located at the new event complex;
- (10) delegate authority to the Chief Officer - Corporate Landlord to negotiate and conclude the sale of the existing Aberdeen Exhibition and Conference Centre building (excluding the arena and adjoining land), as referred to in paragraph 3.107 of the report;

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- (11) instruct the Director of Resources to soft market test possible options on the future of the investment property portfolio, as referred to in paragraph 3.108, and report back to the relevant committee;
- (12) instruct the Chief Officer - City Growth to determine if any external funding can be secured for Phase 2 Public Realm Works and a Living Wall at Flourmill Lane and to report back to the relevant committee;
- (13) instruct the Chief Officer - City Growth to investigate the feasibility of Visit Aberdeenshire being financially self-sufficient for the financial year 2020/21 and report back to the relevant committee;
- (14) instruct the Head of Commercial and Procurement Services to notify Aberdeen Sports Village that there will be no grant reduction provided they fund the Phase 3 works;
- (15) instruct the Chief Officer - City Growth to explore options for changing (a) the delivery model for services provided by the Beach Ballroom; and (b) the catering services provided by museums and galleries, providing all staff would be protected through a TUPE transfer and/or secondment where applicable;
- (16) instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a review of Community Learning Centre and leased Community Centre provision to ensure best value, appropriate direction and scrutiny of service provision, and report to the relevant committee on the implementation of that review;
- (17) instruct the Chief Officer - Early Intervention and Community Empowerment to progress Community transfer discussions with Management Committees of leased Community Centres and report back to the relevant committee;
- (18) instruct the Chief Officer - Corporate Landlord to work with Police Scotland and the private sector to relocate the CCTV and Traffic Management to the same location within Marischal College and to explore further synergies of co-locating services within Marischal College with business cases to be presented to the relevant committee as required;
- (19) agree to defer any decision on Clinterty Travellers Site until the ongoing discussions with the Scottish Government about whether the revenue required can be met from the Housing Revenue Account;
- (20) agree to not proceed at this time with the Strategic Energy Service Company and the NESS solar farm and instruct the Chief Executive to write to the First Minister confirming that Aberdeen City Council would be interested in working with the Scottish Government once their plans for a Scottish Energy Company are confirmed;
- (21) instruct the Director of Resources to bring back a business case outlining the options available to the relevant committee in respect of a permanent Mortuary provision and take steps to help ensure that any new provision should work towards the facilities being provided in Health Board (NHS) facilities;
- (22) approve the Prudential Indicators as at Appendix 2 to this motion;
- (23) approve the recommended use of reserves and Reserves Policy for 2019/20 as detailed at Appendix 3 of the report;

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Medium-Term Financial Projections

- (24) note the forecast medium-term financial projection for the period ending 2023/24 as shown in paragraph 3.17 of the report;

Revenue Budget

- (25) note that the conditions outlined by the Scottish Government within the Local Government Finance Settlement for 2019/20 are met by the proposals set out in the report;
- (26) welcome the decision of the Scottish Government to provide Councils with a three-year budget settlement from 2020/21 onwards;
- (27) note from section 3.18 of the report that rising costs and limited changes in total income forecast for the next five years demonstrates the unsustainability of the current costs associated with Council Services and emphasises the need to make savings and reduce the cost base essential to the medium-term affordability of services;
- (28) having had due regard to protected characteristics and how the authority can reduce inequalities of outcome caused by socio-economic disadvantage in terms of the Equality Act 2010, approve the use of various savings options to set at least a balanced budget for financial year 2019/20 as detailed in Appendix 3 to this motion and delegate authority to the Director of Customer Services, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditure) for the purposes of Procurement Regulation 4.1.1 and to procure and award contracts to enhance the Council's digital capability in order to deliver the savings set out in Appendix 3 without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
- (29) approve the level of funding for the Aberdeen City Community Health and Social Care Integration Joint Board (IJB) in 2019/20 to meet the conditions of the Scottish Government Financial Settlement, described in paragraphs 3.92 to 3.96 to the report, and to note that it will be for the IJB itself to determine how it will balance its budget;
- (30) approve that funding in relation to Free Personal Care for people aged under 65 and School Counselling (mental health) announced by the Scottish Government, which is not yet distributed, is allocated to the IJB when notified by the Scottish Government;
- (31) approve the fees and charges for the Aberdeen City Community Health and Social Care IJB, as shown in Appendix 4 to this motion;
- (32) approve the nomination of Sport Aberdeen as the Qualifying Charity under the 3Rs contract between the Aberdeen City Council and NYOP Education (Aberdeen) Limited and instruct the Chief Officer - Finance to give notice to the Board of Directors of NYOP in order for them to make the required payment;
- (33) instruct the Chief Officer - Finance to recover the full costs associated with being the Administering Authority of the North East Scotland Pension Fund from the Pension Fund;

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- (34) instruct the Chief Officer - Organisational Development to begin negotiations with the Trade Unions relating to locally agreed changes to terms and conditions of employment and to review related policies and procedures and report the proposed changes to the Staff Governance Committee;
- (35) instruct the Head of Commercial and Procurement Services to bring forward a report to the relevant committee on how best Aberdeen City Council can work with Aberdeen businesses to bring about positive collaboration to ensure Aberdeen citizens benefit from the many community involvement programmes that Aberdeen businesses already provide;

Taxation

- (36) approve a Band D equivalent Council Tax rate of £1,324.33, with effect from 1 April 2019;
- (37) impose and levy Council Tax assessments for the period 1 April 2019 to 31 March 2020 on all chargeable dwellings in Aberdeen City to be paid by the persons liable therefor under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994;
- (38) note that the Council implements revisions to National Non-Domestic Rates as defined by the Scottish Government within the relevant Finance Circulars, with effect from 1 April 2019;
- (39) impose and levy Non-Domestic Rates assessments for the period 1 April 2019 to 31 March 2020 on all occupiers in Aberdeen City to be paid by those liable;
- (40) note the Scottish Government commitment to look at changes to tax raising powers of Local Government during the remainder of the Parliament;
- (41) note that despite intensive lobbying by Aberdeen City Council and COSLA, the power to introduce a transient visitor levy has still not been devolved to local government and instruct the Chief Executive to write to the Minister for Public Finance and Digital Economy to confirm the Council's continuing commitment to seeking this power;
- (42) instruct the Chief Executive to write to the Cabinet Secretary for Finance and the Constitution requesting that all statutory charges currently set by the Scottish Government be set by local Councils;
- (43) instruct the Chief Operating Officer to write to the Deputy First Minister requesting that the additional 304 free school meal registrations which have been made over 2018/19 be taken into account in determining Pupil Equity Funding allocations for 2019/20; noting that existing Scottish Government methodologies use the 2014 and 2018 healthy living survey as a key data source which does not reflect the recent increase in those in receipt of free school meals and equates to £365,000 in lost funding for the Council;
- (44) note the Union of Shop, Distributive and Allied Workers Union "save our shops" campaign and instruct the appropriate officer to bring forward a report to the next appropriate City Growth and Resources Committee on how the Council can best allocate the £1.351million awarded through the Town Centre Fund in alignment with the aims and aspirations of the City Centre Masterplan;
- (45) instruct the Chief Officer - Finance to write to Aberdeen Performing Arts to notify them that the existing £2million loan facility be converted to grant and

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would no longer be repayable and to write the loan off against the Council's Derisking Reserve;

- (46) note that the school technicians and libraries budget adjustment be implemented on the basis of the hub model rather than the term time model contained within the report;

Common Good Budget

- (47) approve the Common Good budget for 2019/20 as detailed in Appendix 5 to this motion which covers existing and recurring services and funding to projects over more than one year;
- (48) note the provisional Common Good budget for 2020/21 to 2023/24 as detailed in Appendix 1 to the report;
- (49) approve the new application process for the Common Good detailed within the report that will be implemented during 2019/20 to support the 2020/21 Common Good budget process;
- (50) approve a review of the recurring funding every 3 years starting from the 2020/21 budget process; and
- (51) approve a Participatory Budgeting approach for the Common Good from financial year 2021/22.

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APPENDIX 1							
Outturn 2018/19 £'000	ADMINISTRATION GENERAL FUND CAPITAL PROGRAMME	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
	GFCP No.						
Projects Due for Completion in 2018/19							
1,492	587	0	0	0	0	0	0
715	776	0	0	0	0	0	0
1,000	808A	0	0	0	0	0	0
1,802	808B	0	0	0	0	0	0
107	810E	0	0	0	0	0	0
737	810G	0	0	0	0	0	0
37	829	0	0	0	0	0	0
8	832	0	0	0	0	0	0
424	844	0	0	0	0	0	0
116	850	0	0	0	0	0	0
800	859	0	0	0	0	0	0
7,238		0	0	0	0	0	0
Rolling Programmes							
6,446	294	9,967	9,705	9,705	8,000	8,000	45,377
313	551	374	0	0	0	0	374
2,807	765G	1,500	1,295	1,295	1,295	1,295	6,680
750	779	872	700	700	700	700	3,672
2,781	784	4,224	4,272	7,214	4,500	4,700	24,910
							(including Zero Waste Strategy Fleet)
5,909	789	4,837	5,468	4,968	4,968	4,968	25,209
235	789E	1,000	1,000	1,000	1,000	1,000	5,000
1,000	835	1,946	1,946	1,946	700	0	6,538
500	861	2,500	3,000	4,000	0	0	9,500

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		27,220	27,386	30,828	21,163	20,663	127,260
20,741							
City Region Deal							
18	825	26	0	0	0	0	26
55	845	50	200	613	0	0	863
2,000	846	2,000	0	0	0	0	2,000
150	847	1,750	1,600	0	0	0	3,350
40	852	2,000	2,000	960	0	0	4,960
123	854	0	0	0	0	0	0
647	860	1,399	0	0	0	0	1,399
45	862	135	135	90	45	0	405
0	863	150	0	0	0	0	150
0	864	150	0	0	0	0	150
3,078		7,660	3,935	1,663	45	0	13,303
Fully Legally Committed Projects							
6,010	627	12,386	6,575	825	227	0	20,013
0	794	5	0	0	0	0	5
3,221	799B	4,500	0	0	0	0	4,500
130,330	821	60,905	3,500	0	0	0	64,405
300	805	1,801	0	0	0	0	1,801
120	807	1,000	0	0	0	0	1,000
3,577	810C	1,382	0	0	0	0	1,382
3,590	819	1,205	0	0	0	0	1,205
(236)	828	750	0	0	0	0	750
2,285	831	169	0	0	0	0	169
708	843	16	0	0	0	0	16
326	857	11	0	0	0	0	11
1,100	858	30	0	0	0	0	30
151,331		84,160	10,075	825	227	0	95,287

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Partially Legally Committed Projects

250	791	Strategic Land Acquisition	2,775	1,498	0	0	0	4,273
393	806B	CATI - Berryden Corridor (Combined Stages 1, 2 & 3)	3,096	10,300	4,490	0	0	17,886
0	811	Social Care Facilities - Len Ironside Centre	88	0	0	0	0	88
448	812	Kingsfield Childrens Home	1,087	15	0	0	0	1,102
5,461	824	City Centre Regeneration	13,824	14,023	0	0	0	27,847
702	827	SIP New Build Housing Programme	200	0	0	0	0	200
3	836	Flood Prevention Measures: Flood Guards Grant Scheme	100	100	100	100	83	483
3,053	848	JIVE (Hydrogen Buses Phase 2)	4,147	0	0	0	0	4,147
10,310			25,317	25,936	4,590	100	83	56,026

Projects with indicative budgets

0	795	Accelerate Aberdeen (City Broadband)	360	0	0	0	0	360
10	806A	CATI - South College Street	2,300	2,300	757	0	0	5,357
0	810J	Bridge of Don Household Waste Recycling Centre (HWRC)	50	50	1,300	0	0	1,400
0	820	Investment in Tenanted Non-Residential Property Portfolio	2,870	0	0	0	0	2,870
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	2,000	1,000	0	0	0	3,000
50	851	Northfield / Cumming Park Early Learning and Childcare Provision	0	0	0	0	0	0
1	855	Early Learning & Childcare	7,399	8,600	7,040	0	0	23,039
300	809	New Milltimber Primary	2,500	17,030	5,170	0	0	24,700
300	840	Tillydrone Primary School	2,500	16,978	5,222	0	0	24,700
300	841	Torry Primary School and Hub	2,700	16,739	5,261	0	0	24,700
300	865	Countesswells Primary	2,500	17,030	5,170	0	0	24,700
889	810K	Energy from Waste (EfW) Construction & Torry Heat Network	22,000	49,000	13,087	0	0	84,087
25	849	Cruyff Court	275	0	0	0	0	275
tbc	856	Acquisition of Kingsmead Nursing Home	0	0	0	0	0	0
		Temporary Mortuary Facility	800	0	0	0	0	800

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		CCTV	0	0	0	0	0	0
		Car Parking Infrastructure	500	800	0	0	0	1,300
14,260	999	Construction Inflation Allowance for existing projects	(10,000)	0	0	0	0	(10,000)
16,435			38,754	129,527	43,007	0	0	211,288
209,133		Totals	183,111	196,859	80,913	21,535	20,746	503,164

Forecast Outturn 2018/19 £'000	NHCP No.	General Fund Capital Programme - Funding	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
(484)	294	Corporate Property Condition & Suitability	0	0	0	0	0	0
(313)	551	Cycling Walking Safer Streets	(374)	0	0	0	0	(374)
0	587	Access from the North / 3rd Don Crossing	(2,000)	0	0	0	0	(2,000)
(124)	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	0	0	0	0	0	0
0	795	Accelerate Aberdeen (City Broadband)	(360)	0	0	0	0	(360)
(8,923)	799B	Art Gallery Redevelopment - Main Contract (HLF)	0	0	0	0	0	0
(90)	805	Technology Investment Requirements & Digital Strategy	0	0	0	0	0	0
0	809	New Milltimber Primary	(2,421)	0	0	0	0	(2,421)
(2,400)	810C	Energy from Waste (EfW) Procurement and Land Acq.	(18)	0	0	0	0	(18)
(548)	810K	Energy from Waste (EfW) Construction & Torry Heat Network	0	0	0	0	0	0
(1,422)	819	Tillydrone Community Hub	0	0	0	0	0	0
(2,043)	821	New Aberdeen Exhibition & Conference Centre	(3,000)	0	0	0	0	(3,000)
(455)	824	City Centre Regeneration	0	0	0	0	0	0
0	827	SIP New Build Housing Programme	(3,000)	0	0	0	0	(3,000)

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0	828	Greenbrae Primary Extension and Internal Works	(750)	0	0	0	0	(750)
0	831	Stoneywood Primary	(4,066)	0	0	0	0	(4,066)
(8)	832	Dyce 3G Pitch	0	0	0	0	0	0
0	836	Flood Prevention Measures: Flood Guards Grant Scheme	(80)	(80)	(80)	(80)	(76)	(396)
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	0	(2,400)	0	0	0	(2,400)
0	841	Torry Primary School and Hub	0	(2,000)	0	0	0	(2,000)
0	865	Countesswells Primary	0	(2,500)	(2,500)	(2,500)	(2,500)	(10,000)
(686)	843	Station House Media Unit Extension	0	0	0	0	0	0
0	848	JIVE (Hydrogen Buses Phase 2)	(3,600)	(550)	(550)	0	0	(4,700)
0	849	Cruyff Court	(50)	0	0	0	0	(50)
(40)	852	City Deal: City Duct Network	(2,000)	(2,000)	(960)	0	0	(4,960)
(123)	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0	0
(1)	855	Early Learning & Childcare	(7,399)	(8,600)	(7,040)	0	0	(23,039)
(936)	860	City Deal: Expand Fibre Network	0	0	0	0	0	0
(45)	862	City Deal: Digital Lead	(135)	(135)	(90)	(45)	0	(405)
0	863	City Deal: Regional Data Network	(150)	0	0	0	0	(150)
0	864	City Deal: Sensor Network	(150)	0	0	0	0	(150)
(18,641)		1. Programme Funding Streams Sub-Total	(29,553)	(18,265)	(11,220)	(2,625)	(2,576)	(64,239)
(23,677)		2. Capital Grant	(27,671)	(24,000)	(24,000)	(24,000)	(24,000)	(123,671)
(166,815)		3. Borrowing	(125,887)	(154,594)	(45,693)	5,090	5,830	(315,254)
(209,133)		Sub-total	(183,111)	(196,859)	(80,913)	(21,535)	(20,746)	(503,164)
0		Net Position	0	0	0	0	0	0

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APPENDIX 2 - ADMINISTRATION
2018/19 to 2023/24
THE PRUDENTIAL CODE
For Capital Finance in Local Authorities

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

Capital Expenditure							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	176,738	209,133	183,111	196,859	80,913	21,535	20,746
HRA	43,524	42,509	35,587	31,281	29,967	28,957	28,251

Ratio of Financing Costs to Net Revenue Stream							
	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Non HRA	6.7%	4.9%	5.7%	6.3%	6.4%	6.5%	6.3%
HRA	19.2%	11.0%	12.3%	13.3%	13.5%	14.1%	14.3%

Capital Financing Requirement							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	810,509	967,862	1,082,587	1,225,934	1,257,266	1,237,189	1,214,980
HRA	228,605	248,259	255,879	257,960	258,392	257,414	254,325
Total	1,039,114	1,216,121	1,338,466	1,483,894	1,515,658	1,494,603	1,469,305

Gross Borrowing							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Borrowing	746,913	869,978	1,050,574	1,176,312	1,323,961	1,359,560	1,342,193

Authorised Limit for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Operational Boundary	1,230,243	1,352,588	1,498,016	1,529,779	1,508,725	1,483,427
10% Margin	123,024	135,259	149,802	152,978	150,872	148,343
Total	1,353,267	1,487,847	1,647,818	1,682,757	1,659,597	1,631,770

Operational Boundary for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Borrowing	1,074,065	1,199,803	1,347,453	1,383,051	1,365,684	1,344,895
Other Long Term Liabilities	156,177	152,784	150,563	146,728	143,040	138,531
Total	1,230,242	1,352,587	1,498,016	1,529,779	1,508,724	1,483,426

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APPENDIX 3 - 2019/20 ADMINISTRATION BUDGET	£'000	£'000
Revenue Budget gap per report		(41,220)

2019/20 BUDGET - OPTIONS		
COST OF ASSETS		
Co-location of public sector partners into Marischal College	450	
Asset rationalisation (4 Miltonfold)	3	
Asset rationalisation (Balgownie 1 and existing AECC)	100	
Asset rationalisation (Mill of Mundurno yard (granite Store))	18	
Asset rationalisation (Culter pop in)	1	
Asset rationalisation (3 Finnan Place)	1	
Asset rationalisation (Cummings Park Community Flat)	1	
Fund public clocks costs from Common Good	4	
Asset rationalisation (Bon Accord Baths)	5	
Pending rent reviews in portfolio.	150	
Continued evaluation of tenanted non-residential property portfolio (TNRP)	20	
Asset rationalisation (Victoria Road School and Abbey Road)	25	
Asset rationalisation (77-79 King Street)	8	
Saving on electricity costs with vacant properties	20	
Reduction of vans within Building Services	40	

Decisions Required in 2019/20 for financial benefit in future years:		
Tillydrone assets with new hub coming on stream.	0	
Similar review around Torry	0	

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Asset rationalisation (Frederick Street)	0	
Asset rationalisation (Kittybrewster)	0	
Asset rationalisation (Rosehill House)	0	
Asset Rationalisation (Jack's Brae Car Park)	0	
Asset rationalisation (former Greenfern Infant School site)	0	
Asset rationalisation (Froghall Community and learning Centre)	0	
Asset rationalisation (Linkfield Day Care Centre)	0	
Asset Rationalisation (Carden School site)	0	
Ongoing interest in community asset transfer projects.	0	
Asset rationalisation (Woodside Burgh Hall)	0	
Review of Depot provision and closure of smaller depots.	0	
Effective management of property disposals and associated costs	0	
Asset rationalisation (St Peters Nursery)	0	
Asset Rationalisation (Braeside school)	0	
Asset rationalisation (former Bucksburn Primary School)	0	
Identify long term solution for vacated Stoneywood Primary site	0	
TOTAL SAVINGS IN COST OF ASSETS	845	(40,376)

SPENDING CATEGORIES

Reductions in Levels of Grant Funding:		
Aberdeen Council of Voluntary Organisations	43	
Station House Media Unit	17	
Bulawayo Trust	20	
Gomel Trust	22	
Castlehill Housing Association (Aberdeen Care & Repair)	55	
Early years grants to external organisations	128	
Peacock Visual Arts	47	

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Robert Gordon University	25	
Sound Festival	12	
Visit Aberdeenshire	260	
City Moves	100	
	729	(39,647)

Reductions in Levels of Funding to ALEOs & Partnerships:		
Sport Aberdeen - reduction in core funding	550	
Aberdeen Performing Arts - reduction in core funding	100	
Aberdeen H&SC Partnership IJB - reduction in funding (2.2% SG flexibility applied)	1,870	
Aberdeen H&SC Partnership IJB - commission School Mental Health Counselling from the Council	125	
	2,645	(37,002)

Recharges to the HRA:		
Children's social work services	115	
Postage	15	
	130	(36,872)

Reduction in Contract Spend and Volumes:		
Stop colour photocopying	2	
Reduce printing	204	
Reduce agency spend	182	
Review external communications with a view of reducing sending of post and increase the use other means where possible	13	

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Review of reprographics demand with a view of reducing sending of marketing print work and increase the use of other means where possible and consolidate remaining demand under existing contract	25	
Review of fleet use to optimise use of owned fleet	56	
Reduce cost of confidential waste	6	
Reduction in fuel spend due to bunkering	120	
Reduction in Fuel through use of telematics	163	
Consolidation and reduction of all training budgets	125	
Contract saving - ongoing review of all contracts (not covered elsewhere) - stop, renegotiate or reduce	1,250	
Explore options of sharing resources with other councils and/or other public sector organisations	440	
Digitalisation and improved efficiency of income collect (e.g. upfront payment etc)	75	
Homelessness - review of council properties vs hotels	63	
Explore options of sharing Business Intelligence data and resources with other public sector organisations	50	
Increase in inhouse foster carers and reduce children placed with external agencies	100	
Rationalisation of ICT infrastructure and software licences	1,000	
	3,873	(32,999)

Improvements in Contract Prices		
Review of framework and ensure lowest cost option - roadstone	22	
Review of framework and ensure lowest cost option - roads maintenance materials and street lighting materials	12	
	34	(32,965)

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Contract Management:		
Standardisation of flooring products	5	
Review food contracts with a focus on non-food cost elements (e.g. distribution & delivery)	40	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings -Cleaning & Janitorial Specialist Hygiene Cleaners	16	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Commercial Catering eqm, whitegoods & laundry Equipment	13	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Catering, Cleaning & Janitorial products	20	
Review purchase of plants for public spaces and ensure lowest cost option - ground maintenance (garden centres and nurseries)	5	
Review of contracts relating to 3R schools	300	
Review of spending controls and non compliant purchasing.	50	
Realignment of costs - Early Learning Expansion	165	
Re-provision of Ideas Hub	20	
New approach to supported housing (framework with various providers)	50	
Review of Utilities Contracts under Scottish Gov Framework	100	
Standardisation of all personal protective equipment (PPE)	20	
Review of architectural and structural engineering framework across 3 councils	12	
Increase the lease works of art / museum pieces whilst not in use	22	
Accelerating of LED street lighting project	115	
Street lighting columns - accelerate rolling program	100	
One-off distribution of accumulated surplus from NYOP (3R's) for charitable purposes.	800	
	1,853	(31,112)
TOTAL SAVINGS FROM 'SPENDING' CATEGORIES	9,264	(31,112)

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CHANGES TO THE LEVEL OR APPROACH TO SERVICE DELIVERY

Reductions:

Reduction in Roads Service Provision - winter maintenance	153	
Reduction in Roads Service Provision - patching repairs (potholes)	150	
Reduction in Roads Service Provision - carriageway and footway repairs	150	
Reduction in Roads Service Provision - hake maintenance	50	
Reduction in Roads Service Provision - gully emptying	50	
Reduction in Roads Service Provision - road marking renewals	25	
Reduction in Roads Service Provision - street lighting repairs	80	
Reduction in Roads Service Provision - emergency street lighting attendance/electrical testing/column and underground repairs	35	
Reduction of school grounds maintenance.	653	
Reduction in road vegetation maintenance.		
Reduction in maintenance at cemeteries / crematorium.		
Reduction in parks and greenspaces maintenance.		
Reduction to street sweeping.		
Reduction in maintenance to Social Care properties and Community Centres		
Household waste recycling reduced opening hours	50	
Reduce funding to Equalities service	155	
Reduce youth work	275	
Reduce youth work drugs diversion	50	
Reduce Homecheck service	20	
Remove voluntary cap on Primary one class sizes	150	
Reduce Education Support Provision	150	
Reduce Education Psychologist Provision	200	
	2,396	(28,716)

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Stopping Provision:		
Stop school transport to the Gaelic Unit	56	
	56	(28,660)

Reductions in Staffing Levels as a result of Service Redesign:		
Master data management - cross organisational redesign	63	
Reduction of private sector leasing (PSL) service	150	
Redesign of temp accommodation for people with complex needs (closure of Margaret House)	168	
Review of implementation of reclaiming social work	100	
Further integration of services within Integrated Children and Family Services (ICFS)	75	
Efficiency Savings in Children's Centres	100	
Bring MOT final inspections in house	45	
Replace Tranman IT system to improve vehicle repair and maintenance management and scheduling.	30	
Alternative Delivery Model from Waste	120	
Improved utilisation of vehicles by use telematics in vehicle fleet	22	
Implementation of extended workshop opening hours	120	
Reduction in the frequency of services being delivered by Facilities Management	1,096	
Hub model working for School technicians/librarians	254	
Review administrative support model in Education	100	
Review of safer Aberdeen provision	20	
Teachers Vacancy Factor	3,500	
Digital service redesign across the Council	9,500	
	15,463	(13,197)
TOTAL SAVINGS FROM SERVICE CHANGE AND REDESIGN WORK	17,915	(13,197)

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COST OF STAFFING		
Review and reduction of all staff and councillor travel	435	
TOTAL SAVINGS FROM STAFFING COSTS	435	(12,762)

FEES AND CHARGES INCOME		
Revision to Existing Fees and Charges (refer also to Appendix 10)		
Raise 3% more income from existing charges through various percentage increases	760	
Increase in domestic household waste charges - bulky uplifts etc	75	
Car parking - Permits	154	
Roads and Street works fees and fines	20	
Overnight parking for campervans	10	
Additional Food Safety and Hygiene Service to Businesses	5	
Advertise on Council Vehicles	40	
Staff Meals	73	
School meals	100	
Contract Cleaning	100	
Early Years Childcare	70	
Crematoria and burial services - increase fees and charges	50	
Environmental Services - grounds including allotments	50	
Additional services provided at the crematorium	8	
Litter enforcement treated differently	20	
School lets	27	
	1,562	(11,200)

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New income opportunities:		
Media monitoring and licensing	45	
Design Work (graphic)	170	
Introduction of Admin fee for issuing of waste transfer notes	19	
Franchise the Beach Ballroom (6 months)	146	
Education - transport (pupils choosing to attend out of zone school)	83	
Library biometrics – projected income based on average charge received per appointment and UK Government projections for number of appointments	30	
Introduction of domestic household garden waste charge	816	
Car parking charges - Marischal College	30	
Franchise café facilities at Museums and Art galleries	50	
Gardening Service	4	
Workshops and training offered to external bodies and third parties e.g. OD/specialist technical services	5	
Set up a venue finding agency or market council venues more - take commission from external venues	5	
Charge to run boot fairs on council sites - charge the stall holders plus entry	10	
Identify more profitable events that could be run using council prime venues e.g. museums, town house, ballroom	5	
Walk of fame or brick sponsorship	25	
Genealogy and archive services offered at a cost	10	
Grow Plants and Sell Them	3	
Planning Advice Service	5	
Open Events at Museums	5	
Lunch and learn on hobbies	3	
Sell Naming Rights to Buildings	75	
Advertise on council website	100	
	1,644	(9,556)

Council Meeting, Tuesday, 5 March 2019

TOTAL ADDITIONAL INCOME FROM FEES AND CHARGES	3,206	(9,556)
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FUNDING REQUESTS		
Elected Member and officer to attend up to 3 CPMR meetings	(3)	
Torry Cruyff Court	(5)	
	(8)	(9,564)

OTHER AND ONE-OFF SAVINGS		
Remove Unesco Funding	250	
Reduce Aberdeen and Shire Tourism Co.	50	
Stop postal delivery of food waste bags	12	
Joint Valuation Board funding not requisitioned	30	
Reduce Revenue Budget contingency	750	
Events to be funded by the Common Good annual budget	106	
Common Good one-off funding of Sport Aberdeen	2,800	
	3,998	(5,566)

USE OF AND (CONTRIBUTION TO) RESERVES		
Use of Transformation Fund	1,000	
Use of Building Services IT Upgrade earmarked reserve	78	
Use of Business Plan Service Option earmarked reserve	140	
Use of Various Projects earmarked reserves	13	
Contribution to General Fund Uncommitted Balances	(900)	
	331	(5,235)

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TOTAL OPTIONS CHOSEN	35,985	(5,235)
COUNCIL TAX		
Council Tax increase - BAND D RATE £1,324.33 for 2019/20	5,235	
	5,235	0
TOTAL TO ACHIEVE A BALANCED BUDGET	41,220	0

Administration - Appendix 4 (Fees and Charges) is available [here](#).

Council Meeting, Tuesday, 5 March 2019

APPENDIX 5 - 2019/20 ADMINISTRATION BUDGET	£'000	£'000
Common Good Budget per report - sum available		461.0

2019/20 BUDGET - FUNDING OPTIONS		
CFINE	(25.0)	
Young at Heart-Beach Ballroom	(15.0)	
Grey Hope Bay	(35.0)	
HomeStart	(50.0)	
Castlegate Arts	(70.0)	
Gordon Highlanders	(20.0)	
Bonnymuir Green Community Trust	(7.5)	
Archie Foundation	(10.0)	
Ferryhill Railway Heritage Trust	(17.0)	
Lord Provost Travel (inc. World Energy Cities Partnership)	(29.0)	
Aberdeen Illness and Disability Advice Service	(5.7)	
Aberdeen Law Project	(1.5)	
Aberdeen Foyer	(20.0)	
Shakkin Briggie Project	(2.5)	
Culter Community Council- Lovers Walk	(12.0)	
Street Sport	(6.0)	
Disabled Person Housing Service	(10.0)	
Aberdeen City Council Events:	0.0	
BP Big Screens	(19.0)	
Highland Games	(50.0)	
Fireworks	(14.0)	
Christmas Tree	(7.0)	
Site and Equipment Hire	(9.0)	

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Markets	(7.0)	
	0.0	
TOTAL OPTIONS FOR EXPENDITURE FROM REVENUE	(442.2)	18.8

USE OF AND (CONTRIBUTION TO) CASH BALANCES		
Contribution to Common Good Cash Balances (from above)	(18.8)	
Contribution to Common Good Cash Balances (per Budget)	(369.0)	
Payment to Sport Aberdeen - 2019/20	2,800.0	
NET MOVEMENT ON CASH BALANCES FOR 2019/20	2,412.2	

Opening Cash Balances (projected at 1/4/19)		(28,513.0)
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Closing Cash Balances (projected at 31/3/20)		(26,100.8)
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Minimum Cash Balances (projected to 31/3/20)		(26,044.0)
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APPENDIX 6 - 2019/20 BUDGET - ADMINISTRATION PROPOSALS

ALEO's		2018/19	2019/20	2019/20	2019/20
		Funding	Savings	Addn'l	Funding
		£'000	£'000	£'000	£'000
Sport Aberdeen, inc Garthdee Alpine Sports		6,026	(550)	0	5,476
Funded provided by	Revenue Budget				(1,876)
	Common Good				(2,800)
	NYOP				(800)
Aberdeen Sports Village		778	0	111	889
Funded provided by	Revenue Budget				(889)
Condition of no saving being applied is that the Sports Village fund the Phase 3 4G rugby pitch.					
Aberdeen City IJB		84,995	(1,870)	4,454	87,579
Funded provided by	Revenue Budget				(87,579)
Agree also to fund the Aberdeen City IJB with sums yet to be distributed by the Scottish Government, specifically in relation to Free Personal Care to those under 65 years of age and School mental health Counselling					
Grampian Valuation Joint Board		1,677	0	64	1,741
Funded provided by	Revenue Budget				(1,741)
Aberdeen Performing Arts, inc Granite Noir/True North		1,085	(100)	0	985

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Funded provided by	Revenue Budget	(760)
	Common Good	(225)

APA have also received additional funding from the Common Good annual budget.

NYOP Proposal - to provide notice to the NYOP Board of Directors to make payment to Sport Aberdeen, Charity SC040973, the full value of surplus currently held for distribution (£800,000).

This payment being in pursuit of the organisation's charitable aims:

"The objects of the Company shall be to promote the benefit of the inhabitants of Aberdeen and its environs, without distinction of sex, sexuality, political, religious or other opinions; by association with the local statutory authorities, voluntary organisations and inhabitants in order to:- 3.1.1 advance public participation in sport; 3.1.2 to provide facilities, or assist in the provision of facilities, in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved; 3.1.3 advance education; 3.1.4 advance community development; 3.1.5 advance the arts, heritage and culture; and/or 3.1.6 to advance such similar charitable purposes as the directors may determine from time to time."

That this is a distribution in lieu of discretionary payments that have been paid previously to Sport Aberdeen by the Council.

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

Balance Sheet

- (1) note the projected balance sheet position including the reserves as at 31 March 2019, shown at Appendix 1 of the report;
- (2) approve the General Fund Capital Programme as attached at Appendix 1 of this amendment;
- (3) approve funding for the delivery of the Early Learning and Childcare expansion programme referred to in Appendix 7 and in accordance with the principles of the specific Capital Grant award, and instruct the Chief Officer - Capital to report back to the relevant committee with a detailed business case in respect of the following projects:-
 - (a) East Torry (new build);
 - (b) Northfield/Cummings Park (new build) - transformed from within programme;
 - (c) Tillydrone Nursery;
 - (d) Seaton Nursery;
 - (e) The development of outdoor provisions at Duthie Park to include refurbishing the Gate House;
 - (f) Tullos School;
 - (g) Westpark School;
 - (h) Kingsford School;
 - (i) Quarryhill School;
 - (j) Middlefield Community Hub;
 - (k) Northfield Community Centre; and
 - (l) Woodside School;
- (4) approve funding for the delivery of the projects included at Appendix 1 to this amendment, and instruct the Chief Officer - Capital to report back to the relevant committee with detailed business cases:-
 - (a) Temporary Mortuary Facility;
 - (b) CCTV;
 - (c) Car Parking Infrastructure;
 - (d) Union Terrace Gardens (Union Street safety measures, disabled access);
 - (e) Provost Skene's House; and
 - (f) SESCO;
- (5) instruct the Chief Officer - Corporate Landlord to incorporate the Northfield Pool Refurbishment project into the Corporate Condition and Suitability Programme, and present an updated 3 year programme to the September meeting of the Capital Programme Committee;
- (6) approve the use of the 2018/19 Construction Inflation budget to support the Art Gallery Project as detailed at paragraph 3.112 of the report, with the remainder being set aside for safety and security measures across the property estate;

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- (7) approve the creation of a single Capital Contingency budget comprising project specific contingencies currently included in initial cost estimates from which all contingencies will be drawn;
- (8) approve the use of the Aberdeen Renewables Energy Group receipt being applied to the Energy Centre project, located at the new event complex;
- (9) delegate authority to the Chief Officer - Corporate Landlord to negotiate and conclude the sale of the AIP AEP lease, as referred to in Appendix 6 of the report, and to use these funds in relation to the revenue budget;
- (10) delegate authority to the Chief Officer - Corporate Landlord to negotiate and conclude the sale of the existing Aberdeen Exhibition and Conference Centre building (excluding the arena and adjoining land), as referred to in paragraph 3.107 of the report;
- (11) instruct the Director of Resources to soft market test possible options on the future of the investment property portfolio, as referred to in paragraph 3.108, and report back to the City Growth and Resources Committee;
- (12) agree to defer any decision on Clinterty Travellers Site until the ongoing discussions with the Scottish Government about whether the revenue required can be met from the Housing Revenue Account;
- (13) instruct the Director of Resources to bring back a business case to the relevant committee outlining the options available in respect of a permanent Mortuary provision;
- (14) approve the Prudential Indicators as attached at Appendix 2 to this amendment;
- (15) approve the recommended use of reserves and Reserves Policy for 2019/20 as detailed at Appendix 3 of the report;

Medium-Term Financial Projections

- (16) note the forecast medium-term financial projection for the period ending 2023/24 as shown in paragraph 3.17;
- (17) welcome the commitment from the Scottish Government to bring forward a three-year funding settlement for local government from 2020-21 and note that a new rules based framework for local government funding is to be established;

Revenue Budget

- (18) note that the conditions outlined by the Scottish Government within the Local Government Finance Settlement for 2019/20 are met by the proposals set out in the report;
- (19) having had due regard to protected characteristics and how the authority can reduce inequalities of outcome caused by socio-economic disadvantage in terms of the Equality Act 2010, approve the use of various savings options to set at least a balanced budget for financial year 2019/20 as detailed in Appendix 3 to this amendment and instruct the relevant Director to report back to the relevant committee with detailed business cases as required;
- (20) approve the level of funding for the Aberdeen City Community Health and Social Care IJB in 2019/20 to meet the conditions of the Scottish Government Financial Settlement, described in paragraph 3.92 to 3.96 to

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the report, and note that it will be for the IJB itself to determine how it will balance its budget;

- (21) approve that funding in relation to Free Personal Care for people aged under 65 and School Counselling (mental health) announced by the Scottish Government, which is not yet distributed, is allocated to the IJB when notified by the Scottish Government;
- (22) approve the fees and charges for the Aberdeen City Community Health and Social Care IJB as shown in Appendix 4 to this amendment;
- (23) approve the nomination of Sport Aberdeen as the Qualifying Charity under the 3Rs contract between the Aberdeen City Council and NYOP Education (Aberdeen) Limited and instruct the Chief Officer - Finance to give notice to the Board of Directors of NYOP in order for them to make the required payment;
- (24) instruct the Chief Officer - Finance to recover the full costs associated with being the Administering Authority of the North East Scotland Pension Fund from the Pension Fund;
- (25) note that:-
 - Council Tax will be capped at 3%;
 - No changes to Staff Terms and Conditions;
 - No community learning centres will close;
 - No Children's Centre will close;
 - No changes will be made to school admin support;
 - No reduction in the grant to community centres or asset transfers of premises;
 - Cummings Park Community Flat and Tillydrone Community Flat will remain open;
 - No reduction in City Wardens;
 - No reduction in youth work or adult learning;
 - All City Libraries will remain open and instruct officers to produce a report to the relevant committee identifying a plan which safeguards the long-term future of libraries by incorporating them in schools, community buildings etc.;
 - No cuts in road services;
 - School Crossing Patrol numbers will be maintained;
 - There will be no reduction in grounds maintenance in school grounds, cemeteries/crematorium, parks and greenspaces nor social care properties and community centres;
 - The 18 pupil cap for pupils in Primary 1 will remain in place;
 - There will be no reduction in the education psychologist team;
 - No reduction in funding for Sport Aberdeen;
 - No reduction in funding for Aberdeen Sports Village;
 - No reduction in funding for Aberdeen Performing Arts;
 - No reduction in funding for Visit Aberdeenshire;
 - No reduction in funding for Castlehill Housing Association Care and Repair;
 - No reduction in funding to the Fairer Aberdeen Fund;
 - No reduction in funding for the Workers Education Association;
 - No reduction in funding for Aberdeen Lads Club;

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- No reduction in funding for Fersands Community Project/Family Centre;
- No reduction in funding for the Middlefield Community Project;
- No reduction in funding for the Printfield Community Project;
- No reduction in funding for the St Machar Parent Support Project;
- No reduction in funding to the Grampian Regional Equality Council;
- No reduction in funding for the Station House Media Unit;
- No reduction in funding to ACVO;
- No reduction in funding for Castlegate Arts;
- No reduction in funding for Peacock Visual Arts;
- The Beach Ballroom will not be franchised;
- Our museums and art gallery will not be franchised;
- Charges will not be implemented for school transport and Gaelic School Transport will be retained;
- Charges will not increase for school meals, breakfast clubs, after-school clubs or holiday clubs;
- The Alive at 5 scheme will remain in place;
- Funding will be provided for CPR training in schools; and
- Funding will be provided for the maintenance of Torry Cruyff Court as well as Heathryfold Park and Auchmill Wood;

Taxation

- (26) approve a Band D equivalent Council Tax rate of £1,305.32, with effect from 1 April 2019;
- (27) impose and levy Council Tax assessment for the period 1 April 2019 to 31 March 2020 on all chargeable dwellings in Aberdeen City to be paid by the persons liable therefore under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994;
- (28) note that the Council implements revisions to National Non-Domestic Rates as defined by the Scottish Government within the relevant Finance Circulars, with effect from 1 April 2019;
- (29) impose and levy Non-Domestic Rates assessments for the period 1 April 2019 to 31 March 2020 on all occupiers in Aberdeen City to be paid by those liable;
- (30) note the Scottish Government commitment to look at changes to tax raising powers of Local Government during the remainder of the Parliament;

Common Good Budget

- (31) approve the Common Good budget for 2019/20 as detailed in Appendix 5 to this amendment which covers existing and recurring services and funding to projects over more than one year;
- (32) note the provisional Common Good budget for 2020/21 to 2023/24 as detailed in Appendix 1 to this report;
- (33) approve the new application process for the Common Good detailed within the report that will be implemented during 2019/20 to support the 2020/21 Common Good budget process;

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- (34) approve a review of the recurring funding every 3 years starting from the 2020/21 budget process; and
- (35) approve a Participatory Budgeting approach for the Common Good from financial year 2021/22.

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Outturn 2018/19 £'000	APPENDIX 1 - SNP GENERAL FUND CAPITAL PROGRAMME		Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
	GFCP No.							
Projects Due for Completion in 2018/19								
1,492	587	Access from the North / 3rd Don Crossing	0	0	0	0	0	0
715	776	Orchard Brae	0	0	0	0	0	0
1,000	808A	New Academy to the South - ICT Infrastructure	0	0	0	0	0	0
1,802	808B	New Academy to the South - Infrastructure Improvements	0	0	0	0	0	0
107	810E	Investment in Waste Collection	0	0	0	0	0	0
737	810G	Co-mingled MRF & Depot	0	0	0	0	0	0
37	829	Middlefield Project Relocation (Henry Rae CC)	0	0	0	0	0	0
8	832	Dyce 3G Pitch	0	0	0	0	0	0
424	844	Sustrans Active Travel Infrastructure Fund	0	0	0	0	0	0
116	850	Community Growing Spaces	0	0	0	0	0	0
800	859	ICT: Human Capital Management System	0	0	0	0	0	0
7,238			0	0	0	0	0	0
Rolling Programmes								
6,446	294	Corporate Property Condition & Suitability	9,967	9,705	9,705	8,000	8,000	45,377
313	551	Cycling Walking Safer Streets	374	0	0	0	0	374
2,807	765G	Nestrans Capital Grant	1,500	1,295	1,295	1,295	1,295	6,680
750	779	Private Sector Housing Grant (PSHG)	872	700	700	700	700	3,672
2,781	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	4,224	4,272	7,214	4,500	4,700	24,910
5,909	789	Planned Renewal & Replacement of Roads Infrastructure	4,837	5,468	4,968	4,968	4,968	25,209
235	789E	Street Lighting	1,000	1,000	1,000	1,000	1,000	5,000
1,000	835	Street Lighting LED Lanterns (PACE 5 Year programme)	1,946	1,946	1,946	700	0	6,538
500	861	Additional Investment in Roads	2,500	3,000	4,000	0	0	9,500

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		27,220	27,386	30,828	21,163	20,663	127,260
20,741							
City Region Deal							
18	825	26	0	0	0	0	26
55	845	50	200	613	0	0	863
2,000	846	2,000	0	0	0	0	2,000
150	847	1,750	1,600	0	0	0	3,350
40	852	2,000	2,000	960	0	0	4,960
123	854	0	0	0	0	0	0
647	860	1,399	0	0	0	0	1,399
45	862	135	135	90	45	0	405
0	863	150	0	0	0	0	150
0	864	150	0	0	0	0	150
3,078		7,660	3,935	1,663	45	0	13,303
Fully Legally Committed Projects							
6,010	627	12,386	6,575	825	227	0	20,013
0	794	5	0	0	0	0	5
3,221	799B	4,500	0	0	0	0	4,500
130,330	821	60,905	3,500	0	0	0	64,405
300	805	1,801	0	0	0	0	1,801
120	807	1,000	0	0	0	0	1,000
3,577	810C	1,382	0	0	0	0	1,382
3,590	819	1,205	0	0	0	0	1,205
(236)	828	750	0	0	0	0	750
2,285	831	169	0	0	0	0	169
708	843	16	0	0	0	0	16
326	857	11	0	0	0	0	11
1,100	858	30	0	0	0	0	30
151,331		84,160	10,075	825	227	0	95,287

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Partially Legally Committed Projects								
250	791	Strategic Land Acquisition	2,775	1,498	0	0	0	4,273
393	806B	CATI - Berryden Corridor (Combined Stages 1, 2 & 3)	3,096	10,300	4,490	0	0	17,886
0	811	Social Care Facilities - Len Ironside Centre	88	0	0	0	0	88
448	812	Kingsfield Childrens Home	1,087	15	0	0	0	1,102
5,461	824	City Centre Regeneration	13,824	14,023	0	0	0	27,847
		Remove current UTG Scheme	(12,677)	(13,023)	0	0	0	(25,700)
		UTG - Union Bridge Safety works; Balustrade safety works; Disabled access (a lift)	2,000	1,100	0	0	0	3,100
702	827	SIP New Build Housing Programme	200	0	0	0	0	200
3	836	Flood Prevention Measures: Flood Guards Grant Scheme	100	100	100	100	83	483
3,053	848	JIVE (Hydrogen Buses Phase 2)	4,147	0	0	0	0	4,147
10,310			14,640	14,013	4,590	100	83	33,426
Projects with indicative budgets								
0	795	Accelerate Aberdeen (City Broadband)	360	0	0	0	0	360
10	806A	CATI - South College Street	2,300	2,300	757	0	0	5,357
0	810J	Bridge of Don Household Waste Recycling Centre (HWRC)	50	50	1,300	0	0	1,400
0	820	Investment in Tenanted Non-Residential Property Portfolio	2,870	0	0	0	0	2,870
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	2,000	1,000	0	0	0	3,000
50	851	Northfield / Cumming Park Early Learning and Childcare Provision	436	7	0	0	0	443
1	855	Early Learning & Childcare	7,399	8,600	7,040	0	0	23,039
300	809	New Milltimber Primary	2,500	17,030	5,170	0	0	24,700
300	840	Tillydrone Primary School	2,500	16,978	5,222	0	0	24,700
300	841	Torry Primary School and Hub	2,700	16,739	5,261	0	0	24,700
300	865	Countesswells Primary	2,500	17,030	5,170	0	0	24,700

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889	810K	Energy from Waste (EfW) Construction & Torry Heat Network	22,000	49,000	13,087	0	0	84,087
25	849	Cruyff Court	275	0	0	0	0	275
tbc	856	Acquisition of Kingsmead Nursing Home	0	0	0	0	0	0
		Electric Charging Points in Multi-stories	1,000	1,000	0	0	0	2,000
14,260	999	Construction Inflation Allowance for existing projects	(10,000)	0	0	0	0	(10,000)
16,435			38,890	129,734	43,007	0	0	211,631
209,133		Totals	172,570	185,143	80,913	21,535	20,746	480,907

Forecast Outturn 2018/19 £'000	NHCP No.	General Fund Capital Programme - Funding	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
(484)	294	Corporate Property Condition & Suitability	0	0	0	0	0	0
(313)	551	Cycling Walking Safer Streets	(374)	0	0	0	0	(374)
0	587	Access from the North / 3rd Don Crossing	(2,000)	0	0	0	0	(2,000)
(124)	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	0	0	0	0	0	0
0	795	Accelerate Aberdeen (City Broadband)	(360)	0	0	0	0	(360)
(8,923)	799B	Art Gallery Redevelopment - Main Contract (HLF)	0	0	0	0	0	0
(90)	805	Technology Investment Requirements & Digital Strategy	0	0	0	0	0	0
0	809	New Milltimber Primary	(2,421)	0	0	0	0	(2,421)
(2,400)	810C	Energy from Waste (EfW) Procurement and Land Acq.	(18)	0	0	0	0	(18)
(548)	810K	Energy from Waste (EfW) Construction & Torry Heat Network	0	0	0	0	0	0
(1,422)	819	Tillydrone Community Hub	0	0	0	0	0	0

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(2,043)	821	New Aberdeen Exhibition & Conference Centre	(3,000)	0	0	0	0	(3,000)
(455)	824	City Centre Regeneration	0	0	0	0	0	0
0	827	SIP New Build Housing Programme	(3,000)	0	0	0	0	(3,000)
0	828	Greenbrae Primary Extension and Internal Works	(750)	0	0	0	0	(750)
0	831	Stoneywood Primary	(4,066)	0	0	0	0	(4,066)
(8)	832	Dyce 3G Pitch	0	0	0	0	0	0
0	836	Flood Prevention Measures: Flood Guards Grant Scheme	(80)	(80)	(80)	(80)	(76)	(396)
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	0	(2,400)	0	0	0	(2,400)
0	841	Torry Primary School and Hub	0	(2,000)	0	0	0	(2,000)
0	865	Countesswells Primary	0	(2,500)	(2,500)	(2,500)	(2,500)	(10,000)
(686)	843	Station House Media Unit Extension	0	0	0	0	0	0
0	848	JIVE (Hydrogen Buses Phase 2)	(3,600)	(550)	(550)	0	0	(4,700)
0	849	Cruyff Court	(50)	0	0	0	0	(50)
(40)	852	City Deal: City Duct Network	(2,000)	(2,000)	(960)	0	0	(4,960)
(123)	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0	0
(1)	855	Early Learning & Childcare	(7,399)	(8,600)	(7,040)	0	0	(23,039)
(936)	860	City Deal: Expand Fibre Network	0	0	0	0	0	0
(45)	862	City Deal: Digital Lead	(135)	(135)	(90)	(45)	0	(405)
0	863	City Deal: Regional Data Network	(150)	0	0	0	0	(150)
0	864	City Deal: Sensor Network	(150)	0	0	0	0	(150)
(18,641)		1. Programme Funding Streams Sub-Total	(29,553)	(18,265)	(11,220)	(2,625)	(2,576)	(64,239)
(23,677)		2. Capital Grant	(27,671)	(24,000)	(24,000)	(24,000)	(24,000)	(123,671)
(166,815)		3. Borrowing	(115,346)	(142,878)	(45,693)	5,090	5,830	(292,997)
(209,133)		Sub-total	(172,570)	(185,143)	(80,913)	(21,535)	(20,746)	(480,907)
0		Net Position	0	0	0	0	0	0

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APPENDIX 2 - SNP
2018/19 to 2023/24
THE PRUDENTIAL CODE
For Capital Finance in Local Authorities

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

Capital Expenditure							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	176,738	209,133	172,570	185,143	80,913	21,535	20,746
HRA	43,524	42,509	35,587	31,281	29,967	28,957	28,251

Ratio of Financing Costs to Net Revenue Stream							
	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Non HRA	6.7%	4.9%	5.7%	6.3%	6.4%	6.5%	6.3%
HRA	19.2%	11.0%	12.3%	13.3%	13.5%	14.1%	14.3%

Capital Financing Requirement							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	810,509	967,862	1,072,046	1,203,677	1,235,009	1,214,932	1,192,723
HRA	228,605	248,259	255,879	257,960	258,392	257,414	254,325
Total	1,039,114	1,216,121	1,327,925	1,461,637	1,493,401	1,472,346	1,447,048

Gross Borrowing							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Borrowing	746,913	869,978	1,050,574	1,165,771	1,301,704	1,337,303	1,319,936

Authorised Limit for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Operational Boundary	1,230,243	1,342,047	1,475,759	1,507,522	1,486,468	1,461,170
10% Margin	123,024	134,205	147,576	150,752	148,647	146,117
Total	1,353,267	1,476,252	1,623,335	1,658,274	1,635,115	1,607,287

Operational Boundary for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Borrowing	1,074,065	1,189,262	1,325,196	1,360,794	1,343,427	1,322,638
Other Long Term Liabilities	156,177	152,784	150,563	146,728	143,040	138,531
Total	1,230,242	1,342,046	1,475,759	1,507,522	1,486,467	1,461,169

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APPENDIX 3 - 2019/20 SNP	£'000	£'000
Revenue Budget gap per report		(41,220)

2019/20 BUDGET - OPTIONS		
COST OF ASSETS		
Co-location of public sector partners into Marischal College	450	
Asset rationalisation (4 Miltonfold)	3	
Asset rationalisation (Balgownie 1 and existing AECC)	100	
Asset rationalisation (Mill of Mundurno yard (granite Store))	18	
Asset rationalisation (Culter pop in)	1	
Asset rationalisation (3 Finnan Place)	1	
Fund public clocks costs from Common Good	4	
Asset rationalisation (Bon Accord Baths)	5	
Pending rent reviews in portfolio.	150	
Continued evaluation of tenanted non-residential property portfolio (TNRP)	20	
Asset rationalisation (Victoria Road School and Abbey Road)	25	
Asset rationalisation (77-79 King Street)	8	
Saving on electricity costs with vacant properties	20	
Reduction of vans within Building Services	40	

Decisions Required in 2019/20 for financial benefit in future years:		
Similar review around Torry	0	
Asset rationalisation (Frederick Street)	0	
Asset rationalisation (Kittybrewster)	0	
Asset rationalisation (Rosehill House)	0	

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Asset Rationalisation (Jack's Brae Car Park)	0	
Asset rationalisation (former Greenfern Infant School site)	0	
Asset rationalisation (Linkfield Day Care Centre)	0	
Asset Rationalisation (Carden School site)	0	
Ongoing interest in community asset transfer projects.	0	
Asset rationalisation (Woodside Burgh Hall)	0	
Review of Depot provision and closure of smaller depots.	0	
Effective management of property disposals and associated costs	0	
Asset rationalisation (St Peters Nursery)	0	
Asset Rationalisation (Braeside school)	0	
Asset rationalisation (former Bucksburn Primary School)	0	
Identify long term solution for vacated Stoneywood Primary site	0	
TOTAL SAVINGS IN COST OF ASSETS	844	(40,376)

SPENDING CATEGORIES

Reductions in Levels of Grant Funding:

Shelter Scotland	35	
Bulawayo Trust	45	
Gomel Trust	22	
Early years grants to external organisations	128	
Aberdeen Inspired	47	
Robert Gordon University	25	
Sound Festival	24	
City Moves	201	
	527	(39,849)

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Reductions in Levels of Funding to ALEOs & Partnerships:		
Aberdeen H&SC Partnership IJB - reduction in funding (2.2% SG flexibility applied)	1,870	
Aberdeen H&SC Partnership IJB - commission School Mental Health Counselling from the Council	125	
	1,995	(37,854)

Recharges to the HRA:		
Children's social work services	115	
Postage	15	
	130	(37,724)

Reduction in Contract Spend and Volumes:		
Stop colour photocopying	2	
Reduce printing	250	
Reduce agency spend	182	
Review external communications with a view of reducing sending of post and increase the use other means where possible	13	
Review of reprographics demand with a view of reducing sending of marketing print work and increase the use of other means where possible and consolidate remaining demand under existing contract	25	
Review of fleet use to optimise use of owned fleet	56	
Reduce cost of confidential waste	6	
Reduction in fuel spend due to bunkering	120	
Reduction in Fuel through use of telematics	163	
Consolidation and reduction of all training budgets	125	
Contract saving - ongoing review of all contracts (not covered elsewhere) - stop, renegotiate or reduce	1,250	

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Explore options of sharing resources with other councils and/or other public sector organisations	440	
Digitalisation and improved efficiency of income collect (e.g. upfront payment etc)	75	
Homelessness - review of council properties vs hotels	63	
Explore options of sharing Business Intelligence data and resources with other public sector organisations	50	
Increase in inhouse foster carers and reduce children placed with external agencies	100	
Rationalisation of ICT infrastructure and software licences	1,000	
	3,919	(33,805)

Improvements in Contract Prices	0	0
	0	(33,805)

Contract Management:		
Standardisation of flooring products	5	
Review food contracts with a focus on non-food cost elements (e.g. distribution & delivery)	40	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Cleaning & Janitorial Specialist Hygiene Cleaners	16	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Commercial Catering eqm, whitegoods & laundry Equipment	13	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Catering, Cleaning & Janitorial products	20	
Review purchase of plants for public spaces and ensure lowest cost option - ground maintenance (garden centres and nurseries)	5	
Review of contracts relating to 3R schools	300	
Review of spending controls and non compliant purchasing.	50	
Realignment of costs - Early Learning Expansion	165	

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Re-provision of Ideas Hub	20	
New approach to supported housing (framework with various providers)	50	
Review of Utilities Contracts under Scottish Gov Framework	100	
Standardisation of all personal protective equipment (PPE)	20	
Review of architectural and structural engineering framework across 3 councils	12	
Increase the lease works of art / museum pieces whilst not in use	22	
Accelerating of LED street lighting project	115	
Street lighting columns - accelerate rolling program	100	
One-off distribution of accumulated surplus from NYOP (3Rs) for charitable purposes.	800	
	1,853	(31,953)
TOTAL SAVINGS FROM 'SPENDING' CATEGORIES	8,424	(31,953)

CHANGES TO THE LEVEL OR APPROACH TO SERVICE DELIVERY

Reductions:

Reduction in road vegetation maintenance.	200	
Reduction to street sweeping.	150	
Household waste recycling reduced opening hours	50	
Reduce funding to Equalities service	155	
Reduce Traffic Marshalls	62	
Reduce Homecheck service	20	
	637	(31,316)

Stopping Provision:

Maintain current levels of school crossing patrols	190	
Closure of public toilets	134	

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	324	(30,992)
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Reductions in Staffing Levels as a result of Service Redesign:		
Master data management - cross organisational redesign	63	
Reduction of private sector leasing (PSL) service	150	
Redesign of temp accommodation for people with complex needs (closure of Margaret House)	168	
Review of implementation of reclaiming social work	100	
Further integration of services within Integrated Children and Family Services (ICFS)	75	
Bring MOT final inspections in house	45	
Replace Tranman IT system to improve vehicle repair and maintenance management and scheduling.	30	
Alternative Delivery Model from Waste	120	
Improved utilisation of vehicles by use telematics in vehicle fleet	22	
Implementation of extended workshop opening hours	120	
Reduction in the frequency of services being delivered by Facilities Management	1,096	
Quality improvement officers - more review by team	150	
Review of safer Aberdeen provision	20	
Teachers Vacancy Factor	3,500	
Digital service redesign across the Council	9,500	
	15,159	(15,833)
TOTAL SAVINGS FROM SERVICE CHANGE AND REDESIGN WORK	16,120	(15,833)

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COST OF STAFFING		
Review of Terms and Conditions	143	
Review and reduction of all staff and councillor travel	512	
TOTAL SAVINGS FROM STAFFING COSTS	655	(15,178)

FEES AND CHARGES INCOME		
Revision to Existing Fees and Charges (refer also to Appendix 10)		
Raise 3% more income from existing charges through various percentage increases	1,154	
Increase in domestic household waste charges - bulky uplifts etc	95	
Car parking - Permits	372	
Roads and Street works fees and fines	20	
Overnight parking for campervans	10	
Additional Food Safety and Hygiene Service to Businesses	5	
Advertise on Council Vehicles	40	
Staff Meals	97	
Contract Cleaning	100	
Environmental Services - grounds including allotments	50	
Crematoria and burial services - increase fees and charges	50	
Additional services provided at the crematorium	8	
Litter enforcement treated differently	20	
School lets	27	
	2,048	(13,130)

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New income opportunities:		
Media monitoring and licensing	45	
Design Work (graphic)	170	
Introduction of Admin fee for issuing of waste transfer notes	19	
Library biometrics – projected income based on average charge received per appointment and UK Government projections for number of appointments	30	
Introduction of domestic household garden waste charge	1,010	
Gardening Service	4	
Workshops and training offered to external bodies and third parties e.g. OD/specialist technical services	5	
Set up a venue finding agency or market council venues more - take commission from external venues	5	
Charge to run boot fairs on council sites - charge the stall holders plus entry	10	
Identify more profitable events that could be run using council prime venues e.g. museums, town house, ballroom	5	
Walk of fame or brick sponsorship	25	
Genealogy and archive services offered at a cost	10	
Grow Plants and Sell Them	3	
Planning Advice Service	5	
Open Events at Museums	5	
Lunch and learn on hobbies	3	
Sell Naming Rights to Buildings	75	
Advertise on council website	100	
	1,529	(11,601)
TOTAL ADDITIONAL INCOME FROM FEES AND CHARGES	3,577	(11,601)

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FUNDING REQUESTS		
Alive@5	(80)	
Maintenance of Heathryfold Park & Auchmill Wood	(9)	
British Heart Foundation - CPR training in schools	(5)	
Torry Cruyff Court - Maintenance & Electricity	(5)	
	(99)	(11,700)

OTHER AND ONE-OFF SAVINGS		
European elections	35	
Business manager and deputy provost snr cllr enhancements	17	
Councillor car parking levy	20	
Disestablish economic policy panel	15	
Mary Garden prize	2	
UNESCO	250	
Ground lease - convert to pay for debt principal	5,615	
One-off cash balances from Common Good	2,730	
35 hour working week for new staff	200	
1% of council staff taking on 4 day week	341	
Remove one director post	150	
	9,375	(2,325)

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USE OF AND (CONTRIBUTION TO) RESERVES		
De-Risk the council	650	
Contribution to reserves	(1,816)	
	(1,166)	(3,491)
TOTAL OPTIONS CHOSEN		
	37,730	(3,491)
COUNCIL TAX		
Council Tax increase - BAND D RATE £1,305.32 for 2019/20	3,491	
	3,491	1
TOTAL TO ACHIEVE A BALANCED BUDGET		
	41,221	1

SNP - Appendix 4 (Fees and Charges) is available [here](#).

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Appendix 5 - 2019/20 SNP BUDGET	£'000	£'000
Common Good Budget per report - sum available		461.0

2019/20 BUDGET - FUNDING OPTIONS		
APA Funding	(128.0)	
	0.0	
TOTAL OPTIONS FOR EXPENDITURE FROM REVENUE	(128.0)	333.0

USE OF AND (CONTRIBUTION TO) CASH BALANCES		
Contribution to Common Good Cash Balances (from above)	(333.0)	
Contribution to Common Good Cash Balances (per Budget)	(369.0)	
One-off cash balances from Common Good - Sport Aberdeen	2,000.0	
One-off cash balances from Common Good - APA	210.0	
One-off cash balances from Common Good - ACC Parks and Gardens	520.0	
NET MOVEMENT ON CASH BALANCES FOR 2019/20	2,028.0	

Opening Cash Balances (projected at 1/4/19)		(28,513.0)
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Closing Cash Balances (projected at 31/3/20)		(26,485.0)
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Minimum Cash Balances (projected to 31/3/20)		(26,044.0)
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Appendix 6 (ALEOs) - 2019/20 BUDGET - SNP PROPOSALS

ALEOs	2018/19 Funding £'000	2019/20 Savings £'000	2019/20 Add'nal Funding £'000	2019/20 Funding £'000
Sport Aberdeen, inc Garthdee Alpine Sports	6,026		0	6,026
Funded provided by				
Revenue Budget				(2,676)
Common Good				(2,000)
De-risk council fund				(550)
NYOP				(800)
Aberdeen Sports Village	778	0	111	889
Funded provided by				
Revenue Budget				(889)
Condition of no saving being applied is that the Sports Village fund the Phase 3 4G rugby pitch.				
Aberdeen City IJB	84,995	(1,870)	4,454	87,579
Funded provided by				
Revenue Budget				(87,579)
Agree also to fund the Aberdeen City IJB with sums yet to be distributed by the Scottish Government, specifically in relation to Free Personal Care to those under 65 years of age and School mental health Counselling				

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Grampian Valuation Joint Board		1,677	0	64	1,741
Funded provided by	Revenue Budget				(1,741)

Aberdeen Performing Arts, inc Granite Noir/True North		1,085	0	0	1,085
Funded provided by	Revenue Budget				(650)
	Common Good				(435)
APA have also received additional funding from the Common Good annual budget.					

NYOP Proposal - to provide notice to the NYOP Board of Directors to make payment to Sport Aberdeen, Charity SC040973, the full value of surplus currently held for distribution (£800,000).

This payment being in pursuit of the organisation's charitable aims:

"The objects of the Company shall be to promote the benefit of the inhabitants of Aberdeen and its environs, without distinction of sex, sexuality, political, religious or other opinions; by association with the local statutory authorities, voluntary organisations and inhabitants in order to:- 3.1.1 advance public participation in sport; 3.1.2 to provide facilities, or assist in the provision of facilities, in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved; 3.1.3 advance education; 3.1.4 advance community development; 3.1.5 advance the arts, heritage and culture; and/or 3.1.6 to advance such similar charitable purposes as the directors may determine from time to time."

That this is a distribution in lieu of discretionary payments that have been paid previously to Sport Aberdeen by the Council.

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

Balance Sheet

- (1) note the projected balance sheet position including the reserves as at 31 March 2019, shown at Appendix 1 of the report;
- (2) approve the General Fund Capital Programme as attached at Appendix 1 of this amendment;
- (3) approve funding for the delivery of the Early Learning and Childcare expansion programme referred to in Appendix 7 and in accordance with the principles of the specific Capital Grant award, and delegate authority to the Chief Officer - Capital, following consultation with the Convener of the City Growth and Resources Committee, the Convener of the Capital Programme Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the following projects for the purposes of Procurement Regulation 4.1.1; thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability and regular update on progress against the approved business case at the Capital Programme Committee:
 - (a) East Torry (new build);
 - (b) Northfield/Cummings Park (new build) - transferred from within programme;
 - (c) Tillydrone Nursery;
 - (d) Seaton Nursery;
 - (e) The development of outdoor provisions at Duthie Park to include refurbishing the Gate House;
 - (f) Tullos School;
 - (g) Westpark School;
 - (h) Kingsford School;
 - (i) Quarryhill School;
 - (j) Middlefield Community Hub;
 - (k) Northfield Community Centre; and
 - (l) Woodside School;
- (4) approve funding for the delivery of the projects included at Appendix 1 to this amendment, and delegate authority to the Chief Officer - Capital, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1 and inclusion of the following projects onto the capital programme (as required); thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability and regular update on

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progress against the approved business case at the Capital Programme Committee:

- (a) Temporary Mortuary Facility;
 - (b) CCTV;
 - (c) Car Parking Infrastructure;
 - (d) Union Terrace Gardens (Union Street safety measures, disabled access and Balustrades, total £3.1million);
 - (e) Provost Skene's House;
 - (f) SESCo;
 - (g) Set aside an additional £1million annually for the next 5 years for roads and pavements resurfacing and repairs;
 - (h) Inchgarth Community Centre expansion; and
 - (i) Schoolhill public realm phase 2;
- (5) instruct the Chief Officer - Corporate Landlord to incorporate the Northfield Pool Refurbishment and Balnagask Motte projects into the Corporate Condition and Suitability Programme, and present an updated 3 year programme to the September meeting of the relevant committee;
 - (6) approve the use of the 2018/19 Construction Inflation budget to support the Art Gallery Project as detailed at paragraph 3.112 of the report, with the remainder being set aside for safety and security measures across the property estate;
 - (7) approve the creation of a single Capital Contingency budget, comprising project specific contingencies currently included in initial cost estimates from which all contingencies will be drawn;
 - (8) approve the use of the Aberdeen Renewables Energy Group receipt being applied to the Energy Centre project, located at the new event complex;
 - (9) agree not to proceed with the sale of the AIP AEP lease and so retain ongoing rental income to support future revenue budgets;
 - (10) instruct the Chief Officer - Corporate Landlord to report back to the relevant committee on non-income generating assets that could potentially be sold to generate capital receipts going forward;
 - (11) delegate authority to the Chief Officer - Corporate Landlord to negotiate and conclude the sale of the existing Aberdeen Exhibition and Conference Centre building (excluding the arena and adjoining land), as referred to in paragraph 3.107 of the report;
 - (12) instruct the Director of Resources to soft market test possible options on the future of the investment property portfolio, as referred to in paragraph 3.108, and report back to the relevant committee;
 - (13) instruct the Director of Resources to bring back a business case outlining the options available to the City Growth and Resources Committee in respect of a permanent Mortuary provision;
 - (14) approve the Prudential Indicators as attached at Appendix 2 to this amendment;
 - (15) approve the recommended use of reserves and Reserves Policy for 2019/20 as detailed at Appendix 3 of the report;
 - (16) instruct the Chief Officer - Governance to report to the autumn meeting of Full Council on how the 2020/21 budget process can be made more transparent and include greater public participation;

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Medium-Term Financial Projections

- (17) note the forecast medium-term financial projection for the period ending 2023/24 as shown in paragraph 3.17 of the report;
- (18) note and welcome the Scottish Government's commitment to provide a 3-year settlement from financial year 2020/21;

Revenue Budget

- (19) note that the conditions outlined by the Scottish Government within the Local Government Finance Settlement for 2019/20 are met by the proposals set out in the report;
- (20) agree to defer any decision on Clinterty Travellers Site until the ongoing discussions with the Scottish Government about whether the revenue required can be met from the Housing Revenue Account;
- (21) having had due regard to protected characteristics and how the authority can reduce inequalities of outcome caused by socio-economic disadvantage in terms of the Equality Act 2010, approve the use of various savings options to set at least a balanced budget for financial year 2019/20 as detailed in Appendix 3 to this amendment and delegate authority to the Director of Customer Services, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditure) for the purposes of Procurement Regulation 4.1.1 and to procure and award contracts to enhance the Council's digital capability in order to deliver the savings set out in Appendix 3 without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
- (22) approve the level of funding for the Aberdeen City Community Health and Social Care IJB in 2019/20 to meet the conditions of the Scottish Government Financial Settlement, described in paragraphs 3.92 to 3.96 of the report, and note that it will be for the IJB itself to determine how it will balance its budget;
- (23) approve that funding in relation to Free Personal Care for people aged under 65 and School Counselling (mental health) announced by the Scottish Government, which is not yet distributed, is allocated to the IJB when notified by the Scottish Government;
- (24) approve the fees and charges for the Aberdeen City Community Health and Social Care IJB, as shown in Appendix 4 to this amendment;
- (25) approve the nomination of Sport Aberdeen as the Qualifying Charity under the 3Rs contract between the Aberdeen City Council and NYOP Education (Aberdeen) Limited and instruct the Chief Officer - Finance to give notice to the Board of Directors of NYOP in order for them to make the required payment;
- (26) instruct the Chief Officer - Finance to recover the full costs associated with being the Administering Authority of the North East Scotland Pension Fund from the Pension Fund;

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- (27) instruct the Chief Officer - Governance to report to the autumn meeting of Full Council on how the 2020/21 budget process can be made more transparent and include greater public participation;
- (28) instruct the Chief Officer - City Growth to report on options for introducing a Transient Visitor Levy in Aberdeen once the legislative framework for that is in place;
- (29) note the moves towards granting local authorities the power to introduce a Workplace Parking Levy but agree that this Council has no intention of introducing such a levy;

Taxation

- (30) approve a Band D equivalent Council Tax rate of £1,328.00, with effect from 1 April 2019;
- (31) impose and levy Council Tax assessments for the period 1 April 2019 to 31 March 2020 on all chargeable dwellings in Aberdeen City to be paid by the persons liable therefor under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994;
- (32) note that the Council implements revisions to National Non-Domestic Rates as defined by the Scottish Government within the relevant Finance Circulars, with effect from 1 April 2019;
- (33) impose and levy Non-Domestic Rates assessments for the period 1 April 2019 to 31 March 2020 on all occupiers in Aberdeen City to be paid by those liable;
- (34) note the Scottish Government commitment to look at changes to tax raising powers of Local Government during the remainder of the Parliament;
- (35) instruct the Chief Executive to keep under review the management structure in order to identify opportunities for further efficiencies;
- (36) instruct the Chief Executive to put in place a review of all services and ALEOs which have received support from the Common Good Fund cash balances and to report back to the relevant committee on how these important services can be delivered affordably and sustainably from 2021/22 onwards;

Common Good Budget

- (37) approve the Common Good budget for 2019/20 as detailed in Appendix 5 to this amendment which covers existing and recurring services and funding to projects over more than one year;
- (38) note the provisional Common Good budget for 2020/21 to 2023/24 as detailed in Appendix 1 to the report;
- (39) approve the new application process for the Common Good detailed within the report that will be implemented during 2019/20 to support the 2020/21 Common Good budget process;
- (40) approve a review of the recurring funding every 3 years starting from the 2020/21 budget process; and
- (41) approve a Participatory Budgeting approach for the Common Good from financial year 2021/22.

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APPENDIX 1

LIBERAL DEMOCRAT GENERAL FUND CAPITAL PROGRAMME

Outturn 2018/19 £'000	GFCP No.		Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
Projects Due for Completion in 2018/19								
1,492	587	Access from the North / 3rd Don Crossing	0	0	0	0	0	0
715	776	Orchard Brae	0	0	0	0	0	0
1,000	808A	New Academy to the South - ICT Infrastructure	0	0	0	0	0	0
1,802	808B	New Academy to the South - Infrastructure Improvements	0	0	0	0	0	0
107	810E	Investment in Waste Collection	0	0	0	0	0	0
737	810G	Co-mingled MRF & Depot	0	0	0	0	0	0
37	829	Middlefield Project Relocation (Henry Rae CC)	0	0	0	0	0	0
8	832	Dyce 3G Pitch	0	0	0	0	0	0
424	844	Sustrans Active Travel Infrastructure Fund	0	0	0	0	0	0
116	850	Community Growing Spaces	0	0	0	0	0	0
800	859	ICT: Human Capital Management System	0	0	0	0	0	0
7,238			0	0	0	0	0	0
Rolling Programmes								
6,446	294	Corporate Property Condition & Suitability	9,967	9,705	9,705	8,000	8,000	45,377
313	551	Cycling Walking Safer Streets	374	0	0	0	0	374
2,807	765G	Nestrans Capital Grant	1,500	1,295	1,295	1,295	1,295	6,680
750	779	Private Sector Housing Grant (PSHG)	872	700	700	700	700	3,672
2,781	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	4,224	4,272	7,214	4,500	4,700	24,910
5,909	789	Planned Renewal & Replacement of Roads Infrastructure	4,837	5,468	4,968	4,968	4,968	25,209
235	789E	Street Lighting	1,000	1,000	1,000	1,000	1,000	5,000
1,000	835	Street Lighting LED Lanterns (PACE 5 Year programme)	1,946	1,946	1,946	700	0	6,538
500	861	Additional Investment in Roads	2,500	3,000	4,000	0	0	9,500

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		Additional Investment in Roads	1,000	1,000	1,000	1,000	1,000	5,000
20,741			28,220	28,386	31,828	22,163	21,663	132,260
		City Region Deal						
18	825	City Deal	26	0	0	0	0	26
55	845	City Deal: Strategic Transport Appraisal	50	200	613	0	0	863
2,000	846	City Deal: Aberdeen Harbour Expansion Project	2,000	0	0	0	0	2,000
150	847	City Deal: Digital Infrastructure	1,750	1,600	0	0	0	3,350
40	852	City Deal: City Duct Network	2,000	2,000	960	0	0	4,960
123	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0	0
647	860	City Deal: Expand Fibre Network	1,399	0	0	0	0	1,399
45	862	City Deal: Digital Lead	135	135	90	45	0	405
0	863	City Deal: Regional Data Network	150	0	0	0	0	150
0	864	City Deal: Sensor Network	150	0	0	0	0	150
3,078			7,660	3,935	1,663	45	0	13,303
		Fully Legally Committed Projects						
6,010	627	Aberdeen Western Peripheral Route	12,386	6,575	825	227	0	20,013
0	794	Hydrogen Buses	5	0	0	0	0	5
3,221	799B	Art Gallery Redevelopment - Main Contract (HLF)	4,500	0	0	0	0	4,500
130,330	821	New Aberdeen Exhibition & Conference Centre	60,905	3,500	0	0	0	64,405
300	805	Technology Investment Requirements & Digital Strategy	1,801	0	0	0	0	1,801
120	807	A96 Park & Choose / Dyce Drive Link Road	1,000	0	0	0	0	1,000
3,577	810C	Energy from Waste (EfW) Procurement and Land Acq.	1,382	0	0	0	0	1,382
3,590	819	Tillydrone Community Hub	1,205	0	0	0	0	1,205
(236)	828	Greenbrae Primary Extension and Internal Works	750	0	0	0	0	750
2,285	831	Stoneywood Primary	169	0	0	0	0	169
708	843	Station House Media Unit Extension	16	0	0	0	0	16
326	857	Central Library Roof & Parapets	11	0	0	0	0	11
1,100	858	Crematorium Refurbishment	30	0	0	0	0	30
151,331			84,160	10,075	825	227	0	95,287

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Partially Legally Committed Projects								
250	791	Strategic Land Acquisition	2,775	1,498	0	0	0	4,273
393	806B	CATI - Berryden Corridor (Combined Stages 1, 2 & 3)	3,096	10,300	4,490	0	0	17,886
0	811	Social Care Facilities - Len Ironside Centre	88	0	0	0	0	88
448	812	Kingsfield Childrens Home	1,087	15	0	0	0	1,102
5,461	824	City Centre Regeneration	13,824	14,023	0	0	0	27,847
		Remove current UTG Scheme	(12,677)	(13,023)	0	0	0	(25,700)
		Schoolhill Public Realm Phase 2	500	1,500	0	0	0	2,000
		UTG - Union Bridge Safety works; Balustrade safety works; Disabled access (a lift)	2,000	1,100	0	0	0	3,100
702	827	SIP New Build Housing Programme	200	0	0	0	0	200
3	836	Flood Prevention Measures: Flood Guards Grant Scheme	100	100	100	100	83	483
3,053	848	JIVE (Hydrogen Buses Phase 2)	4,147	0	0	0	0	4,147
10,310			15,140	15,513	4,590	100	83	35,426
Projects with indicative budgets								
0	795	Accelerate Aberdeen (City Broadband)	360	0	0	0	0	360
10	806A	CATI - South College Street	2,300	2,300	757	0	0	5,357
0	810J	Bridge of Don Household Waste Recycling Centre (HWRC)	50	50	1,300	0	0	1,400
0	820	Investment in Tenanted Non-Residential Property Portfolio	2,870	0	0	0	0	2,870
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	2,000	1,000	0	0	0	3,000
50	851	Northfield / Cumming Park Early Learning and Childcare Provision	436	7	0	0	0	443
1	855	Early Learning & Childcare	7,399	8,600	7,040	0	0	23,039
300	809	New Milltimber Primary	2,500	17,030	5,170	0	0	24,700
300	840	Tillydrone Primary School	2,500	16,978	5,222	0	0	24,700
300	841	Torry Primary School and Hub	2,700	16,739	5,261	0	0	24,700
300	865	Countesswells Primary	2,500	17,030	5,170	0	0	24,700

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889	810K	Energy from Waste (EfW) Construction & Torry Heat Network	22,000	49,000	13,087	0	0	84,087
25	849	Cruyff Court	275	0	0	0	0	275
tbc	856	Acquisition of Kingsmead Nursing Home	0	0	0	0	0	0
		Temporary Mortuary Facility	800	0	0	0	0	800
		Inchgarth Community Centre Extension	500	1,000	1,000	0	0	2,500
14,260	999	Construction Inflation Allowance for existing projects	(10,000)	0	0	0	0	(10,000)
16,435			39,190	129,734	44,007	0	0	212,931
209,133	Totals		174,370	187,643	82,913	22,535	21,746	489,207

Forecast Outturn 2018/19 £'000	NHCP No.	General Fund Capital Programme - Funding	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Total £'000
(484)	294	Corporate Property Condition & Suitability	0	0	0	0	0	0
(313)	551	Cycling Walking Safer Streets	(374)	0	0	0	0	(374)
0	587	Access from the North / 3rd Don Crossing	(2,000)	0	0	0	0	(2,000)
(124)	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	0	0	0	0	0	0
0	795	Accelerate Aberdeen (City Broadband)	(360)	0	0	0	0	(360)
(8,923)	799B	Art Gallery Redevelopment - Main Contract (HLF)	0	0	0	0	0	0
(90)	805	Technology Investment Requirements & Digital Strategy	0	0	0	0	0	0
0	809	New Milltimber Primary	(2,421)	0	0	0	0	(2,421)
(2,400)	810C	Energy from Waste (EfW) Procurement and Land Acq.	(18)	0	0	0	0	(18)
(548)	810K	Energy from Waste (EfW) Construction & Torry Heat Network	0	0	0	0	0	0
(1,422)	819	Tillydrone Community Hub	0	0	0	0	0	0

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(2,043)	821	New Aberdeen Exhibition & Conference Centre	(3,000)	0	0	0	0	(3,000)
(455)	824	City Centre Regeneration	0	0	0	0	0	0
0	827	SIP New Build Housing Programme	(3,000)	0	0	0	0	(3,000)
0	828	Greenbrae Primary Extension and Internal Works	(750)	0	0	0	0	(750)
0	831	Stoneywood Primary	(4,066)	0	0	0	0	(4,066)
(8)	832	Dyce 3G Pitch	0	0	0	0	0	0
0	836	Flood Prevention Measures: Flood Guards Grant Scheme	(80)	(80)	(80)	(80)	(76)	(396)
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	0	(2,400)	0	0	0	(2,400)
0	841	Torry Primary School and Hub	0	(2,000)	0	0	0	(2,000)
0	865	Countesswells Primary	0	(2,500)	(2,500)	(2,500)	(2,500)	(10,000)
(686)	843	Station House Media Unit Extension	0	0	0	0	0	0
0	848	JIVE (Hydrogen Buses Phase 2)	(3,600)	(550)	(550)	0	0	(4,700)
0	849	Cruyff Court	(50)	0	0	0	0	(50)
(40)	852	City Deal: City Duct Network	(2,000)	(2,000)	(960)	0	0	(4,960)
(123)	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0	0
(1)	855	Early Learning & Childcare	(7,399)	(8,600)	(7,040)	0	0	(23,039)
(936)	860	City Deal: Expand Fibre Network	0	0	0	0	0	0
(45)	862	City Deal: Digital Lead	(135)	(135)	(90)	(45)	0	(405)
0	863	City Deal: Regional Data Network	(150)	0	0	0	0	(150)
0	864	City Deal: Sensor Network	(150)	0	0	0	0	(150)
(18,641)		1. Programme Funding Streams Sub-Total	(29,553)	(18,265)	(11,220)	(2,625)	(2,576)	(64,239)
(23,677)		2. Capital Grant	(27,671)	(24,000)	(24,000)	(24,000)	(24,000)	(123,671)
(166,815)		3. Borrowing	(117,146)	(145,378)	(47,693)	4,090	4,830	(301,297)
(209,133)		Sub-total	(174,370)	(187,643)	(82,913)	(22,535)	(21,746)	(489,207)
0		Net Position	0	0	0	0	0	0

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**APPENDIX 2 - LIBERAL DEMOCRAT
2018/19 to 2023/24
THE PRUDENTIAL CODE
For Capital Finance in Local Authorities**

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

Capital Expenditure							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	176,738	209,133	176,970	192,643	82,913	22,535	21,746
HRA	43,524	42,509	35,587	31,281	29,967	28,957	28,251

Ratio of Financing Costs to Net Revenue Stream							
	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Non HRA	6.7%	4.9%	5.7%	6.3%	6.4%	6.5%	6.3%
HRA	19.2%	11.0%	12.3%	13.3%	13.5%	14.1%	14.3%

Capital Financing Requirement							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Non HRA	810,509	967,862	1,076,446	1,215,577	1,248,909	1,229,832	1,208,623
HRA	228,605	248,259	255,879	257,960	258,392	257,414	254,325
Total	1,039,114	1,216,121	1,332,325	1,473,537	1,507,301	1,487,246	1,462,948

Gross Borrowing							
	2017/18 £'000 Actual	2018/19 £'000 Estimate	2019/20 £'000 Estimate	2020/21 £'000 Estimate	2021/22 £'000 Estimate	2022/23 £'000 Estimate	2023/24 £'000 Estimate
Borrowing	746,913	869,978	1,050,574	1,170,171	1,313,604	1,351,203	1,334,836

Authorised Limit for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Operational Boundary	1,230,243	1,346,447	1,487,659	1,521,422	1,501,368	1,477,070
10% Margin	123,024	134,645	148,766	152,142	150,137	147,707
Total	1,353,267	1,481,092	1,636,425	1,673,564	1,651,505	1,624,777

Operational Boundary for External Debt						
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Borrowing Other Long Term Liabilities	1,074,065	1,193,662	1,337,096	1,374,694	1,358,327	1,338,538
Total	156,177	152,784	150,563	146,728	143,040	138,531
	1,230,242	1,346,446	1,487,659	1,521,422	1,501,367	1,477,069

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APPENDIX 3 - 2019/20 LIBERAL DEMOCRAT BUDGET	£'000	£'000
Revenue Budget gap per report		(41,220)

2019/20 BUDGET - OPTIONS		
COST OF ASSETS		
Co-location of public sector partners into Marischal College	450	
Asset rationalisation (4 Miltonfold)	3	
Asset rationalisation (Balgownie 1 and existing AECC)	100	
Asset rationalisation (Mill of Mundurno yard (granite Store))	18	
Asset rationalisation (3 Finnan Place)	1	
Asset rationalisation (Cummings Park Community Flat)	1	
Fund public clocks costs from Common Good	4	
Asset rationalisation (Bon Accord Baths)	5	
Pending rent reviews in portfolio.	150	
Continued evaluation of tenanted non-residential property portfolio (TNRP)	20	
Asset rationalisation (Victoria Road School and Abbey Road)	25	
Asset rationalisation (77-79 King Street)	8	
Saving on electricity costs with vacant properties	20	
Reduction of vans within Building Services	40	

Decisions Required in 2019/20 for financial benefit in future years:		
Tillydrone assets with new hub coming on stream.	0	
Similar review around Torry	0	
Asset rationalisation (Frederick Street)	0	
Asset rationalisation (Kittybrewster)	0	

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Asset rationalisation (Rosehill House)	0	
Asset Rationalisation (Jack's Brae Car Park)	0	
Asset rationalisation (Froghall Community and learning Centre)	0	
Asset rationalisation (Linksfield Day Care Centre)	0	
Asset Rationalisation (Carden School site)	0	
Ongoing interest in community asset transfer projects.	0	
Asset rationalisation (Woodside Burgh Hall)	0	
Review of Depot provision and closure of smaller depots.	0	
Effective management of property disposals and associated costs	0	
Asset rationalisation (St Peters Nursery)	0	
Asset Rationalisation (Braeside school)	0	
Asset rationalisation (former Bucksburn Primary School)	0	
Identify long term solution for vacated Stoneywood Primary site	0	
TOTAL SAVINGS IN COST OF ASSETS	844	(40,377)

SPENDING CATEGORIES

Reductions in Levels of Grant Funding:

Shelter Scotland	35	
Workers Education Association	10	
Aberdeen Lads Club	31	
Fersands Community Project/Family Centre	91	
Middlefield Community Project	11	
Printfield Community Project	7	
Printfield Community Project	66	
St Machar Parent Support Project	29	
Grampian Regional Equality Council	46	
Aberdeen Council of Voluntary Organisations	43	

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Station House Media Unit	70	
Bulawayo Trust	20	
Gomel Trust	22	
Castlehill Housing Association (Aberdeen Care & Repair)	55	
Early years grants to external organisations	128	
Aberdeen Inspired	47	
Castlegate Arts	48	
Peacock Visual Arts	47	
Robert Gordon University	25	
Sound Festival	24	
Visit Aberdeenshire	160	
City Moves	201	
Aberdeen Performing Arts	110	
Fairer Aberdeen	538	
	1,864	(38,513)

Reductions in Levels of Funding to ALEOs & Partnerships:		
Sport Aberdeen - reduction in core funding	550	
Aberdeen Sports Village - reduction in core funding	100	
Aberdeen Performing Arts - reduction in core funding	100	
Aberdeen H&SC Partnership IJB - reduction in funding (2.2% SG flexibility applied)	1,870	
Aberdeen H&SC Partnership IJB - commission School Mental Health Counselling from the Council	125	
	2,745	(35,768)

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Recharges to the HRA:		
Children's social work services	115	
Postage	15	
	130	(35,638)

Reduction in Contract Spend and Volumes:		
Stop colour photocopying	2	
Reduce printing	204	
Reduce agency spend	182	
Review external communications with a view of reducing sending of post and increase the use other means where possible	13	
Review of reprographics demand with a view of reducing sending of marketing print work and increase the use of other means where possible and consolidate remaining demand under existing contract	25	
Review of fleet use to optimise use of owned fleet	56	
Reduce cost of confidential waste	6	
Reduction in fuel spend due to bunkering	120	
Reduction in Fuel through use of telematics	163	
Consolidation and reduction of all training budgets	125	
Contract saving - ongoing review of all contracts (not covered elsewhere) - stop, renegotiate or reduce	1,250	
Explore options of sharing resources with other councils and/or other public sector organisations	440	
Digitalisation and improved efficiency of income collect (e.g. upfront payment etc)	75	
Homelessness - review of council properties vs hotels	63	
Explore options of sharing Business Intelligence data and resources with other public sector organisations	50	
Increase in inhouse foster carers and reduce children placed with external agencies	100	

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Rationalisation of ICT infrastructure and software licences	1,000	
	3,873	(31,765)

Improvements in Contract Prices		
Review of framework and ensure lowest cost option - roadstone	22	
Review of framework and ensure lowest cost option - roads maintenance materials and street lighting materials	12	
	34	(31,731)

Contract Management:		
Standardisation of flooring products	5	
Review food contracts with a focus on non-food cost elements (e.g. distribution & delivery)	40	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Cleaning & Janitorial Specialist Hygiene Cleaners	16	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Commercial Catering eqm, whitegoods & laundry Equipment	13	
Review multiple small contracts and consolidate into larger contract(s) to achieve savings - Catering, Cleaning & Janitorial products	20	
Review purchase of plants for public spaces and ensure lowest cost option - ground maintenance (garden centres and nurseries)	5	
Review of contracts relating to 3R schools	300	
Review of spending controls and non compliant purchasing.	50	
Realignment of costs - Early Learning Expansion	165	
Re-provision of Ideas Hub	20	
New approach to supported housing (framework with various providers)	50	
Review of Utilities Contracts under Scottish Gov Framework	100	
Standardisation of all personal protective equipment (PPE)	20	

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Review of architectural and structural engineering framework across 3 councils	12	
Increase the lease works of art / museum pieces whilst not in use	22	
Accelerating of LED street lighting project	115	
Street lighting columns - accelerate rolling program	100	
One-off distribution of accumulated surplus from NYOP (3Rs) for charitable purposes.	800	
	1,853	(29,878)
TOTAL SAVINGS FROM 'SPENDING' CATEGORIES	10,499	(29,878)

CHANGES TO THE LEVEL OR APPROACH TO SERVICE DELIVERY

Reductions:

Reduction of school grounds maintenance.	658	
Reduction in road vegetation maintenance.		
Reduction in maintenance at cemeteries / crematorium.		
Reduction in parks and greenspaces maintenance.		
Reduction to street sweeping.		
Reduction in maintenance to Social Care properties and Community Centres		
Household waste recycling reduced opening hours	0	
Reduce funding to Equalities service	155	
Reduce Adult Learning	268	
Reduce youth work	275	
Reduce Homecheck service	20	
Reduce school transport	44	
Remove voluntary cap on Primary one class sizes	150	
Reduce Education Support Provision	150	
Reduce Education Psychologist Provision	200	
	1,920	(27,958)

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Stopping Provision:		
Closure of public toilets	100	
Stop school transport to the Gaelic Unit	56	
	156	(27,802)

Reductions in Staffing Levels as a result of Service Redesign:		
Master data management - cross organisational redesign	63	
Reduction of private sector leasing (PSL) service	150	
Redesign of temp accommodation for people with complex needs (closure of Margaret House)	168	
Review of implementation of reclaiming social work	100	
Further integration of services within Integrated Children and Family Services (ICFS)	75	
Efficiency Savings in Children's Centres	100	
Bring MOT final inspections in house	45	
Replace Tranman IT system to improve vehicle repair and maintenance management and scheduling.	30	
Alternative Delivery Model from Waste	120	
Improved utilisation of vehicles by use telematics in vehicle fleet	22	
Implementation of extended workshop opening hours	120	
Reduction in the frequency of services being delivered by Facilities Management	1,096	
Term time working for School technicians/librarians	254	
Review of safer Aberdeen provision	20	
Teachers Vacancy Factor	3,500	
Digital service redesign across the Council	9,500	
	15,363	(12,439)
TOTAL SAVINGS FROM SERVICE CHANGE AND REDESIGN WORK	17,439	(12,439)

Council Meeting, Tuesday, 5 March 2019

COST OF STAFFING		
Review of Terms and Conditions	600	
Review of Staffing Policies	100	
Review and reduction of all staff and councillor travel	460	
TOTAL SAVINGS FROM STAFFING COSTS	1,160	(11,279)

FEES AND CHARGES INCOME		
Revision to Existing Fees and Charges (refer also to Appendix 10)		
Raise 3% more income from existing charges through various percentage increases	1,417	
Increase in domestic household waste charges - bulky uplifts etc	108	
Car parking - Permits	154	
Roads and Street works fees and fines	20	
Additional Food Safety and Hygiene Service to Businesses	5	
Advertise on Council Vehicles	40	
Staff Meals	73	
School meals	100	
Contract Cleaning	100	
Early Years Childcare	100	
Crematoria and burial services - increase fees and charges	50	
Environmental Services - grounds including allotments	50	
Additional services provided at the crematorium	8	
Litter enforcement treated differently	20	
School lets	27	
	2,272	(9,007)

New income opportunities:		
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Council Meeting, Tuesday, 5 March 2019

Media monitoring and licensing	45	
Design Work (graphic)	170	
Introduction of Admin fee for issuing of waste transfer notes	19	
Franchise the Beach Ballroom (6 months)	146	
Education - transport (pupils choosing to attend out of zone school)	83	
Library biometrics – projected income based on average charge received per appointment and UK Government projections for number of appointments	30	
Public Transport Unit - introduction of charges for service users	140	
Franchise café facilities at Museums and Art galleries	50	
Workshops and training offered to external bodies and third parties e.g. OD/specialist technical services	5	
Set up a venue finding agency or market council venues more - take commission from external venues	5	
Charge to run boot fairs on council sites - charge the stall holders plus entry	10	
Identify more profitable events that could be run using council prime venues e.g. museums, town house, ballroom	5	
Walk of fame or brick sponsorship	25	
Genealogy and archive services offered at a cost	10	
Grow Plants and Sell Them	3	
Planning Advice Service	5	
Open Events at Museums	5	
Lunch and learn on hobbies	3	
Sell Naming Rights to Buildings	75	
Advertise on council website	100	
	934	(8,073)
TOTAL ADDITIONAL INCOME FROM FEES AND CHARGES	3,206	(8,073)

Council Meeting, Tuesday, 5 March 2019

FUNDING REQUESTS		
Electric Vehicle Charging Points - Electricity Costs	(32)	
Alive @ 5	(80)	
British Heart Foundation - CPR Training	(5)	
Torry Cruyff Court	(5)	
Sesco set-up	(445)	
	(567)	(8,640)

OTHER AND ONE-OFF SAVINGS		
Detrunking costs - if not used to reserves	(771)	
35 Hour Working week for new non-teaching staff	200	
Voluntary 9-day fortnight for non-teaching staff	170	
Management Structure efficiencies	152	
Reduce Trade Union facility time 25%	79	
Abolish post of business manager; deputy business manager; and limit committees to one vice-convener	18	
Abolish post of Deputy Provost	5	
Speed up installation of LED street lights	115	
Abolish Economic Policy Panel	51	
Cease Unesco	250	
Common Good one-off funding of Sport Aberdeen	2,300	
Common Good one-off funding of ACC Parks and Gardens	200	
Common Good one-off funding of ACC Libraries	300	
	3,069	(5,571)

Council Meeting, Tuesday, 5 March 2019

USE OF AND (CONTRIBUTION TO) RESERVES		
Contribution to General Fund Uncommitted Balances	0	
	0	(5,571)
TOTAL OPTIONS CHOSEN	35,649	(5,571)
COUNCIL TAX		
Council Tax increase - BAND D RATE £1,328.00 for 2019/20	5,571	
	5,571	0
TOTAL TO ACHIEVE A BALANCED BUDGET	41,220	0

Liberal Democrat - Appendix 4 (Fees and Charges) is available [here](#).

Council Meeting, Tuesday, 5 March 2019

APPENDIX 5 - 2019/20 LIBERAL DEMOCRAT BUDGET	£'000	£'000
Common Good Budget per report - sum available		461.0

2019/20 BUDGET - FUNDING OPTIONS		
Contribution to trusts and festivals	60	
Events	20	
Community galas	-10	
Christmas and Hogmanay celebrations	40	
Festive community grants	-10	
Civic Receptions / civic hospitality	80	
Four Pillars	-50	
Aberdeen Law Project	-2	
Streetsport	-6	
CHALD	-20	
Young at Heart - Beach Ballroom	-15	
Bonnymuir Green Community Trust	-33	
Disabled Persons Housing Service	-10	
Aberdeen Multicultural Centre - MELA	-25	
Gordon Highlanders	-20	
Lord Provost Travel (Including World Energy Cities Partnership)	-29	
Castlegate Arts	-70	
Culter Community Council	-12	
Transition Extreme	-50	
Aberdeen Citizens Advice Bureau - money advice Service	-26	
Homestart	-50	
Aberdeen Illness & Disability Advice Service	-20	
Sue Ryder	-70	

Council Meeting, Tuesday, 5 March 2019

Archie Foundation	-10	
Ferryhill Railway Heritage Trust	-17	
Celebrate Aberdeen	-15	
	0.0	
TOTAL OPTIONS FOR EXPENDITURE FROM REVENUE	(368.9)	92.1

USE OF AND (CONTRIBUTION TO) CASH BALANCES		
Contribution to Common Good Cash Balances (from above)	(92.1)	
Contribution to Common Good Cash Balances (per Budget)	(369.0)	
Contribution to Aberdeen City Council for Library Services	300.0	
Contribution to Aberdeen City Council for Parks and Gardens	200.0	
Contribution to Sport Aberdeen	2,300.0	
NET MOVEMENT ON CASH BALANCES FOR 2019/20	2,338.9	

Opening Cash Balances (projected at 1/4/19)		(28,513.0)
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Closing Cash Balances (projected at 31/3/20)		(26,174.1)
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Minimum Cash Balances (projected to 31/3/20)		(26,044.0)
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Council Meeting, Tuesday, 5 March 2019

**APPENDIX 6 - 2019/20 BUDGET - LIBERAL
DEMOCRAT PROPOSALS**

ALEOs	2018/19 Funding £'000	2019/20 Savings £'000	2019/20 Addn'l Funding £'000	2019/20 Funding £'000
Sport Aberdeen, inc Garthdee Alpine Sports	6,026	(550)	0	5,476
Funded provided by				
Revenue Budget				(2,376)
Common Good				(2,300)
NYOP				(800)
Aberdeen Sports Village	778	(100)	111	789
Funded provided by				
Revenue Budget				(789)
Condition of no saving being applied is that the Sports Village fund the Phase 3 4G rugby pitch.				
Aberdeen City IJB	84,995	(1,870)	4,454	87,579
Funded provided by				
Revenue Budget				(87,579)
Agree also to fund the Aberdeen City IJB with sums yet to be distributed by the Scottish Government, specifically in relation to Free Personal Care to those under 65 years of age and School mental health Counselling				
Grampian Valuation Joint Board	1,677	0	64	1,741

Council Meeting, Tuesday, 5 March 2019

Funded provided by	Revenue Budget	(1,741)
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Aberdeen Performing Arts, inc Granite Noir/True North	1,085	(100)	0	985
Funded provided by	Revenue Budget			(760)
	Common Good			(225)
APA have also received additional funding from the Common Good annual budget.				

NYOP Proposal - to provide notice to the NYOP Board of Directors to make payment to Sport Aberdeen, Charity SC040973, the full value of surplus currently held for distribution (£800,000).

This payment being in pursuit of the organisation's charitable aims:

"The objects of the Company shall be to promote the benefit of the inhabitants of Aberdeen and its environs, without distinction of sex, sexuality, political, religious or other opinions; by association with the local statutory authorities, voluntary organisations and inhabitants in order to:- 3.1.1 advance public participation in sport; 3.1.2 to provide facilities, or assist in the provision of facilities, in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved; 3.1.3 advance education; 3.1.4 advance community development; 3.1.5 advance the arts, heritage and culture; and/or 3.1.6 to advance such similar charitable purposes as the directors may determine from time to time."

That this is a distribution in lieu of discretionary payments that have been paid previously to Sport Aberdeen by the Council.

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During the course of summing up, Councillor Flynn intimated that he was willing to incorporate part (16) of Councillor Lumsden's motion within his amendment as well the funding identified within the motion for the projects below within the Common Good Budget, and this was accepted by the Lord Provost in terms of Standing Order 28.14.

- CFINE
- Young at Heart
- Greyhope Bay
- HomeStart
- Castlegate Arts
- Lord Provost Travel
- Gordon Highlanders
- Ferryhill Railway Heritage Trust
- Street Sport
- Aberdeen Illness and Disability Advice Service
- Aberdeen Law Project.

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 Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble, 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, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar 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, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar and Wheeler.

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

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

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The Council resolved:-

to adopt the motion.

HOUSING REVENUE ACCOUNT BUDGET 2019/20 - RES/19/202

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 2019/20 as well as provisional rent levels for the financial years 2020/21 to 2023/24, which would allow a capital programme to be set for 2019/20 as well as a provisional programme for 2020/21 to 2023/24.

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 Monday 29 April 2019;
- (c) approve the level of revenue contribution to the Housing Capital budget for 2019/20 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 11 to 12) of the report;
- (f) approve, based on the rent strategy adopted, the Base Capital Programme for the financial year 2019/20 as detailed in Appendix 1 (pages 17 to 19) of the report;
- (g) note the indicative level of the Base Capital Programme for the financial years 2020/21 to 2023/24 as detailed in Appendix 1 (pages 17 to 19) of the report;
- (h) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the ongoing Capital Programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2019/20 set out in Appendix 1 (pages 17 to 19) of 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 17 to 19) for the Capital Programme for the financial year 2019/20 and award contracts relating thereto;
- (j) approve the principle of a long term fixed rent policy and instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a consultation exercise with tenants, elected members and appropriate staff on potential options;
- (k) approve that the Chief Officer - Capital award the contract for the Summerhill procurement to develop the site as detailed in Appendix 1 (pages 24 to 25) of the report;
- (l) approve the transfer of land at open market value to the HRA and tendering of the site at Craighill;

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- (m) approve the transfer of land at open market value to the HRA and tendering of the site at Kincorth;
- (n) approve the transfer of land at open market value to the HRA and tendering of the site at Tillydrone/St Machar;
- (o) approve the transfer of land at open market value to the HRA and tendering of the site at Greenferns/Greenferns Landward;
- (p) approve that the Director of Resources market test the feasibility of raising financing from alternative sources;
- (q) approve that the Chief Officer - Capital award the contract for the Dyce/Wellheads site procurement to develop the site as detailed in Appendix 1 (pages 26 to 27) of the report subject to due diligence/financial model/affordability;
- (r) approve that the Director of Resources market the Craighill, Kincorth and Tillydrone/St Machar sites on the open market following the model used for Summerhill;
- (s) approve that the Chief Officer - Capital, following consultation with the Chief Officer - Finance, enter into procurement contracts for the remaining three private sites subject to them receiving the necessary planning permissions and subject to them being financially sustainable;
- (t) instruct the Director of Resources to enter into "without prejudice" discussions in relation to the old AECC site; and
- (u) note the content of Appendix 2 to the report and instruct the Chief Officer - Corporate Landlord to take no further action to install stair lifts in sheltered housing properties.

Councillor Laing moved, seconded by Councillor Macdonald:-

That the Council -

- (1) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report;
- (2) approve the setting of the weekly unrebated rents for municipal houses at 4.3% to take effect from Monday 29 April 2019;
- (3) approve a revenue contribution to the Housing Capital budget of £26.173million for 2019/20 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 of the report;
- (5) approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in the appendix to this motion;
- (6) approve, based on the rent strategy adopted, the Base Capital Programme for the financial year 2019/20 as detailed in Appendix 1 of the report;
- (7) note the indicative level of the Base Capital Programme for the financial years 2020/21 to 2023/24 as detailed in Appendix 1 of the report;
- (8) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the ongoing Capital Programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2019/20 set out in Appendix 1 of the report without the need for separate committee approval of each;
- (9) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to procure the works referred to in Appendix 1 of the report (pages 17 to 19) and associated services for the Capital Programme for the financial year 2019/20 and

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- award contracts relating thereto without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
- (10) approve the principle of a long term fixed rent policy and instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a consultation exercise with tenants, elected members and appropriate staff on potential options;
 - (11) delegate authority to the Chief Officer - Capital, following consultation with the Head of Commercial and Procurement Services, to award the contract for the Summerhill procurement to develop the site as detailed in the report (Appendix 1 pages 24 to 25);
 - (12) approve the transfer of land at open market value to the HRA of the site at the former Craighill school;
 - (13) approve the transfer of land at open market value to the HRA of the site at the former Kincorth Academy;
 - (14) approve the transfer of land at open market value to the HRA at Tillydrone;
 - (15) approve funding for the delivery of the works and associated services in respect of the former Craighill school, former Kincorth Academy and Tillydrone/St Machar sites for the capital programme for the financial year 2019/20 and delegate authority to the Director of Resources, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1; thereafter to procure appropriate works and associated services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
 - (16) approve the transfer of land at open market value from the Common Good Fund to the HRA for the sites at Greenferns/Greenferns Landward and approve funding for the delivery of the works and associated services in respect of the sites for the capital programme for the financial year 2019/20 and delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1; thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
 - (17) instruct the Director of Resources to market test the feasibility of raising financing for council housing from alternative sources;
 - (18) note the tender exercise currently being undertaken with land led developer opportunities as detailed in Appendix 1 and approve funding for the delivery of the works and associated services for the capital programme for the financial year 2019/20 for the Dyce/Wellheads site, (Appendix 1 pages 26 to 27) and delegate authority to the Director of Resources, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures)

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for the purposes of Procurement Regulation 4.1.1; thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;

- (19) instruct the Director of Resources to enter into “without prejudice” discussions with the Council’s development partner to discuss the potential of affordable housing being accommodated in relation to the old Aberdeen Exhibition and Conference Centre site;
- (20) note the content of Appendix 2 to the report and instruct the Chief Officer - Corporate Landlord to take no further action to install stair lifts in sheltered housing properties; and
- (21) instruct the Chief Officer - Corporate Landlord to progress and conclude the buyback of ex-council houses and that a sum of £15million be set aside to fund any suitable purchases that meet the financial sustainability of any purchase.

Appendix - Miscellaneous Rents

ABERDEEN CITY COUNCIL HOUSING REVENUE ACCOUNT					
Proposed Increase to be included in the HRA budget – Miscellaneous Rents					
		2019/20			
		Current	Proposed	Increase	Percentage
		Rental	Rental	Per Week	Increase
Note	Miscellaneous Increases	£	£	£	%
	Garages	11.30	11.80	0.50	4.42
	Denburn and West North Street Spaces	5.15	5.40	0.25	4.85
1	Denburn and West North Street Spaces - Non Resident	20.00	20.00	0	0
	Garages Sites	4.40	4.60	0.20	4.55
	Car Ports	4.85	5.05	0.20	4.12
	Car Parking Spaces - Local Residents	4.00	4.20	0.20	5.00
1	Parking Spaces Non Local Residents	20.00	20.00	0	0.00
2	Meals at Denmore & Kingswood	35.00	40.00	5.00	14.29
3	Guest Rooms	10 & 15	10 & 15	0	0
4	House Garden Scheme (annual)	75.60	77.50	1.9	2.5

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

That the Council -

- (1) approve the budget as attached in Appendix 1 (pages 5 to 6) of the report;
- (2) approve the setting of the weekly unrebated rents for municipal houses at 4.3% to take effect from Monday 29 April 2019;
- (3) instruct the Chief Officer - Early Intervention and Community Empowerment to ensure that the letters regarding the rent increase also informs people in receipt of Universal Credit that it is their responsibility to inform the DWP;

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- (4) approve a revenue contribution to the Housing Capital budget of £26.173million for 2019/20 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of the report;
- (5) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 of the report;
- (6) approve the transfer of £1.6million from the working balance to fund the Solid Wall Insulation programme in 2019/20;
- (7) approve the level of miscellaneous rents and service charges, excluding meals at Denmore and Kingswood as detailed in the Appendix to this amendment;
- (8) approve an increase of £2.50 per week for Denmore and Kingswood and instruct the Chief Officer - Early Intervention and Community Empowerment to report to a relevant future committee to review the policy to ensure the costs of meals are reflective of the cost of services;
- (9) instruct the Chief Officer - Early Intervention and Community Empowerment to report to the Operational Delivery Committee regarding the increase in void properties, detailing the actions to be taken to reduce the number of void properties;
- (10) approve, based on the rent strategy adopted, the Base Capital Programme for the financial year 2019/20 as detailed in Appendix 1 of the report with the addition of £200,000 for 6.2 Community Initiatives;
- (11) note the indicative level of the Base Capital Programme for the financial years 2020/21 to 2023/24 as detailed in Appendix 1 of the report with the addition of £200,000 each year for 6.2 Community Initiatives;
- (12) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the ongoing Capital Programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2019/20 set out in Appendix 1 of the report without the need for separate committee approval of each, unless the costs go above the threshold;
- (13) remove the delegated power that enables the Chief Officer - Governance to dispose of individual Council owned properties, with the instruction that no further Council owned homes will be available for sale wherever they may be located;
- (14) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to procure the works referred to in Appendix 1 of the report (pages 17 to 19) and associated services for the capital programme for the financial year 2019/20 and award contracts relating thereto without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
- (15) approve the principle of a long term fixed rent policy and instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a consultation exercise with tenants, elected members and appropriate staff on potential options;
- (16) delegate authority to the Chief Officer - Capital, following consultation with the Head of Commercial and Procurement Services, to award the contract for the Summerhill procurement to develop the site as detailed in Appendix 1 (pages 24 to 25) of the report;

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- (17) approve the transfer of land at open market value to the HRA and tendering of the site at Craighill School;
- (18) approve the transfer of land at open market value to the HRA and tendering of the site at Kincorth Academy;
- (19) approve the transfer of land at open market value to the HRA and tendering of the site at Tillydrone;
- (20) approve funding for the delivery of the works and associated services in respect of the former Craighill school, former Kincorth Academy and Tillydrone/St Machar sites for the capital programme for the financial year 2019/20 and report back to the relevant committee with a detailed business case;
- (21) approve the transfer of land at open market value from the Common Good Fund to the HRA for the sites at Greenferns/Greenferns Landward and approve funding for the delivery of the works and associated services in respect of the sites for the capital programme for the financial year 2019/20 and report back to the relevant committee with a detailed business case;
- (22) instruct the Director of Resources to market test the feasibility of raising financing for Council housing from alternative sources and report back with the findings;
- (23) note the tender exercise currently being undertaken with land led developer opportunities as detailed in Appendix 1 and approve funding for the delivery of the works and associated services for the capital programme for the financial year 2019/20 for the Dyce/Wellheads site and report back to the relevant committee with a detailed business case;
- (24) instruct the Director of Resources to enter into “without prejudice” discussions with the Council’s development partner to discuss the potential of affordable housing being accommodated in relation to the old Aberdeen Exhibition and Conference Centre site; and
- (25) note the content of Appendix 2 of the report and instruct the Chief Officer - Corporate Landlord to take no further action to install stair lifts in sheltered housing properties.

Appendix - Miscellaneous Rents

ABERDEEN CITY COUNCIL HOUSING REVENUE ACCOUNT					
Proposed Increase to be included in the HRA budget – Miscellaneous Rents					
		2019/20			
		Current	Proposed	Increase	Percentage
		Rental	Rental	Per Week	Increase
Note	Miscellaneous Increases	£	£	£	%
	Garages	11.30	11.80	0.50	4.42
	Denburn and West North Street Spaces	5.15	5.40	0.25	4.85
1	Denburn and West North Street Spaces - Non Resident	20.00	20.00	0	0
	Garages Sites	4.40	4.60	0.20	4.55
	Car Ports	4.85	5.05	0.20	4.12
	Car Parking Spaces - Local Residents	4.00	4.20	0.20	5.00
1	Parking Spaces Non Local Residents	20.00	20.00	0	0.00

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2	Meals at Denmore & Kingswood	35.00	37.50	2.50	7.14
3	Guest Rooms	10 &15	10 &15	0	0
4	House Garden Scheme (annual)	75.60	77.50	1.9	2.5

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;
- (2) approve the setting of the weekly unrebated rents for municipal houses at 4.3% to take effect from Monday 29 April 2019;
- (3) instruct the Chief Officer - Early Intervention and Community Empowerment to ensure that the letters regarding the rent increase also informs people in receipt of Universal Credit that it is their responsibility to inform the DWP;
- (4) approve a revenue contribution to the Housing Capital budget of £26.073million for 2019/20 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of the report;
- (5) approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 of the report;
- (6) approve the transfer of £1.6million from the working balance to fund the Solid Wall Insulation programme in 2019/20;
- (7) approve the level of miscellaneous rents and service charges, excluding meals at Denmore and Kingswood as detailed in the Appendix to this amendment;
- (8) approve an increase of £2.50 per week for Denmore and Kingswood and instruct the Chief Officer - Early Intervention and Community Empowerment to report to a relevant future committee to review the policy to ensure the costs of meals are reflective of the cost of services;
- (9) instruct the Chief Officer - Early Intervention and Community Empowerment to report to the Operational Delivery Committee regarding the increase in void properties, detailing the actions to be taken to reduce the number of void properties;
- (10) approve, based on the rent strategy adopted, the Base Capital Programme for the financial year 2019/20 as detailed in Appendix 1 of the report;
- (11) note the indicative level of the Base Capital Programme for the financial years 2020/21 to 2023/24 as detailed in Appendix 1 of the report;
- (12) approve as estimated expenditure in terms of Procurement Regulation 4.1.1, in order for work to commence on the ongoing Capital Programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2019/20 set out in Appendix 1 of the report without the need for separate committee approval of each;
- (13) remove the delegated power that enables the Chief Officer - Governance to dispose of individual Council owned properties, with the instruction that no further Council owned homes will be available for sale wherever they may be located;
- (14) delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to procure the works referred to in Appendix 1 of the report (pages 17 to 19) and associated services for the capital programme for the financial year 2019/20 and award contracts relating thereto without the need for further approval from any

Council Meeting, Tuesday, 5 March 2019

- other Committee of the Council subject to due diligence, consistency with the financial model and affordability;
- (15) approve the principle of a long term fixed rent policy and instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a consultation exercise with tenants, elected members and appropriate staff on potential options;
 - (16) delegate authority to the Chief Officer - Capital, following consultation with the Head of Commercial and Procurement Services, to award the contract for the Summerhill procurement to develop the site as detailed in Appendix 1 of the report (pages 24 to 25);
 - (17) approve the transfer of land at open market value to the HRA of the site at the former Craighill school;
 - (18) approve the transfer of land at open market value to the HRA of the site at the former Kincorth Academy;
 - (19) approve the transfer of land at open market value to the HRA at Tillydrone;
 - (20) approve funding for the delivery of the works and associated services in respect of the former Craighill school, former Kincorth Academy and Tillydrone/St Machar sites for the capital programme for the financial year 2019/20 and delegate authority to the Director of Resources, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditure) for the purposes of Procurement Regulation 4.1.1; and thereafter to procure appropriate works and associated services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
 - (21) approve the transfer of land at open market value from the Common Good Fund to the HRA for the sites at Greenferns/Greenferns Landward and approve funding for the delivery of the works and associated services in respect of the sites for the capital programme for the financial year 2019/20, and delegate authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1; and thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;
 - (22) instruct the Director of Resources to market test the feasibility of raising financing for Council housing from alternative sources;
 - (23) note the tender exercise currently being undertaken with land led developer opportunities as detailed in Appendix 1 and approve funding for the delivery of the works and associated services for the capital programme for the financial year 2019/20 for the Dyce/Wellheads site (Appendix 1 pages 26 to 27), and delegate authority to the Director of Resources, following consultation with the Convener of the City Growth and Resources Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditures) for the purposes of Procurement Regulation 4.1.1; and thereafter to procure

Council Meeting, Tuesday, 5 March 2019

appropriate works and services, and enter into any contracts necessary for the delivery of the projects without the need for further approval from any other committee of the Council subject to due diligence, consistency with the financial model and affordability;

- (24) instruct the Director of Resources to enter into “without prejudice” discussions with the Council’s development partner to discuss the potential of affordable housing being accommodated in relation to the old Aberdeen and Exhibition and Conference Centre site;
- (25) note the content of the Appendix 2 to the report and set aside a sum of £100,000 for the Chief Officer - Corporate Landlord to bring forward a feasibility study to the appropriate committee on the costs and viability of using removable, temporary stair lifts, mobility stair climbers or other suitable devices; and
- (26) instruct the Chief Officer - Corporate Landlord to progress and conclude the buyback of ex-Council houses and that a sum of £15million be set aside to fund any suitable purchases that meet the financial sustainability of any purchase.

Appendix - Miscellaneous Rents

ABERDEEN CITY COUNCIL HOUSING REVENUE ACCOUNT					
Proposed Increase to be included in the HRA budget – Miscellaneous Rents					
		2019/20			
		Current	Proposed	Increase	Percentage
		Rental	Rental	Per Week	Increase
Note	Miscellaneous Increases	£	£	£	%
	Garages	11.30	11.80	0.50	4.42
	Denburn and West North Street Spaces	5.15	5.40	0.25	4.85
1	Denburn and West North Street Spaces - Non Resident	20.00	20.00	0	0
	Garages Sites	4.40	4.60	0.20	4.55
	Car Ports	4.85	5.05	0.20	4.12
	Car Parking Spaces - Local Residents	4.00	4.20	0.20	5.00
1	Parking Spaces Non Local Residents	20.00	20.00	0	0.00
2	Meals at Denmore & Kingswood	35.00	37.50	2.50	7.14
3	Guest Rooms	10 & 15	10 & 15	0	0
4	House Garden Scheme (annual)	75.60	77.50	1.9	2.5

During the course of summing up, Councillor Jackie Dunbar intimated that she was willing to incorporate part (21) of Councillor Laing’s motion within her amendment as well as part (25) of Councillor Delaney’s amendment in place of part (25) of her own amendment; and this was accepted by the Lord Provost in terms of Standing Order 28.14.

Councillor Laing intimated that she was willing to incorporate part (3) of Councillor Jackie Dunbar’s amendment within her motion; and this was accepted by the Lord Provost in terms of Standing Order 28.14.

Council Meeting, Tuesday, 5 March 2019

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 Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Flynn, Henrickson, Hutchison, MacGregor, Catriona Mackenzie, McLellan, McRae, Nicoll, Noble, 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, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar 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, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Hunt, Imrie, John, Laing, Lumsden, Macdonald, Avril MacKenzie, Malik, Mason MSP, Reynolds, Sellar and Wheeler.

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

The Council resolved:-

to adopt the motion with part (3) of the amendment by Councillor Jackie Dunbar.

- **BARNEY CROCKETT, Lord Provost.**

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GUILDRY AND MORTIFICATION FUNDS COMMITTEE

ABERDEEN, 16 May 2019. Minute of Meeting of the GUILDRY AND MORTIFICATION FUNDS COMMITTEE. Present:- Councillor Reynolds, Master of Mortifications, Convener; and Councillor Crockett, the Lord Provost and Councillor Houghton (as a substitute for Councillor Mason).

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

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=419&MId=6535&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.

DECLARATIONS OF INTEREST

1. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 06 SEPTEMBER 2018 - FOR APPROVAL

2. The Committee had before it the minute of its previous meeting of 6 September 2018 for approval.

The Committee resolved:

to approve the minute.

LORD DEAN OF GUILD REPORT

3. The Committee had before it a paper from the Lord Dean which provided an update on recent activities and business.

The Committee resolved:

to note the update.

REVIEW OF ALLOWANCES

4. The Committee had before it a paper by the Chief Officer - Finance which (a) provided information concerning (1) the amount of allowances paid from the Guildry fund to Burgesses of Guild, widows and widowers of Burgesses and children of Burgesses from 2007 to 2018; and (2) the number of people receiving allowances for the same period; and (b) proposed that the allowances be increased by either 3% or 5% rounded up to the nearest £, backdated for 2018/2019.

GUILDRY AND MORTIFICATION FUNDS COMMITTEE

16 May 2019

Ms Catriona Gilmour, Accountant, advised the Committee that the figures for the 5% increase in the report were incorrect and should have been as follows:

Guildry Fund Allowance	
Burgesses	£2335
Widows / Widowers of Burgesses	£2335
Children of Burgesses	£2165

The Committee resolved:

- (i) to recommend to Council that the following increases (5%) in annual allowances be approved backdated from 1 May 2019:-

Guildry Fund Allowance	Present Allowance	Proposed Allowance
Burgesses	£2220	£2335
Widows / Widowers of Burgesses	£2220	£2335
Children of Burgesses	£2060	£2165

DATE OF NEXT MEETING

5. The Committee noted the next scheduled meeting date would be 13 September 2019 at 2pm.

- **John Reynolds, Master of Mortifications, Convener.**

	A	B	C	D	E	F	G	H	I
1	COUNCIL BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Council 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			24 June 2019						
4	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports	To present the annual effectiveness report for Council, as well as the annual effectiveness reports of the various Committees.		Martyn Orchard	Governance	Governance	10		
5	Review of Polling Districts and Polling Places	To present initial proposals for approval to go out to public consultation.		David Gow	Governance	Governance	Statute		
6	Treasury Management Policy and Strategy	To update Council on Treasury Management activities undertaken during the financial year 2018/19 and to seek approval of changes to the Council's approved Counterparty list.		Neil Stewart	Finance	Resources	5		
7	Tour of Britain Funding Approval	To seek approval for the city to host the Final Stage of the Tour of Britain in 2020 and the Grand Depart of the Tour of Britain in 2021		Richard Sweetnam	City Growth	Place	Introduction 6		
8	Governance - Council Diary 2020 and External Member	To seek approval of the Council Diary for 2020 and the appointment of a new Church of Scotland representative to the Education Operational Delivery Committee		Lynsey McBain	Governance	Governance	7 and 13		
9			02 September 2019						
10	Community Covenant Advisory Working Group	Following Council approval in September 2018 to establish an Advisory Working Group to ensure the commitments contained in the Community Covenant are met, to present an annual report on the work of the Advisory Working Group in meeting the objectives set out in the report.		Derek McGowan	Early Intervention and Community Empowerment	Customer	Council decision		
11	Guildry Trust Constitution	Report presenting proposed changes to the Guildry Constitution.		Kundai Sinclair	Governance	Governance	Council decision		
12	Governance Review - Trusts Update	To report back on proposals for the future of the Trusts in phases 2 and 3 of the work to review, wind up and/or amalgamate uneconomic or obsolete Trusts.		Kundai Sinclair	Governance	Governance	Council decision		
13	Review of Polling Districts and Polling Places	To present final proposals for approval following public consultation.		David Gow	Governance	Governance	Statute		
14			16 December 2019						
15	Proposed Aberdeen Local Development Plan	To present the proposed Aberdeen Local Development Plan		Gale Beattie	Strategic Place Planning	Place	8		
16			2020 onwards						
17	Scheme of Governance Review	To report with proposals following a further review of the Scheme of Governance		Fraser Bell	Governance	Governance	13		

	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	Council Delivery Plan 2020/21	To present the Council's Delivery Plan for 2020/21 and detail the Council's priorities for 2020/21.		Martin Murchie	Business Intelligence and Performance	Commissioning	2		
19	General Fund Revenue Budget and General Fund Capital Programme	To set the General Fund Revenue Budget and Capital Programme		Jonathan Belford	Finance	Resources	1 and 2		
20	Common Good Budget	To provide details of the draft Common Good Budget for consideration by members		Jonathan Belford	Finance	Resources	2		
21	Housing Revenue Account Budget	To provide members with information to allow the setting of the rent level for 2020/21 as well as provisional rent levels for future years. In turn this will allow a capital programme for 2020/21 as well as a provisional programme for future years.		Jonathan Belford	Finance	Resources	2		

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports
REPORT NUMBER	GOV/19/286
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	10

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report for Council, as well as the annual effectiveness reports of the various Committees, which have been considered by those Committees.

2. RECOMMENDATION

That Council:-

- 2.1 note the annual effectiveness report for Council as contained at Appendix A; and
- 2.2 note the annual effectiveness reports of the various Committees as contained at Appendices B to L.

3. BACKGROUND

Annual Reports on Committee Terms of Reference

- 3.1 The Governance Review of 2017/18 was initiated as part of the Council's work with the Chartered Institute of Public Finance and Accountancy (CIPFA) and the aim to secure that organisation's accreditation in governance excellence. As part of CIPFA's interim assessment of the Council's governance arrangements, CIPFA recommended that each Committee should annually review its effectiveness, including its information and reporting needs. This is to help ensure that each committee is following its Terms of Reference, is operating effectively and to identify any training needs or improvements to the Council's decision making structures. When approving the new Terms of

Reference in March 2018, the Council agreed that each Committee would be required to review their own effectiveness against their Terms of Reference through an annual report and approved the proposed template for those reports.

3.2 CIPFA reviewed the approved template and in general terms stated:

A committee effectiveness report has the potential to support the improvement journey by accounting for the ways that committees support a quality improvement culture with quality assurance of services and feedback loops. A template that goes beyond tick box and more clearly offers the opportunity to address some current and historic issues and, importantly give a clear signal that good governance is taken seriously. It could therefore provide support to a number of the developments that Aberdeen City Council seeks in its journey towards achieving the excellence in governance mark.

3.3 The first annual report for 2018/2019 is appended for the Council's consideration. Also appended to the report are the annual reports for the various Committees which have been considered by the respective Committees.

3.4 Section 13 of the Council Annual Effectiveness Report provides combined data for all Committees.

3.5 At the time of writing this report, the Annual Effectiveness Reports are still to be considered by the Public Protection Committee, Pensions Committee and Staff Governance Committee, with those meetings taking place on 13, 14 and 18 June 2019 respectively.

3.6 At all Committee meetings to date, the Annual Effectiveness Reports have been noted, however the Education Operational Delivery Committee further resolved "in response to the query in respect of section 6.7 of the annual report (Reports and Committee Decisions) and the recording of decisions taken by the Education Operational Delivery Committee which were then referred to other Committees, to note that this was the initial annual report for Committee and therefore any feedback in respect of the format and content would be considered when presenting the reports in future years".

3.7 In addition, the Planning Development Management Committee requested that information and details on planning applications be included in the next annual effectiveness report. Although not raised by the Licensing Committee, if information and details on planning applications is to be included in future annual reports, it would be prudent to include similar information on licensing applications in the Licensing Committee annual report.

3.8 Furthermore, some members have questioned the relevance of the following indicator:- 'Number of Members attending meetings of the Committee as observers'. Comments have also been received regarding the timing of the annual effectiveness reports during a financial year.

3.9 Officers in Governance are continuously looking to improve the annual effectiveness reports and will take on board all feedback from members and

officers, as well as any comments and/or directions provided by Full Council. Consideration will be given to how the effectiveness report template can be enhanced and to how the timing of the reports can better link to the Council's annual review of its Scheme of Governance in March of each year.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial consequences from the recommendation of this report.

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	None	N/A	N/A
Legal	None	N/A	N/A
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	None	N/A	N/A

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Organisational Design	The report reflects recognition of the process of organisational design and provides assurance through scrutiny of committee effectiveness. The review of the Committee will support the redesign of the organisation and ensure that the Committee discharges its role in accordance with the Scheme of Governance.

Governance	The committee effectiveness report enhances transparency and understanding of the Committee as well as help to address any areas for improvement.
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8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

None.

10. APPENDICES

- A Council Annual Effectiveness Report
- B Audit, Risk and Scrutiny Committee Annual Effectiveness Report
- C Education Operational Delivery Committee Annual Effectiveness Report
- D Operational Delivery Committee Annual Effectiveness Report
- E Strategic Commissioning Committee Annual Effectiveness Report
- F Planning Development Management Committee Annual Effectiveness Report
- G Capital Programme Committee Annual Effectiveness Report
- H Licensing Committee Annual Effectiveness Report
- I City Growth and Resources Committee Annual Effectiveness Report
- J Public Protection Committee Annual Effectiveness Report
- K Pensions Committee Annual Effectiveness Report
- L Staff Governance Committee Annual Effectiveness Report

11. REPORT AUTHOR CONTACT DETAILS

Martyn Orchard
 Committee Lead
morchard@aberdeencity.gov.uk
 01224 523097

APPENDIX A

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Council Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for Council. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for Council presented.
- 1.2 This first annual report is a good mechanism for the Council to support the organisation's improvement journey by demonstrating the ways in which the Council, as the decision making body, supports the principle of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Council over the past year and to look to the Council's focus for the year ahead.
- 1.3 Throughout the first year, the Council has made a number of significant decisions, many of which were taken at the two budget meetings, where the Council managed to set balanced budgets despite extremely challenging financial circumstances. It is pleasing to see the progress that has been made in relation to the Scheme of Governance, as well as the review of Community Council Governance which was unanimously approved by members. Lastly, as the Council's Armed Forces Champion, I was proud that the refreshed Community Covenant with Armed Forces was unanimously approved, as well as a number of other decisions being taken to support our armed forces, and those who have left the armed forces, and their families.

Councillor Barney Crockett
Lord Provost

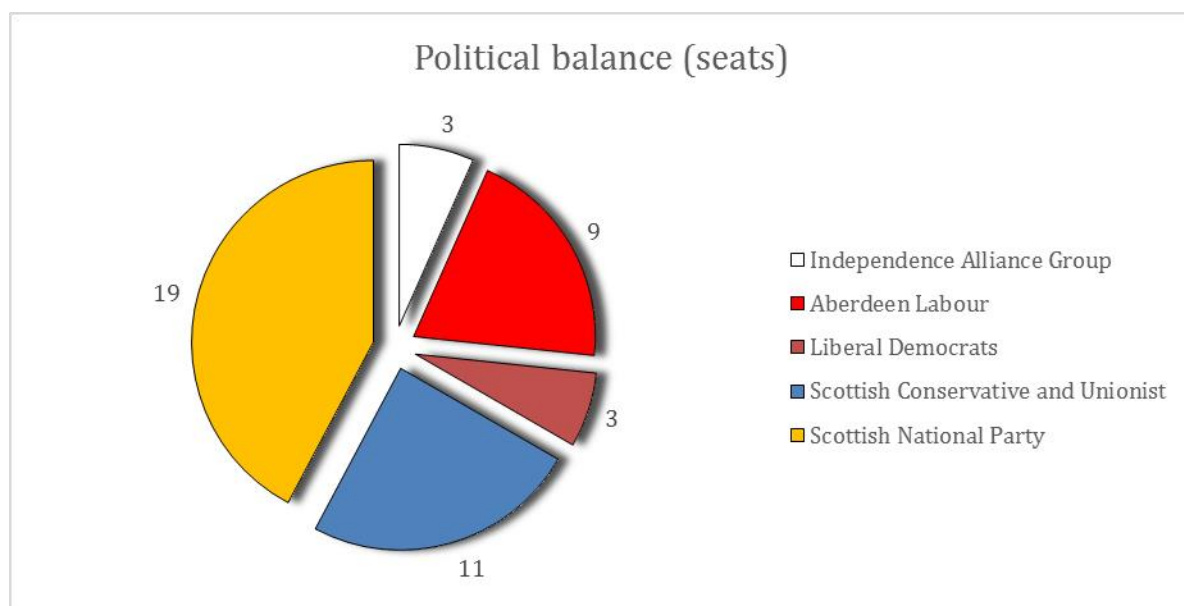


2. THE ROLE OF THE COUNCIL

- 2.1 The Council is the overall decision making body of the organisation. It is responsible for agreeing the Council's budget and setting Council Tax. Council delegates the discharge of its functions to various committees and joint committees, as well as officers under the terms of the Local Government (Scotland) Act 1973. However, any delegation to a committee or an officer does not prevent the Council from determining the matter or exercising the power so delegated.
- 2.2 The Terms of Reference for Council, as approved by Council on 5 March 2018, are appended to the report.

3. MEMBERSHIP OF THE COUNCIL DURING 2018/2019

- 3.1 The Council has 45 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There were no changes to the membership of the Council during the 2018/19 reporting period, with the exception of Councillor Jennifer Stewart being appointed Depute Provost on 4 March 2019 in place of Councillor Donnelly who resigned from the role earlier in 2019.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances
Councillor Barney Crockett, Lord Provost	7	7
Councillor Al-Samarai	7	7
Councillor Allan	7	7
Councillor Allard	7	7
Councillor Alphonse	7	7
Councillor Bell	7	7
Councillor Boulton	7	7
Councillor Cameron	7	7
Councillor Cooke	7	7
Councillor Copland	7	7
Councillor Cormie	7	7
Councillor Delaney	7	7
Councillor Donnelly	7	7
Councillor Jackie Dunbar	7	7
Councillor Lesley Dunbar	7	7
Councillor Duncan	7	7
Councillor Flynn	7	7
Councillor Graham	7	7
Councillor Grant	7	7
Councillor Greig	7	7
Councillor Henrickson	7	7
Councillor Houghton	7	7
Councillor Hunt	7	6
Councillor Hutchison	7	7
Councillor Imrie	7	7
Councillor John	7	7
Councillor Laing	7	7
Councillor Lumsden	7	7
Councillor Macdonald	7	7
Councillor MacGregor	7	7
Councillor Avril MacKenzie	7	7
Councillor Catriona Mackenzie	7	7

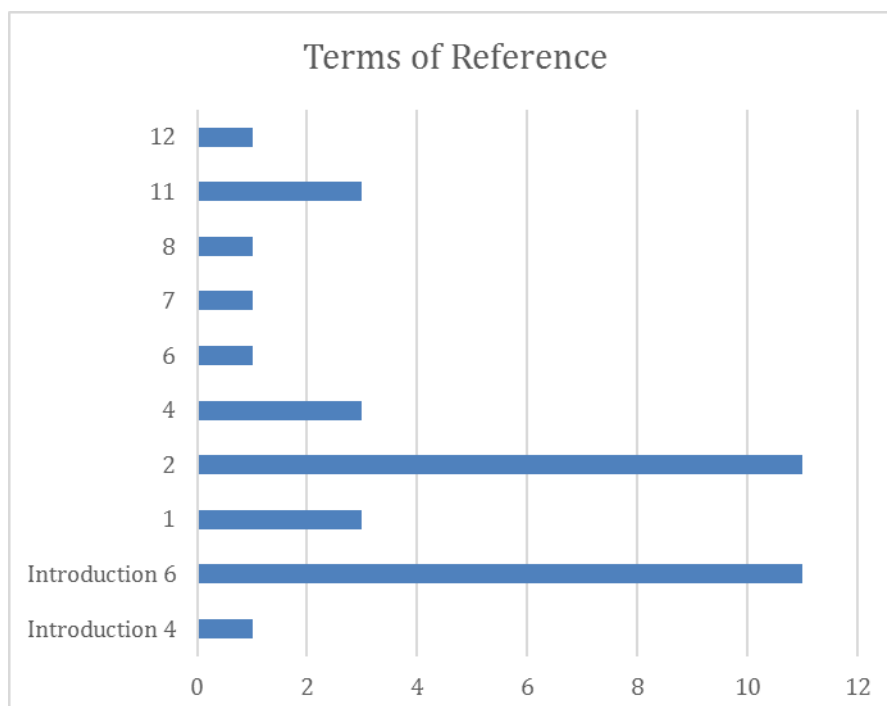
Councillor Malik	7	7
Councillor Mason MSP	7	7
Councillor McLellan	7	7
Councillor McRae	7	7
Councillor Nicoll	7	7
Councillor Noble	7	7
Councillor Reynolds	7	7
Councillor Sellar	7	7
Councillor Jennifer Stewart, Depute Provost	7	7
Councillor Sandy Stuart	7	7
Councillor Townson	7	7
Councillor Wheeler	7	7
Councillor Yuill	7	7

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Council had 7 meetings and considered a total of 33 reports.

6.2 Terms of Reference

Of the 33 reports received, the following table details how the reports aligned to the Terms of Reference for Council.



6.3 During the course of 2018/2019, the Council considered reports under eight of the twelve sections of the Terms of Reference, with the joint highest number of reports relating to the setting of a balanced budget, including the setting of fees and charges.

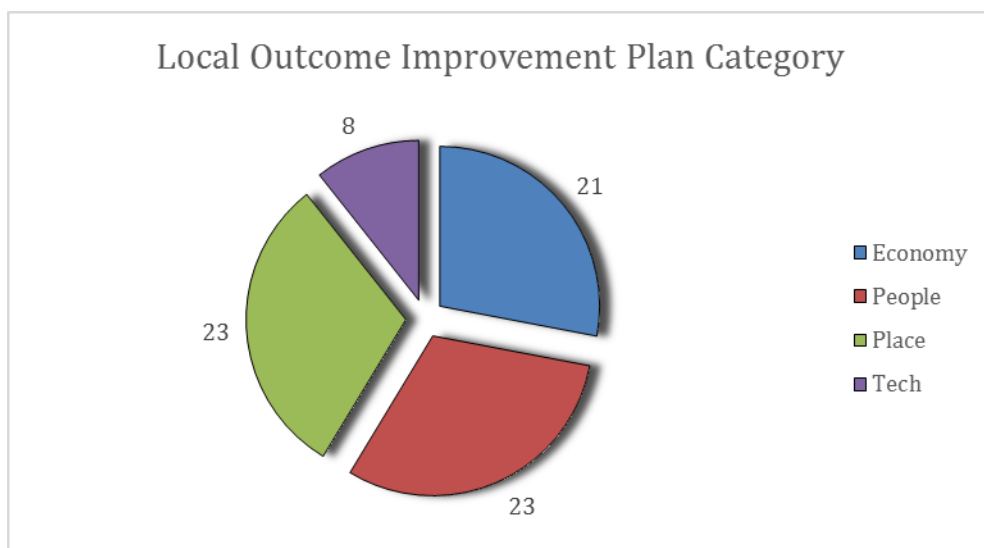
6.4 Of the four sections of the Terms of Reference where there were no reports, the Council has little or no control in relation to three of them (3, 5 and 9), i.e. they either rely on consent issued by Scottish Ministers, the submission of a planning application which requires a pre determination hearing, or reports being received by the Standards Commission for Scotland. In relation to the last remaining section (10), the Council did not require to establish any Appointment Panels during 2018/2019 as Panels were already in place for various recruitment processes.

6.5 A number of reports fell under Introduction 6 and could have been considered by a committee instead, however in most cases the Council had previously instructed that the matter be reported back to Council, therefore those instructions were complied with.

6.6 Generally, there has been a reduction in the number of reports being considered by Full Council compared to previous years. This can be partly attributed to committees considering business which may have otherwise been considered at Full Council. Historically, Full Council has been viewed as a catch all destination for decision making, and the place for reports to be submitted if they missed the committee they should have been reported to. The empowerment of committees through the Scheme of Governance together with better forward planning of reports has contributed to a more focused agenda at the meetings of Full Council.

6.7 **Local Outcome Improvement Plan**

The following table details of the 33 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.8 Reports and Council Decisions

The following table details the outcome of the Council's consideration of the 33 reports presented to it throughout the year.

	Total	% Total Reports
Confidential	0	0.0%
Exempt	1	3.0%
Number of reports where the Council has amended officer recommendations	10	30.3%
Number and percentage of reports approved unanimously	22	66.7%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	7	
Service update requested	0	
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	
Number of late reports received by the Council (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0.0%

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	9
Number of times Standing Orders were suspended	0
Number of deputations	0
Number of petitions considered	0
Number of Meetings held by the Lord Provost with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Regular meetings held with the Co-Leaders

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 Training sessions specific to the various committees have taken place and details of these are contained within their annual reports.
- 7.2 More generally, a training session on the refreshed Local Outcome Improvement Plan 2016-2026 was held on 13 March 2019 and 14 Councillors attended. Further sessions are scheduled for 7 May, 3 June and 5 September 2019. The session informed Councillors about the changes in the refreshed Local Outcome Improvement Plan 2016-2026, the context behind the document and how we are planning to deliver it.
- 7.3 The following specific Scheme of Governance training, which is related to the operation of all committees, was provided:-
- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
 - Member Officer Relations Protocol - various sessions throughout 2018 for Councillors and officers
- 7.4 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT - DECLARATIONS OF INTEREST

- 8.1 17 declarations of interest were made by Councillors during the reporting period. This information is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

- 9.1 Civic leadership and engagement is at the heart of the Target Operating Model approved by the Council in August 2017. The values and principles of civic leadership and engagement are being driven through the Council's transformation programme.
- 9.2 At the Council meeting on 4 March 2019, members noted the progress that had been made in the development of an urban governance model - since March 2018 officers have been continuing to consult with external stakeholders on the concept of the city's economic development and the role for an urban governance model.
- 9.3 There have been a number of good examples of civic engagement in the course of business submitted to Council in 2018/2019, for example the Review of Community Council Governance, and the involvement of children and young people in the campaign to ban plastic drinking straws in Scotland, culminating in pupils from Airyhall and Hanover Street Primary Schools attending the Council meeting in September 2018 in relation to the Final Straw report which was unanimously approved by members.
- 9.4 The Strategic Commissioning Committee considered an overview of current arrangements for engaging and consulting with customers and citizens. It approved a Participatory Budgeting Policy which will help facilitate civic engagement through the budget process. The Strategic Commissioning Committee instructed officers to report back with proposals to introduce a planned and co-ordinated approach to future engagement and consultation to support the Council's future commissioning activity. The Committee will consider a further report in August 2019.
- 9.5 Further civic engagement activities are set out in each committee's individual annual effectiveness report.

10. OFFICER SUPPORT TO THE COUNCIL

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Executive	7	7	0
Director of Resources	7	6	0
Chief Operating Officer	7	7	0
Director of Commissioning	7	3	4
Director of Customer Services	7	7	0
Chief Officer - Health and Social Care Partnership	7	5	2*
Chief Officer - Governance	7	7	0
Chief Officer - Finance	4	4	0
Chief Officer - Integrated Children's and Family Services	4	4	0

* due to the transition between Chief Officers

11. EXECUTIVE LEAD'S COMMENTS

- 11.1** In March 2018, the Council approved its first Scheme of Governance. This was a significant step for the Council and in keeping with the journey to attaining the CIPFA Mark of Excellence. The Scheme of Governance was updated in 2019 and officers were instructed to report back to Full Council in 2020 following another annual review. The practice of annually reviewing the Scheme of Governance, together with data from the annual effectiveness reports, will help members and officers to identify improvements to the Council's decision making structures and help ensure that those arrangements remain effective.
- 11.2** On 5 March 2019, the Council approved its annual budget and noted the associated Council Delivery Plan. The delivery of the budget will be monitored through the City Growth and Resources Committee whilst service performance will be monitored against key categories by the relevant committees.
- 11.3** It is noted that just over 30% of reports with Council officer recommendations were amended compared to the average for committees of 13.75%. However, six of the ten reports, where recommendations were amended, were reports submitted to the Budget meetings and this is generally normal practice, with such reports rarely being unanimously approved.
- 11.4** No late reports were submitted to Full Council and no decisions on reports required to be delayed which evidences that business was appropriately managed and scheduled.
- 11.5** Finally, it is pleasing to note that Full Council has operated in a transparent manner, with only one report marked as exempt as a result of it containing information relating to the financial or business affairs of a third party. It is acknowledged that on occasion reports need to be considered in private in

terms of Schedule 7A of the Local Government (Scotland) Act 1973, however it is reassuring that the number of instances where decisions have been taken in private has been minimised.

12.NEXT YEAR'S FOCUS

- 12.1 During the course of 2019/20, the Council will continue its oversight of the governance review of the Council's trusts. The review is designed to secure best value and ensure that the trusts are used according to their purpose. A report on that matter will be brought to Full Council in September 2019 with a further update and relevant proposals. In September, Full Council will also be asked to consider final proposals following public consultation on the city's polling districts and polling places following a statutory review. In December, it is intended to present the proposed Aberdeen Local Development Plan for consideration and approval.
- 12.2 In March 2020, the Council will be asked to consider proposals following the annual review of the Scheme of Governance. These proposals will take account of views expressed at meetings of the Governance Reference Group which will be scheduled later in the year. Specific to Council, the Terms of Reference will be reviewed in line with the business submitted to Council and officers will reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Council.
- 12.3 During the course of 2019/20, officers will progress the transformation programme to allow the Council to set a budget in a manner that strategically allocates resources against the Local Outcome Improvement Plan and associated strategies as envisaged by the Target Operating Model. The outcome focused approach will be set out in the budget report and associated delivery plan due to come before Full Council in early 2020.

13.COMBINED COMMITTEE DATA

Number of reports in total	495	
	Overall Total	% Total Reports
Number of confidential reports	1	0.20%
Number of exempt reports	65	13.13%
Number of reports where the Committee has amended officer recommendations	66	13.33%
Number and percentage of reports approved unanimously	433	87.47%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	31	
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	12	
Number of decisions delayed for further information	3	0.61%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	4	
Number of late reports received by the Committee	14	2.83%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	
Number of Notices of Motion	16	
Number of times Standing Orders were suspended	1	
	39.2	
The specific Standing Orders suspended		
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	8	
Number of petitions considered	1	

Appendix 1 - Previous Version of Council Terms of Reference Approved by Council on 5 March 2018

INTRODUCTION

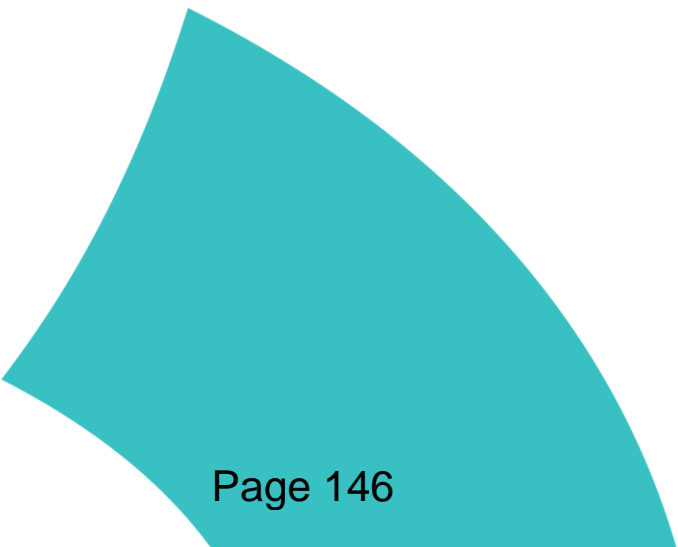
- 1.** The Council derives its authority from the Local Government (Scotland) Act 1973 and subsequent legislation. In exercising all of its functions and undertaking its responsibilities it must comply with the law.
- 2.** Under s57 of the 1973 Act, the Council is permitted to appoint committees, or with other Councils, joint committees, to discharge any functions which the Council could itself discharge.
- 3.** Under s56(1) of the 1973 Act, the Council is permitted to delegate the discharge of functions to officers. The Committee terms of reference should be read in the context of the Scheme of Delegation to Officers. Any delegation made to an officer shall not prevent the Council or relevant committee or sub committee from exercising the power so delegated.
- 4.** The Council has also delegated powers to the Integration Joint Board of the Aberdeen City Health and Social Care Partnership under the Public Bodies (Joint Working) (Scotland) Act 2014.
- 5.** A committee can in turn appoint sub committees to exercise any function delegated to it.
- 6.** In accordance with Standing Order 45.7, Council can determine any matter which would otherwise fall to be determined by a committee or sub committee and under Standing order 45.8, a committee can determine any matter which would otherwise fall to be determined by one of its sub committees.
- 7.** A committee can at any time refer or make a recommendation on any matter delegated to it to Council, and a sub committee can refer or make a recommendation on any matter delegated to it to Council or to its parent committee.
- 8.** Any decision taken by a committee or sub committee is deemed to be a decision of Council itself.
- 9.** These committee and sub Committee remits may be amended only after consideration of a report to Council or the appropriate parent committee by the Chief Officer – Governance.
- 10.** Non material amendments to these committee and sub committee terms of reference can be made by the Chief Officer - Governance, following consultation with the Business Manager without the requirement to report to Council or the appropriate parent committee.
- 11.** Any non material amendments made by the Chief Officer – Governance will be notified to members once completed.
- 12.** The Terms of Reference will be reviewed annually by the Chief Officer – Governance.
- 13.** All committee remits will be subject to the overarching remit of the Strategic Transformation Committee.
- 14.** In exercising their functions, the Council, its committees and sub committees shall meet their equalities obligations and take full account of their responsibilities to those customers and citizens with protected characteristics. In particular, in accordance with Unicef’s Child Friendly Cities and Communities Programme, they will ensure that children are allowed a voice in decisions which affect both them and their city.

ABERDEEN CITY COUNCIL

The Council itself reserves the following functions:

1. The setting of council tax in accordance with s93(1) of the Local Government Finance Act 1992 or the setting of a reduced amount of council tax under s94 of that Act or paragraph 3 of Schedule 7 to that Act.
2. The setting of a balanced budget annually, including the setting of fees and charges. The borrowing of money in terms of section 56(6)(d) of the Local Government (Scotland) Act 1973.
3. The approval of any annual investment strategy or annual investment report required by any consent issued by Scottish Ministers under s40 of the Local Government in Scotland Act 2003.
4. The approval of the Council's Treasury Management Policy and Strategy.
5. The determining of an application for planning permission for a development where a pre determination hearing is held in terms of s38A(1) of the Town and Country Planning (Scotland) Act 1997.
6. The appointment of committees and the number and allocation of seats, the appointment and removal from office of the Lord Provost, Depute Provost, Leader or Co Leaders and/or Depute Leader, a convener for each committee and a vice convener as appropriate and the approval of senior councillor allowances.
7. The approval of the Local Development Plan.
8. Consideration of each committee's annual report of its effectiveness.
9. The consideration of reports by the Standards Commission for Scotland and the overseeing of members' standards of conduct.
10. The establishing of Appointment Panels in accordance with Standing Orders.
11. The approval of the Council's Scheme of Governance.
12. The approval of the Scheme of Establishment for Community Councils.

Executive Lead: Chief Executive



APPENDIX B

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Audit, Risk and Scrutiny Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1** I would like to thank members of the committee and staff who have helped to support the committee. I believe the committee has taken a constructive approach to the way it conducts the business and look forward to building on this through the course of 2019-2020.



Councillor Stephen Flynn

Convener, Audit, Risk and Scrutiny Committee

2. THE ROLE OF THE COMMITTEE

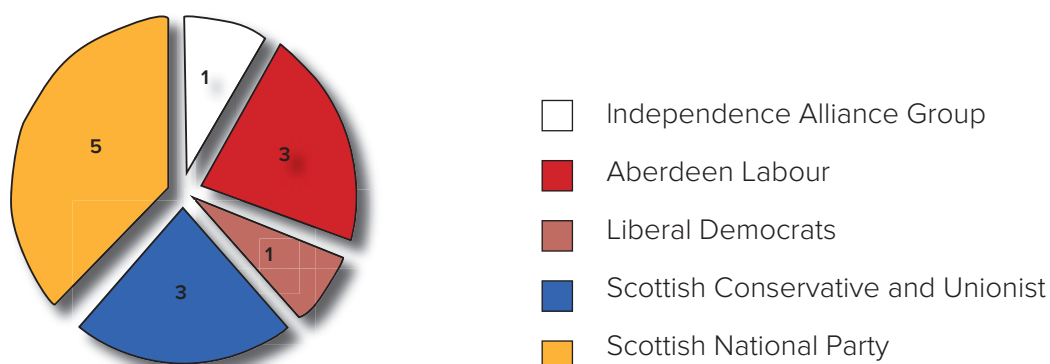
- 2.1** The purpose of the Audit, Risk and Scrutiny Committee is to provide assurance to the Council that it has in place robust arrangements in place for good governance, maintaining an effective control environment and financial and performance reporting. It monitors compliance with these arrangements through, for example, the receipt of reports from internal and external auditors. It completes the process by ensuring that recommendations flowing from internal and external audits are implemented where appropriate.

The Terms of Reference for the Committee as approved by Council on 5 March 2018 that applied to the committee's business during 2018/2019 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1** The Audit, Risk and Scrutiny Committee has 9 members and the composition is presented below.

Committee political balance (seats)



4. MEMBERSHIP CHANGES

4.1 There were no membership changes to the Committee during the reporting period.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Stephen Flynn	5	5	0
Ian Yuill	5	5	0
Christian Allard	5	3	2
Sarah Duncan	5	4	1
Gordon Graham	5	5	0
Douglas Lumsden	5	3	2
Avril MacKenzie	5	5	0
John Reynolds	5	3	2
Gordon Townson	5	5	0

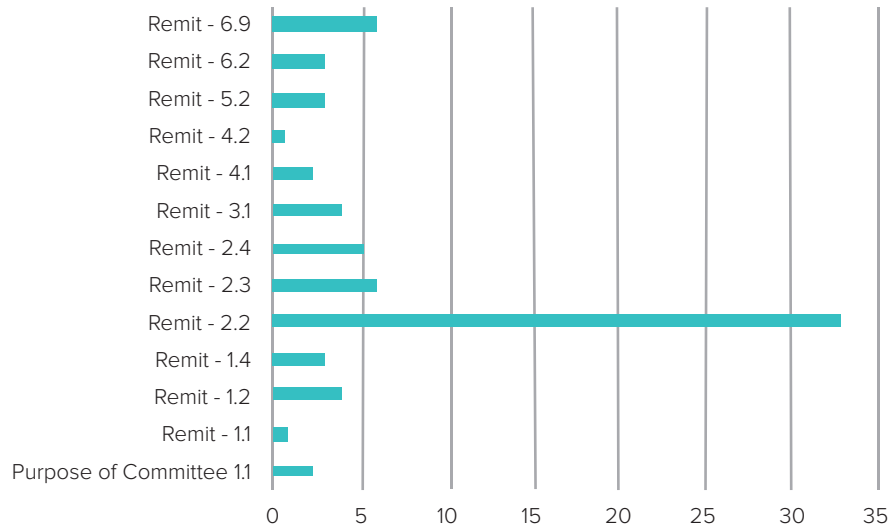
6. MEETING CONTENT

6.1 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 5 meetings and considered a total of 74 reports

6.2 Terms of Reference

Of the 74 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Alignment to the Terms of Reference

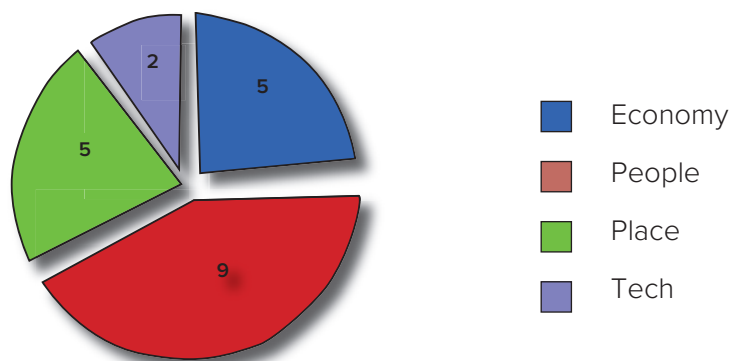


All sections of the committee's terms of reference were discharged through the course of the reporting period with reports from internal audit forming most of the business of the committee. This would indicate that the committee has discharged the role set by Full Council

6.3 Local Outcome Improvement Plan

The following table details of the 74 reports how many had a link to the themes of the Local Outcome Improvement Plan.

Local Outcome Improvement Plan Category



6.4 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 81 reports presented to it throughout the year.

	Total	% Total Reports
Confidential	0	0.0%
Exempt	2	2.7%
Number of reports where the Committee has amended officer recommendations	1	1.4%
Number and percentage of reports approved unanimously	73	69.1%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	N/A
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee	0	0.0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.5 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	0
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	1
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Monthly

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1** There was no specific training for members of the Audit, Risk and Scrutiny Committee during the course of the reporting period. Training has been requested by members in respect of fraud, bribery and corruption and this will be addressed by the executive lead. Any other specific requests for development opportunities should be made to the executive lead.
- 7.2** The following specific Scheme of Governance training which is related to the operation of all Committees was provided:
- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018”
- 7.3** Training on the Councillors’ Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1** 5 declarations of interest were made by Councillors during the reporting period. We measure this information to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

- 9.1** The committee’s focus, by its very nature, has largely been on compliance with the Council’s governance framework. It has done this in partnership with outside bodies such as the Council’s Arm’s Length External Organisations (ALEOs) through the ALEO Assurance Hub and external audit. Through the course of the year, consideration will be given to enhancing civic engagement in the discharge of the committee’s remit.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Expected Attendances	Total Attendances	Substitute Attendances
Fraser Bell, Chief Officer Governance	5	4	1
David Hughes, Chief Internal Auditor	5	4	1
Andy Shaw, External Auditor	5	5	0
Sandra Buthlay, Interim Chief Officer Finance	1	1	0
Jonathan Belford, Chief Officer Finance	4	4	0
Steve Whyte, Director of Resources	4	4	0

11. EXECUTIVE LEAD'S COMMENTS

- 11.1** One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision making structures.
- 11.2** The committee would appear to be working effectively noting that:
- No decisions required to be delayed;
 - All sections of the terms of reference were engaged; and
 - The vast majority of business was approved/noted unanimously.
- 11.3** It is noted that the vast majority of business was able to be considered in public.
- 11.4** It is also worth noting that the total number of recommendations made by the Council's internal auditors following the delivery of their annual internal audit programme continues to reduce as follows:
- 2016-17: 340;
- 2017-18: 274; and
- 2018-19: 159.
- 11.5** Although it is acknowledged that different areas of the Council are looked at each year, this is a positive trend.
- 11.6** Furthermore, it is noted that the number of outstanding internal audit recommendations fell from 45 on 28 February 2018 to 17.

12. NEXT YEAR'S FOCUS

- 12.1** Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2** The committee recently approved an internal audit plan for 2019-2020 and it is expected that as per the reporting period, a significant part of the committee's business will be the receipt of internal audit reports. The reports will cover matters such as the Council's shut down on non-essential spend during 18-19 and income generation. Learning from these audits will contribute to the Council's ability to deliver the budget decisions made by Full Council on 5 March 2019.
- 12.3** The focus on any outstanding internal audit actions will be maintained with the Council taking a risk based approach to further reducing the number of outstanding actions.

Appendix 1

Previous version of the Audit, Risk and Scrutiny Committee Terms of Reference approved by Council on 5 March 2018

AUDIT, RISK AND SCRUTINY COMMITTEE

PURPOSE OF COMMITTEE

1. To provide a high-level assurance that the Council has robust arrangements for:
 - 1.1 Good governance including information governance, surveillance, fraud, bribery and corruption;
 - 1.2 Maintaining an effective control environment through an effective approach to risk management; and
 - 1.3 Reporting on financial and performance reporting.
2. To monitor the effectiveness of the Internal Audit function and the Council's implementation of its recommendations.
3. To monitor the Council's implementation of the recommendations of its external auditors

REMIT OF COMMITTEE

1. Risk Management

The Committee will:

- 1.1 receive an annual review of the system of risk management and an annual report on the corporate risk register and related action plans;
- 1.2 receive reports from the ALEO Assurance Hub on the monitoring and mitigation of risks to the Council associated with its ALEOs;
- 1.3 receive reports from providers of independent assurance; and
- 1.4 receive reports to provide assurance on the Council's information governance.

2. Internal Audit

The Committee will:

- 2.1 Contribute to and approve the Internal Audit Annual Plan;
- 2.2 consider reports issued by Internal Audit;
- 2.3 monitor compliance with Internal Audit recommendations; and
- 2.4 ensure that there is an adequately resourced Internal Audit service and monitor its performance.

3. External Audit

The Committee will:

- 3.1** consider reports prepared by the Council's External Auditor;
- 3.2** monitor the Council's relationship with the external Auditor; and
- 3.3** monitor compliance with External Audit recommendations.

4. Annual Reports and Accounts

The Committee will:

- 4.1** consider and approve the Council's Annual Report and Annual Accounts; and
- 4.2** consider and approve the annual governance statement.

5. Legal obligations

The Committee will:

- 5.1** seek assurance on the effectiveness of the whistleblowing policy; and
- 5.2** monitor and seek assurance on the effectiveness of the Council's compliance with its statutory obligations relating to surveillance, information governance, bribery, corruption and fraud.

6. Scrutiny

The Committee will:

- 6.1** where appropriate, review minuted actions from all Committees with the exception of the Planning Development Management and Licensing Committees and the Appeals Sub Committee to ensure good practice; it will not prevent any decision being taken, will only review the effectiveness of decision making or monitoring and may make recommendations to Council;
- 6.2** consider any previously unscrutinised issue, process or practice provided that the matter has been the subject of a report to Council or Committee and the consideration of the subject matter concluded by Council or said Committee;
- 6.3** on occasion, and as it sees fit, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest on any particular issue;
- 6.4** oversee the Council's continued commitment and adherence to the key elements of good governance;
- 6.5** oversee the implementation of the Council's ALEO Assurance Framework;
- 6.6** oversee the Council's Code of Corporate Governance;
- 6.7** provide independent assurance on the integrity of financial reporting and annual governance processes and oversee the effectiveness of internal control functions;
- 6.8** request, where appropriate and in terms of any contract or agreement, representatives of external organisations to attend and contribute to meetings; and

- 6.9** receive reports from regulatory bodies and those providing external assurance such as the Scottish Public Services Ombudsman and Inspector of Crematoria, ensure that the Council responds appropriately and monitor compliance with recommendations.

JOINT WORKING WITH OTHER COMMITTEES:

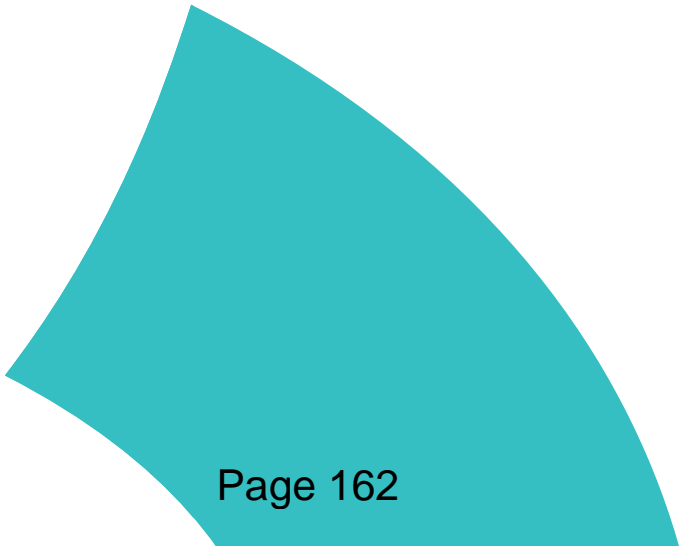
The Committee will maintain an awareness of issues of mutual interest arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Areas of mutual interest may include, but will not be restricted to:

- 1.** a relationship with the Public Protection Committee in terms of the systems in place to manage the public protection risks; and
- 2.** a relationship with the Staff Governance Committee in terms of the system in place to manage the health and safety risks.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will work jointly with external regulatory bodies to ensure that Council benefits from external review and assurance.

Executive Lead: Chief Officer – Governance



DSE0053/CG&R/BR/13/05/20

APPENDIX C

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Education Operational Delivery Committee Annual Effectiveness Report



Contents

1. Introduction
2. The role of the Committee
3. Membership of the Committee during 2018/2019
4. Membership changes
5. Member Attendance
6. Meeting Content
7. Training Requirements and Attendance
8. Code of Conduct – Declarations of Interest
9. Civic Engagement
10. Officer support to the Committee
11. Executive Lead's Comments
12. Next year's focus

1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Education Operational Delivery Committee. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Education Operational Delivery Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to approve and monitor the in-house delivery of educational services, scrutinise performance and make improvements to those services. In addition, the Committee has helped to ensure improvement to the Council's public performance recording data, in line with outcomes and intentions set.
- 1.4 Officers have supported the Committee's external members through hosting regular briefing sessions which have focused on topics of interest suggested by the external members. The sessions also enable external members to ask officers questions about any aspect of education along with seeking clarity on reports within the committee business planner. This approach has strengthened the role of external members and encouraged scrutiny through questioning at Committee.



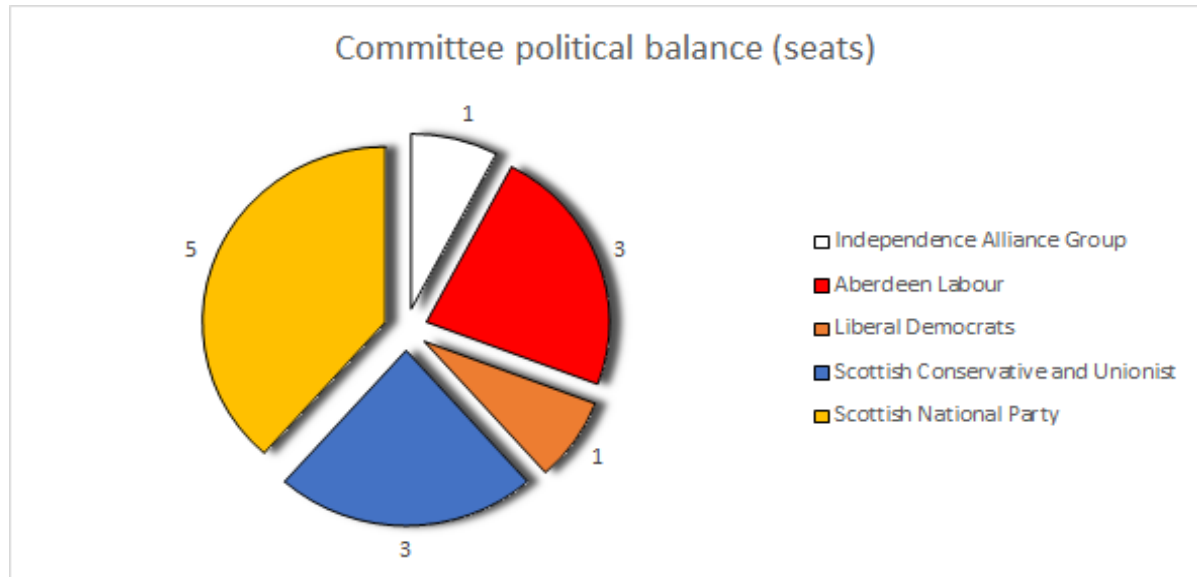
Councillor John Wheeler
Convener, Education Operational Delivery Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to approve and monitor the in-house delivery of internal educational services, scrutinise performance and make improvements to those services and to ensure improvement to the Council's Public Performance Recording data, in line with outcomes and intentions set, for educational services.
- 2.2 The previous Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Education Operational Delivery Committee has 13 Elected Members and 7 External Members and the composition is presented below. The 7 External Members are 1 Church of Scotland representative, 1 Roman Catholic representative, 1 Third Religious representative, 2 Teacher representatives and 2 Parent representatives.



4. MEMBERSHIP CHANGES

- 4.1 Councillor Lesley Dunbar was Vice Convener to the Committee from its inception in March 2018 to February 2019. At its meeting of 4 March 2019, Council appointed Councillor Malik as Vice Convener to the Committee. Reverend Hutton Steel resigned as Church of Scotland representative in February 2019, and details of his replacement are awaited.

5. MEMBER ATTENDANCE

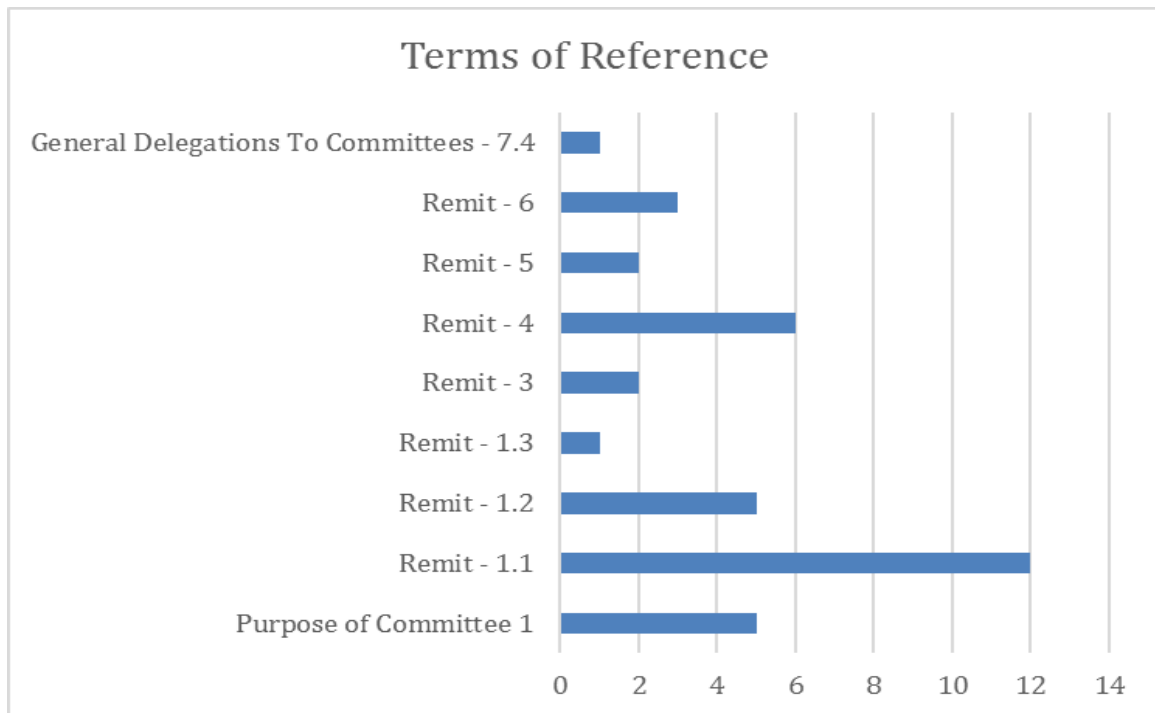
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Wheeler	6	4	2 – Councillors Houghton and Lumsden
Councillor Lesley Dunbar	6	5	1 – Councillor Bell
Councillor Al-Samarai	6	6	
Councillor Donnelly	6	5	1 – Councillor Duncan
Councillor Greig	6	6	
Councillor Henrickson	6	6	
Councillor Imrie	6	5	1 – Councillor Hunt
Councillor Macdonald	6	6	
Councillor Catriona Mackenzie	6	5	1 – Councillor Flynn
Councillor Malik	6	6	
Councillor McLellan	6	6	
Councillor Nicoll	6	6	
Councillor Jennifer Stewart	6	5	1 – Councillor Boulton
Mrs Stephanie Brock	6	6	
Mrs Louise Bruce	6	5	
Mr John Murray	6	6	
Mr Colm O'Riordan	6	5	1 – Mr Tony Rafferty
Mr Mike Paul	6	3	
Miss Pamela Scott	6	6	
Reverend Hutton Steel	5	4	

6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019), the Committee had 6 meetings and considered a total of 18 reports.

6.2 Terms of Reference

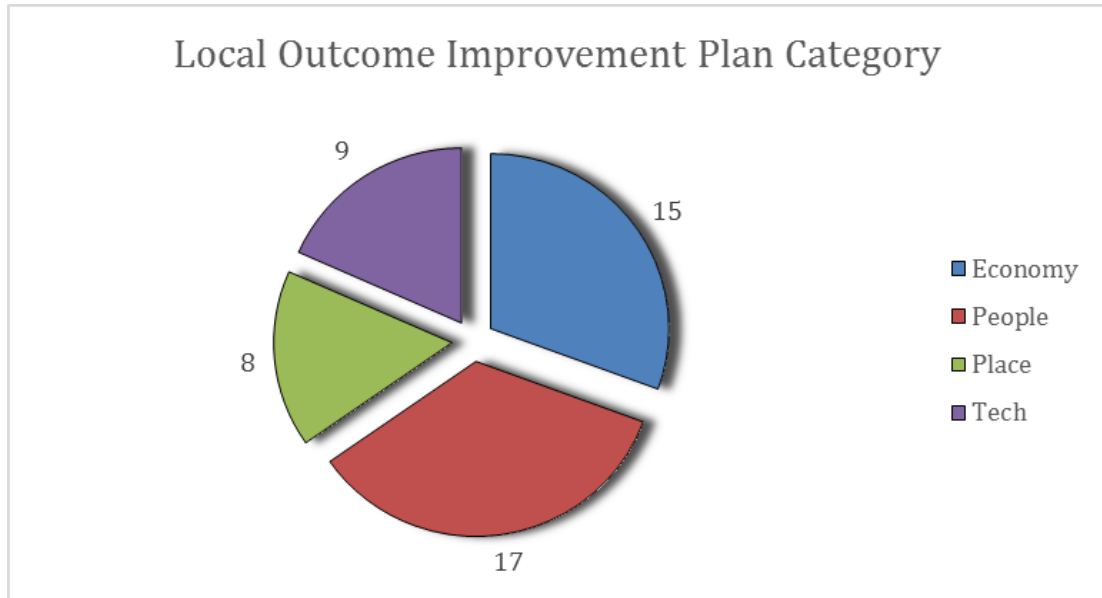
Of the 18 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



- 6.3 The majority of the sections of the Committee’s Terms of Reference were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as determined by Council.
- 6.4 There have been no reports under Remit 2 (Provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in-house services to outcomes) as there have not yet been any requests for this information from the Strategic Commissioning Committee.
- 6.5 The majority of reports have fallen under Remit 1.1 (Holds the organisation to account for the performance of all in-house services – in a manner which places the customer first and ensures the expected contribution to outcomes). This is to be expected from a Committee where the remit is to oversee the delivery of internal educational services to customers.

6.6 Local Outcome Improvement Plan

The following table details of the 18 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 18 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	1	5.6%
Number of reports where the Committee has amended officer recommendations	5	27.8%
Number and percentage of reports approved unanimously	16	88.9%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	4	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	N/A
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	1	N/A
Number of late reports received by the Committee	1	5.6%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	1
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	1 deputation
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	22
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	<p>Weekly meetings with Chief Operating Officer and Director of Customer Services</p> <p>Weekly meetings with Conveners of Strategic Commissioning Committee and City Growth and Resources Committees</p> <p>Monthly meetings with Chief Officer – Integrated Children’s and Family Services and Chief Education Officer</p> <p>Monthly meetings with all relevant Chief Officers</p>

7. TRAINING REQUIREMENTS

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors’ Code of Conduct was provided to Elected Members in January and February 2018.
- 7.3 Throughout the course of 2018-2019 there have been briefing sessions for Members on Sistema; Early Learning and Childcare; and the Pupil Equity Fund.

- 7.4 External Members have also been provided with separate briefing and training sessions, to ensure that they have the detailed knowledge in respect of the Local Outcome Improvement Plan and the Council's budget position when receiving reports for the Committee. They have briefing sessions with officers prior to each Committee to provide them with the opportunity to discuss the upcoming agenda.
- 7.5 The above opportunities provide valuable insights into relevant business areas to aid scrutiny of Committee business. Further development opportunities will be developed for 2019 – 2020 based on Committee business and officer proposals; and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 1 declaration of interest was made by a Councillor during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 During the course of the year, there has been statutory consultation with the public in respect of proposed changes to the school holidays, and the proposals in relation to St Peter's RC School. The results of this will inform the reports due back to Committee later in the year.
- 9.2 The recently established School Estate Strategy Working Group will involve a number of Head Teachers, Elected Members and an External Member. This Working Group will contribute to the development of the School Estate Strategy, through scrutinising the data to help refine and present detailed options within the final strategy document to be presented to Committee in September. The Schools (Consultation) (Scotland) Act 2010 requires local authorities to consult communities and stakeholders on proposed changes to schools, and therefore stakeholders will be invited and encouraged to comment on the options for developing the school estate which will be contained in the School Estate Strategy. Following presentation to Committee in September, there will be an initial round of informal stakeholder engagement to help scope out and develop the options within the document to help assess the extent to which options meet community needs, followed by formal statutory consultation where required. There will then be ongoing review of the document, during which there will be engagement and work undertaken with local communities.
- 9.3 The External Members appointed to the Committee also ensure that there is representation on the Committee for parents, teachers and religious organisations, which ensures that those sections of the community have an avenue into the decision-making process.
- 9.4 In addition to the civic involvement outlined above, officers will continue to seek opportunities for civic engagement.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director - Customer	6	6	0
Chief Operating Officer	6	6	0
Chief Officer - Integrated Children's & Family Services	6	6	0
Chief Education Officer	6	6	0
Legal Services	6	6	0
Finance	6	6	0

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2 It can be seen from the statistics in the annual report that no decisions required to be delayed and the vast majority of business was approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only one exempt report which contained information in respect of the estimated expenditure on contracts. There was also an exempt appendix in respect of St Peter's RC School, however the report itself was taken in public session.
- 11.3 Only minor changes were made to the Committee Terms of Reference when they were presented to Council in March 2019.
- 11.4 It is noted that a number of motions and amendments are submitted on the day of the committee and in some instances very shortly before the start time of committee. During the course of 2019/2020 the Executive Lead may seek short adjournments to enable robust consideration by officers of such motions and amendments. This will help to further enhance the decision-making process for Elected Members by ensuring they are able to make fully informed decisions.

12. NEXT YEAR'S FOCUS

- 12.1** Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2** Areas of focus from the Business Planner: The main areas of business for the Committee over the next year will be the School Estate Strategy Review; and the outcome of the statutory consultation in respect of St Peter's RC School. There is also ongoing work on the performance data reported to Committee. There will also be updates on key areas of business considered by the Committee in 2018/19.
- 12.3** In order to achieve a balanced budget, Council took a number of financial decisions at their meeting held in March 2019. This included discussing a range of budget options and agreeing to make £1.019m financial savings within Education. These savings relate to the following areas: transport to the Gaelic unit, administrative support, primary one class size, education support provision, educational psychology, operating model for school technicians and librarians and transport for pupils choosing to attend out of zone schools.
- 12.4** There are two political priorities: uptake of free school meals; and UNICEF Child Friendly accreditation. The Chief Education Officer fulfils the role of project sponsor and is supported by a project manager. Throughout the year the Committee will receive service updates to ensure progress is communicated.

**Previous Version of Education Operational Delivery Committee Terms of Reference
Approved by Council on 5 March 2018**

<p>EDUCATION OPERATIONAL DELIVERY COMMITTEE</p>
<p>PURPOSE OF COMMITTEE</p>
<p>To oversee the delivery of internal Educational services to customers, scrutinise performance and make improvements to those services.</p> <p>To ensure improvement to the Council's Public Performance Recording data for Educational services.</p>
<p>REMIT OF COMMITTEE</p>
<p>The Committee will, for internal Educational services:-</p> <ol style="list-style-type: none"> 1. hold the organisation to account for the performance of all in house services. It will oversee the delivery of all in house services in all areas in line with the outcomes set by the Strategic Commissioning Committee and improve results for Public Performance Recording by scrutinising Key Performance Indicators and rigorous performance management and ensuring that this:- <ol style="list-style-type: none"> 1.1 is done in a manner which places the customer first and ensures the expected contribution to outcomes; 1.2 improves the Council's position in national tables; and 1.3 adheres to financial targets. 2. provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in-house services to outcomes; 3. approve improvements to operational delivery where officers do not have the power to do so; 4. oversee health and safety obligations to customers and citizens in the operational delivery of services; 5. explore options for transforming the service delivery model; and 6. note proposed peer reviews and inspections within the Local Area Network plan for the cycle.
<p>JOINT WORKING WITH OTHER COMMITTEES:</p> <p>The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-</p> <p>The Strategic Commissioning Committee and the Operational Delivery Committee will cooperate to ensure that the internally commissioned services have clear service specifications, identifying contribution to the LOIP outcomes and that sufficient funding is available to deliver the service specification.</p> <p>The Strategic Commissioning Committee will cooperate with the Strategic Transformation Committee on opportunities to transform service delivery; and</p>

The Operational Delivery Committee in view of the shared remit for improving the delivery of internal services to customers.

JOINT WORKING WITH NON-COUNCIL BODIES:

Officers work closely with Internal Auditors, a service contracted from Aberdeenshire Council, and with external providers of assurance such as External Audit, Audit Scotland and external examining bodies. In addition, officers will work with local representative bodies such as the Disability Equity Partnership and the Aberdeen City Youth Council to understand how effectively services are being delivered to customers and how they can be improved.

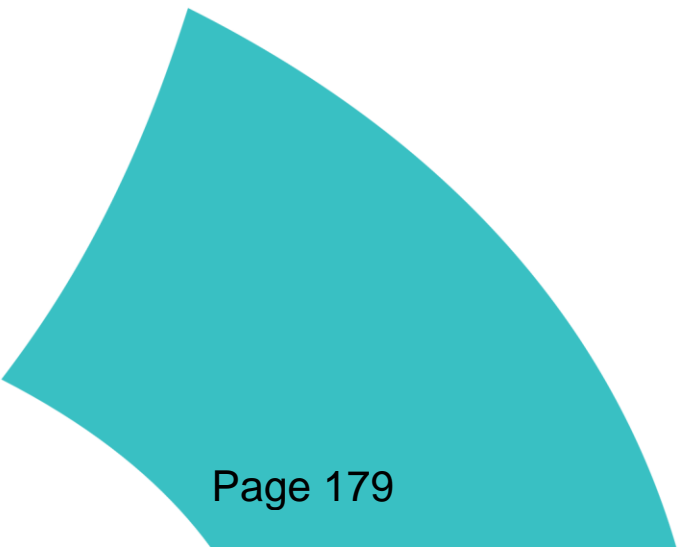
EXTERNAL MEMBERSHIP

The Committee's membership will include seven persons with voting rights who are members for education items of business only (which will be identified clearly on the agenda) and who are not members of the Council. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-

- 1.** three persons representing religious bodies in accordance with the requirements of Section 124 (4) of the Local Government (Scotland) Act 1973, being:
 - 1.1** one representative of the Church of Scotland nominated in such manner as may be determined by the General Assembly of that church;
 - 1.2** one representative of the Roman Catholic Church nominated in such manner as may be determined by the Scottish Hierarchy of that church; and
 - 1.3** one other person appointed by the Council having regard:
 - 1.3.1** to the comparative strength within the City of Aberdeen of all the churches and denominational bodies having duly constituted charges regularly appointed places of worship there; and
 - 1.3.2** the representation provided for in (i) and (ii) above;
- 2.** in accordance with the discretion conferred by Section 124 (3) of the Local Government (Scotland) Act 1973:
 - 2.1** two teachers employed in educational establishments managed by the Council nominated by Teachers' Consultative Forum, comprising one representative from primary and special needs, including nursery, and one representative from secondary; and
 - 2.2** two parent representatives, selected by Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary and special needs, including nursery, and one representative from secondary.

Education items are matters reported to the Operational Delivery Committee which relate to advising on or discharging the Council's functions as education authority which are under the responsibility of the Chief Officer of Integrated Children's and Family Services and the Corporate Landlord.

Executive Lead: Chief Operating Officer and the Director of Customer Services



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APPENDIX D

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Operational Delivery Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Operational Delivery Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Operational Delivery Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to approve and monitor the in-house delivery of all services provided by Customer Services and Operations, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding educational services. In addition, the Committee has helped to ensure improvement to the Council's public performance recording data, in line with outcomes and intentions set.



Councillor John Wheeler
Convener, Operational Delivery Committee

2. THE ROLE OF COMMITTEE

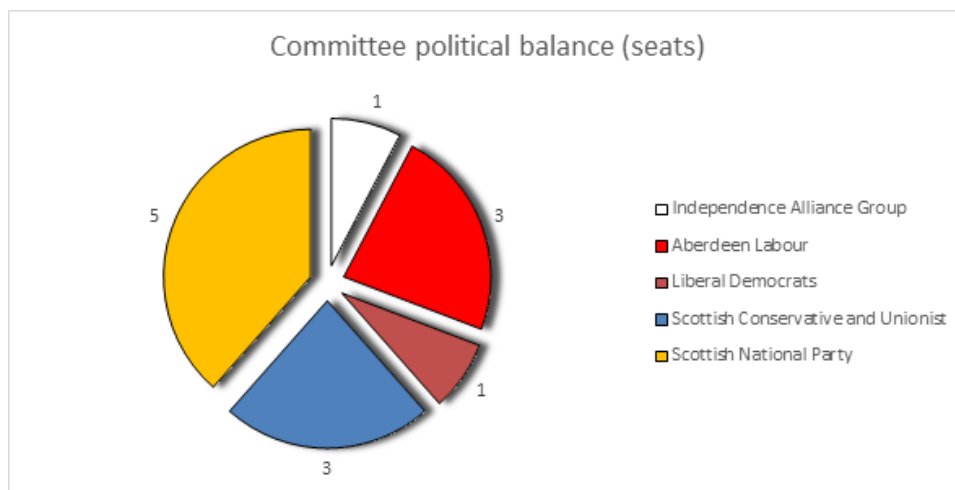
The role of the Committee is:-

- 2.1 To oversee the delivery of internal services to customers, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding educational services.
- 2.2 To ensure improvement to the Council's Public Performance Recording data, excluding educational services.

The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

3.1 The Operational Delivery Committee has 13 members and the composition is presented below.



4. MEMBERSHIP CHANGES

Councillor Grant was one of the Vice Conveners from the inception of the Committee in March 2018 until March 2019. At its meeting on 4 March 2019, Council appointed Councillor Graham as Vice Convener to the Committee in place of Councillor Grant. Councillor Hutchison also replaced Councillor MacRae as a member of the Committee from September 2018.

5. MEMBER ATTENDANCE

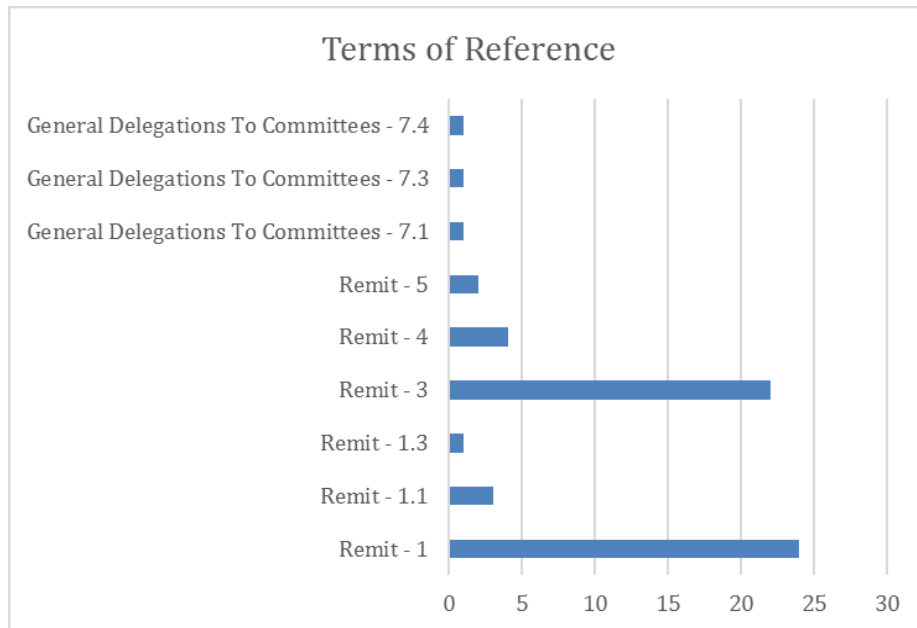
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
John Wheeler	6	4	2
Philip Bell	6	5	1
Ross Grant	5	5	
John Cooke	6	5	1
Bill Cormie	6	4	2
Steve Delaney	6	5	1
Lesley Dunbar	6	4	2
Jackie Dunbar	6	6	
Michael Hutchison	4	3	1
Douglas Lumsden	6	4	1
Sandra Macdonald	6	6	
Ciaran McRae	3	1	1
Jennifer Stewart	6	5	1
Gordon Townson	6	4	2
Gordon Graham	1	1	

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 6 meetings and considered a total of 46 reports.

6.2 **Terms of Reference**

Of the 46 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



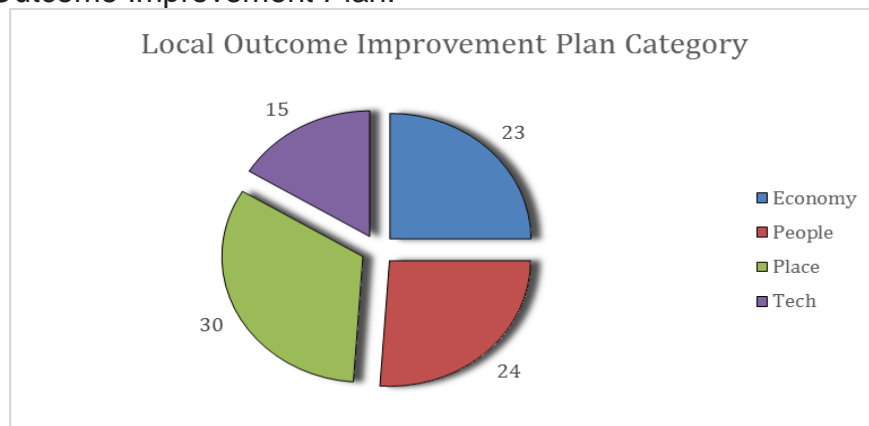
6.3 The majority of the sections of the Committee’s Terms of Reference were engaged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as determined by Council.

6.4 There have been no reports under Remit 2 (Provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in-house services to outcomes) as there have not yet been any requests for such information from the Strategic Commissioning Committee.

6.5 The majority of reports have fallen under Remit 1 (hold the organisation to account for the performance of all in house services) and Remit 3 (approve improvements to operational delivery where officers do not have the power to do so).

6.6 **Local Outcome Improvement Plan**

The following table details of the 46 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 46 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	3	6.5%
Number of reports where the Committee has amended officer recommendations	10	21.7%
Number and percentage of reports approved unanimously	42	91.3%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	2.17%
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	3	6.5%
Number of decisions delayed for further information	1	2.17%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	2	4.3%
Number of late reports received by the Committee	1	2.2%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	2
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations	3
Number of petitions considered	1
Number of Members attending meetings of the committee as observers	9
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	<p>Weekly meetings with Director of Customer Services and Chief Operating Officer.</p> <p>Weekly meetings with Convener of Strategic Commissioning and City Growth & Resources.</p> <p>Monthly meetings with Chief Officer – Integrated Children’s and Family Services and Chief Education Officer.</p> <p>Monthly meetings with all other relevant Chief officers.</p>

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors’ Code of Conduct was provided to Elected Members in January and February 2018.
- 7.3 The above opportunities provide valuable insights into relevant business areas to aide scrutiny of Committee business. Further development opportunities will be developed for 2019 – 2020 based on Committee business, officer proposals and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 5 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and

the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 Civic Engagement in relation to all Traffic Orders has been carried out at the various stages of the legal process with Community Councils and through public consultations. Any objections received through the process have been presented to the Committee to allow an informed decision to be made.

Engagement with care experienced young people, foster carers and other relevant stakeholders were central to the presentation of a report on fees paid to carers enabling members to appreciate the demands asked of foster carers.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Operating Officer	6	6	0
Director Customer Services	6	5	0
Chief Officer - Operations and Protective Services	6	6	0
Chief Officer - Early Intervention and Community Empowerment	6	6	0
Chief Officer - Integrated Children's and Family Services	6	6	0
Chief Officer - Customer Experience	6	6	0

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2 It can be seen from the statistics in the annual report that one report was required to be delayed and the vast majority of business was approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only three exempt reports.
- 11.3 Only minor changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019.
- 11.4 It is noted that a number of motions and amendments are submitted on the day of the committee and in some instances very shortly before the start time of committee. During the course of 2019/2020 the Executive Lead may seek short adjournments to enable robust consideration by officers of such motions and amendments. This will help to further enhance the decision making process for elected members by ensuring they are able to make fully informed decisions.

12. NEXT YEAR'S FOCUS

- 12.1 Council on 4 March 2019 approved new Terms of Reference and a further review of the Terms of Reference will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 The Committee's Business Planner demonstrates commitment to the Council's Policy Statement which is categorised under the themes of economy, people and place. The Committee's business is related to all three themes.
- 12.3 Area of focus from the Business Planner for next year continues with a focus on traffic management and regulation, the public transport network, pedestrian and cycle access and safety, child poverty action plan and housing management.
- 12.4 In order to achieve a balanced budget, Council took a number of financial decisions at their meeting held in March 2019. This included discussing a range of budget options and agreeing to make £4m financial savings within Customer Services and Operations. These savings relate to a number of areas and include: children's services, environmental, facilities services, early intervention and community engagement, fleet, roads and waste.
- 12.4 There are several political priorities which relate to the role of the Committee; these include approaches of the Sistema spread across the city, increasing the business community's resilience awareness, identification (and bringing back into use) of vacant private properties and child protection and corporate parenting. Chief Officers fulfil the role of Project Sponsors who are supported by a Project Manager for each political priority. Throughout the year the Committee will receive relevant service updates to ensure progress is communicated.

OPERATIONAL DELIVERY COMMITTEE

PURPOSE OF COMMITTEE

To oversee the delivery of internal services to customers, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding Educational services.

To ensure improvement to the Council's Public Performance Recording data, excluding Educational services.

REMIT OF COMMITTEE

The Committee will, for all services except Educational ones:-

1. hold the organisation to account for the performance of all in house services. It will oversee the delivery of all in house services in all areas in line with the outcomes set by the Strategic Commissioning Committee and improve results for Public Performance Recording by scrutinising Key Performance Indicators and rigorous performance management and ensuring that this:-
 - 1.1 is done in a manner which places the customer first and ensures the expected contribution to outcomes;
 - 1.2 improves the Council's position in national tables; and
 - 1.3 adheres to financial targets.
2. provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in house services to outcomes;
3. approve improvements to operational delivery where officers do not have the power to do so;
4. oversee health and safety obligations to customers and citizens in the operational delivery of services;
5. explore options for transforming the service delivery model; and
6. note proposed peer reviews and inspections within the Local Area Network plan for the cycle.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

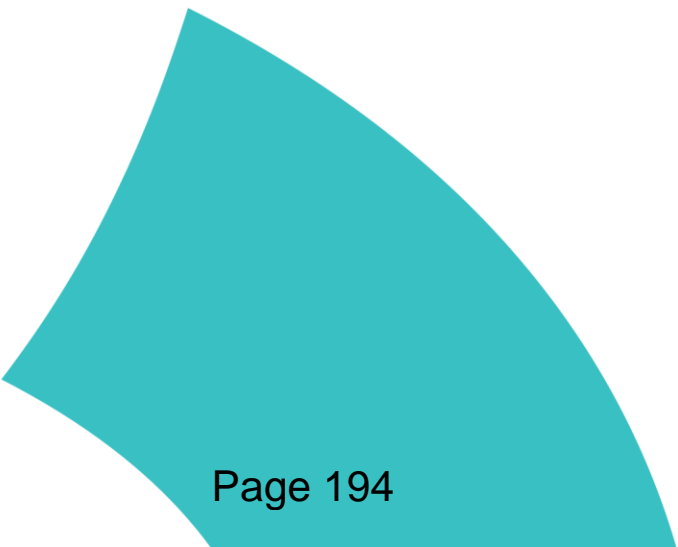
1. The Strategic Commissioning Committee and the Operational Delivery Committee will cooperate to ensure that the internally commissioned services have clear service specifications, identifying contribution to the LOIP outcomes and that sufficient funding is available to deliver the service specification;

2. The Strategic Commissioning Committee will cooperate with the Strategic Transformation Committee on opportunities to transform service delivery; and
3. The Education Operational Delivery Committee in view of the shared remit for improving the delivery of internal services to customers.

JOINT WORKING WITH NON COUNCIL BODIES:

Officers work closely with Internal Auditors, a service contracted from Aberdeenshire Council, and with external providers of assurance such as External Audit, Audit Scotland and external examining bodies. In addition, officers will work with local representative bodies such as the Disability Equity Partnership and Tenant Participation Groups to understand how effectively services are being delivered to customers and how they can be improved.

Executive Lead: Chief Operating Officer and the Director of Customer Services



APPENDIX E

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Strategic Commissioning Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Strategic Commissioning Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Strategic Commissioning Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to support the Council in moving towards a commissioning based authority. It is heartening to see the unanimous agreement given to the key documents such as the Population Needs Assessment, the Local Outcome Improvement Plan (LOIP) 2016/2026, the Sustainable Procurement and Community Benefits Policy, and the Participatory Budgeting Policy and moving forward into the next year, I am confident that the Committee will continue to analyse the performance information and determine the delivery method that meets the needs of our customers.

Councillor Laing
Convener, Strategic Commissioning Committee

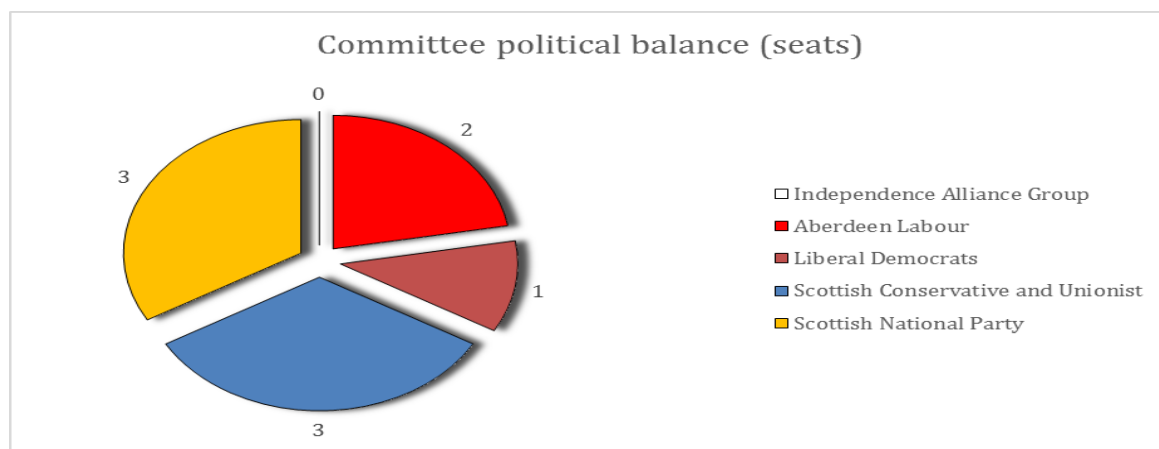


2. THE ROLE OF THE COMMITTEE

- 2.1 The Committee is to perform a key role as the Council changes from budget led service provision to outcome focused delivery. It reviews the needs of citizens through a population-need assessment and approves commissioning activity to meet those needs and the outcomes specified in the Local Outcome Improvement Plan. The committee also performs a monitoring role to help ensure that the needs and outcomes identified are being achieved.
- 2.2 The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Strategic Commissioning Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There were two changes to the Committee's membership throughout the reporting period with Councillor Jackie Dunbar replacing Councillor Nicoll in September 2018 and Councillor Donnelly replacing Councillor Sellar in November 2018.

5. MEMBER ATTENDANCE

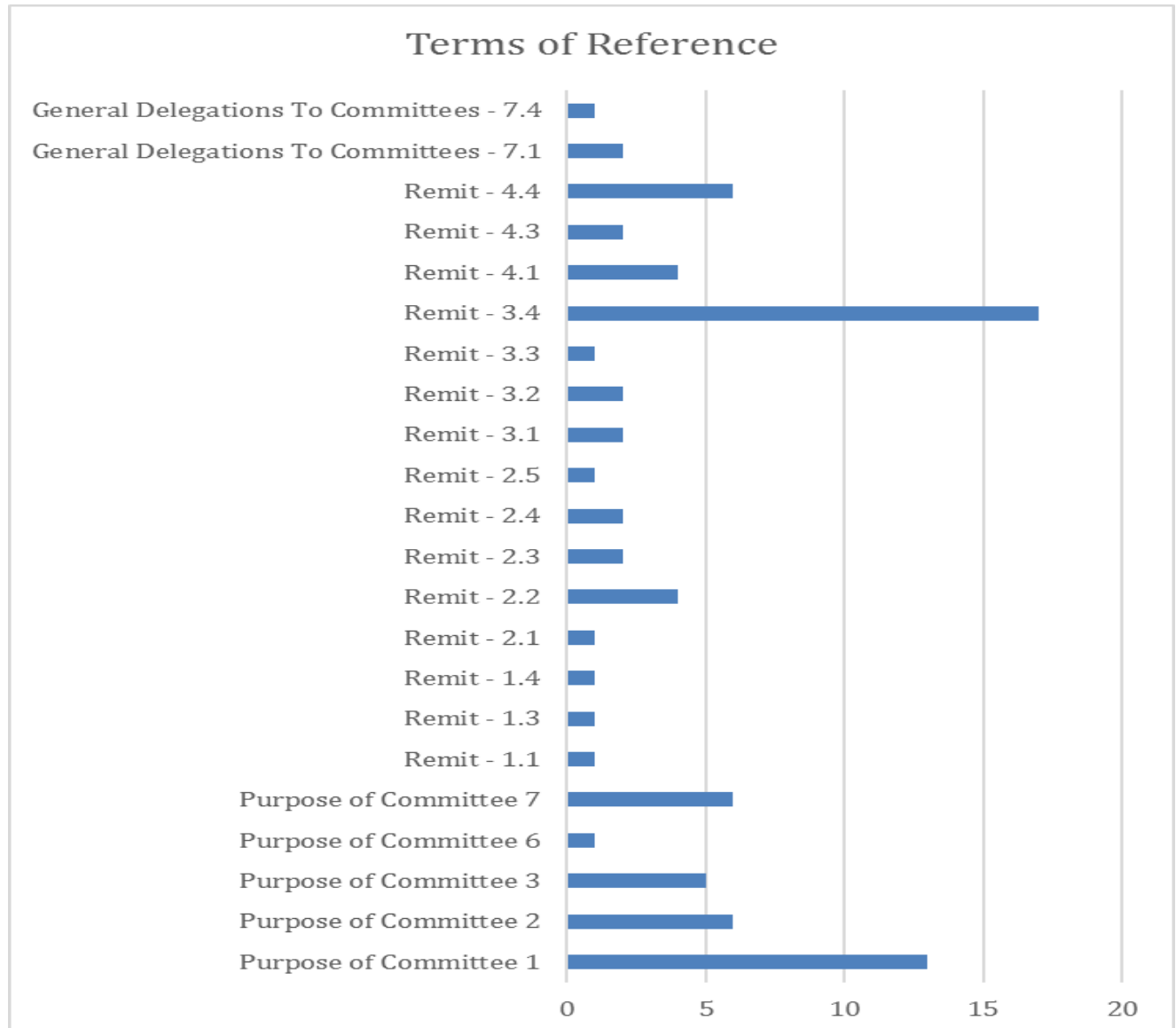
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Laing, Convener	6	5	1, Councillor Grant
Councillor John, Vice Convener	6	6	
Councillor Cameron	6	6	
Councillor Duncan	6	6	
Councillor Flynn	6	5	1, Councillor Townson
Councillor Nicoll	2	2	
Councillor Sellar	3	3	
Councillor Wheeler	6	5	1, Councillor Lumsden
Councillor Yuill	6	5	1, Councillor Greig
Councillor Dunbar	4	4	
Councillor Donnelly	3	2	1, Councillor Lumsden

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 6 meetings and considered a total of 41 reports.

6.2 Terms of Reference

Of the 41 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



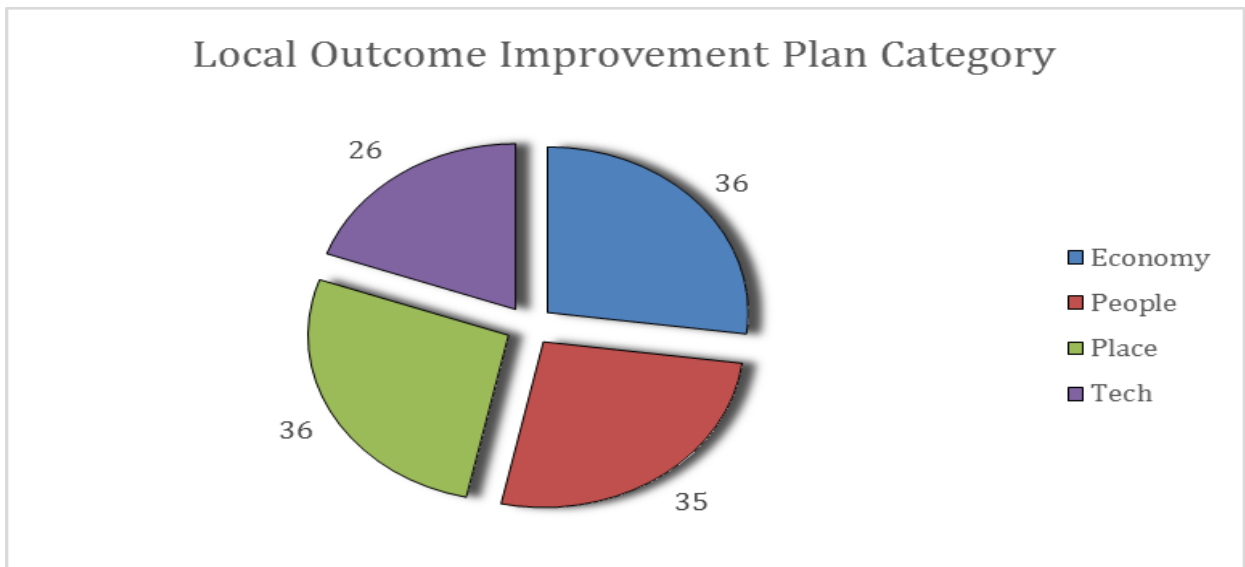
6.3 During the course of 2018-2019 the Strategic Commissioning Committee received reports under each of the four headings of the commissioning cycle, namely: analysis, planning, doing and reviewing. This would indicate that the Committee has begun to discharge its role throughout the course of the reporting period.

6.4 Most of the reports considered related to the approval of internal and external commissioning activity by way of procurement business cases. The Committee also considered potential efficiencies and improvements in quality and outcomes when reviewing all reports.

6.5 The Terms of Reference for the Committee were reviewed and updated to reflect the outcomes based commissioning report presented to the Committee in November 2018 which outlined the steps we will be taking over the next 18 months to embed commissioning across the Council. The updated Terms of Reference are now in effect, having been approved by Council on 4 March 2019. The commissioning intentions were approved by Council on 5 March 2019 and replaced the commissioning strategy terminology (purpose 4) used in the previous version of the Terms of Reference.

6.6 Local Outcome Improvement Plan

The following table details how many of the 41 reports had a link to the themes of the Local Outcome Improvement Plan.



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 41 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	8	19.5%
Number of reports where the Committee has amended officer recommendations	1	2.4%
Number and percentage of reports approved unanimously	36	87.8%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	N/A

Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee	1	2.4%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	0
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N / A
Number of deputations	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	22
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Weekly meetings held

6 TRAINING REQUIREMENTS AND ATTENDANCE

7.1 Two development sessions were held for all elected members in respect of areas of responsibility for the Strategic Commissioning Committee.

7.2 The first session provided an overview of the function of the Committee and advised of the key aspects of the commissioning approach. It aimed to provide members with a greater understanding of (1) commissioning – what it is and how it works; and (2) their role in scrutinising information and what questions to ask when making commissioning decisions. 18 members attended the session.

7.3 The second session focused on the use of data and evidence. This session looked at the use of data and evidence, focusing on the role of elected members, throughout the 4 stages of a commissioning cycle:-

- Analyse
- Plan
- Do
- Review

7.4 The session examined the availability, quality and interpretation of data and its use to support evidence based decision making. 16 members attended this session which was run on 4 occasions.

7.5 A session on the refreshed Local Outcome Improvement Plan 2016-2026 was held on 13 March 2019 and 14 Councillors attended. Further sessions are scheduled for 7 May, 3 June and 5 September 2019. The session informed members about the changes in the refreshed Local Outcome Improvement Plan 2016-2026, the context behind the document and how we are planning to deliver it.

7.6 The following specific Scheme of Governance training, which is related to the operation of all Committees, was provided:

- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
- Financial and Procurement Regulations on 23 and 29 March 2018

7.7 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8 CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 5 declarations of interest were made by Councillors during the reporting period. We measure this information to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9 CIVIC ENGAGEMENT

9.1 On 5 March 2018, the Council agreed to endorse the values and principles of civic leadership and engagement as set out in that [report](#). The project is being delivered through the transformation programme and in accordance with the Committee's Terms of Reference it has considered a number of reports throughout the reporting period in order to progress the delivery of civic engagement. Notably, the Committee considered an overview of the current arrangements for engaging and consulting with customers and citizens following which the Director of Commissioning was instructed to:

- (i) undertake an audit and review of existing methods and activity of customer and citizen engagement and report back to the Committee with recommendations which:-
 - propose a planned and co-ordinated approach to future engagement and consultation, ensuring that this meets the needs of both the Council and customers and citizens;
 - identify and spread best practice;
 - demonstrate how this will inform future commissioning; and
- (ii) take forward a joint review, including Council, civic and partner representatives to explore civic representation and involvement.

The outcome of the above review was presented to the Committee on 29 January 2019, and the Committee agreed the areas for improvement listed at paragraph 4.2 of that report. The findings of this review will be developed through the transformation programme and by March 2020, the Chief Officer – Early Intervention and Community Empowerment intends to implement the agreed areas for improvement agreed by the Committee. A further report on the customer/citizen review will be presented to the Committee in August 2019.

In addition to the above, the Committee also approved:

- (1) Participatory Budgeting (PB) Policy for delivering PB. The Policy was developed applying learning from local delivery and review of guidance and best practice and promoting civic engagement; and
- (2) Sustainable Procurement and Community Benefits Policy. The policy sets out the Council's approach to linking procurement with community benefits which is designed to maximise the significant potential to improve the social, economic and environmental wellbeing of our citizens and communities through our procurement activity. Progress made in the implementation of the policy and its application to the LOIP will be reported to the Committee in November 2019.

9.2 Population Needs Assessment/LOIP/Locality Plans/Partnership Working

The Committee received the refreshed population needs assessment to assist understand emerging trends. The assessment provided an important sense check to ensure that priorities for improvement continued to be grounded on what our communities need rather than what is nice to do. Thereafter, the Committee considered the refreshed LOIP, as well as the Community Planning Partnership's three priority localities annual reports.

10 OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Commissioning	5	4	0
Chief Officer - Business Intelligence and Performance Management	6	6	0
Head of Commercial and Procurement Services	6	6	0
Team Leader Legal Commercial and Procurement	6	6	0
Chief Officer - Finance	5	5	0
Director of Resources	3	3	0
Chief Officer - Digital and Transformation	2	2	0
Chief Officer - Governance	2	2	0
Director of Customer Services	1	1	0
Chief Operating Officer	1	1	0
Chief Officer - Capital	3	3	0
Chief Officer - Early Intervention and Community Empowerment	1	1	0
Chief Officer - Corporate Landlord	2	2	0
Chief Officer – Integrated Children's and Family Services	2	2	0

11 EXECUTIVE LEAD'S COMMENTS

- 11.1 As referenced in the Convener's opening remarks, one of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision making structures.
- 11.2 The first year of the Strategic Commissioning Committee, and of the Commissioning function, has established an overall approach and related processes in relation to the transition to a commissioning organization. The stages of the commissioning cycle have been set and key elements of delivered, including the completion of a Population Needs Assessment; the refresh of the Local Outcome Improvement Plan; the approval of a Performance Management Framework which aligns the Council's commissioning intentions to outcome based performance; an initial review of our engagement with customers and citizens, as well as how communities can benefit from commissioning activity.
- 11.3 The Committee has considered business on each of the key elements of the commissioning cycle and would appear to be working effectively, noting that no decisions required to be delayed and the vast majority of business was approved/noted unanimously. The vast majority of business was able to be considered in public and, where this was not possible, there has been clear justification.

12 NEXT YEAR'S FOCUS

12.1 Area of focus from the Business Planner

The focus of the Committee in 2019/20 will build on the key elements within the agreed strategic planning framework and commissioning cycle.

We will continue to bring intelligence and analysis to members. The Population Needs Assessment will be continuously updated, and we will bring further depth to analysis in priority areas, including an understanding of the nature of demand for council services. Community and customer engagement will continue to be a focus and work will be progressed on an analysis of key markets.

We will build on that intelligence and the alignment of commissioning intentions to outcomes, by developing and revising specifications for key areas of service, to ensure these are fully and sustainable supporting the agreed outcomes.

We will report on any significant changes to the Council's legislative duties in the context of strategic commissioning.

Commissioning workplans will be presented to the Committee giving a full and timely overview of the contracts and procurements which will be a focus for specific businesses cases throughout the year.

We will build on the outcome based approach to performance management, including annual reviews of performance in respect of the LOIP, Locality Plans and the Council's ALEOs. We will also strengthen the performance in delivering outcomes through the business cases presented to the Committee.

12.2 Budget Decisions

The Council agreed commissioning intentions aligned to outcomes at its budget meeting on 5th March, 2019. The Committee, when approving procurement business cases and other commissioning activity, will ensure alignment to those commissioning intentions. Business cases will also be presented with full financial implications and advising members of their consistency with agreed budget decisions.

The Council at its budget meeting on 5th March, 2019 instructed the Head of Commercial and Procurement Services to bring forward a report on how best Aberdeen City Council can work with Aberdeen businesses to bring about positive collaboration to ensure Aberdeen citizens benefit from the many community involvement programmes that Aberdeen businesses already provide and this will be reported to the Committee in November 2019.

12.3 Policy Priorities

As with budget decisions, where business cases relate to agreed policy priorities this will be explicitly stated for members' attention.

12.4 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.

STRATEGIC COMMISSIONING COMMITTEE

PURPOSE OF COMMITTEE

1. To approve all external commissioning activity by the Council, including the approval of service specifications, performance frameworks and outcomes. This includes where the Council commissions from its Arm's Length External Organisations (ALEOs).
2. To approve all internal commissioning activity of Council, including the approval of grants and associated conditions, service specifications, performance frameworks and outcomes.
3. To review annual workplans to be submitted by Directors and Chief Officers in accordance with the Procurement Regulations, which will specify every contract expected to be procured over the year ahead with estimated expenditure of £50,000 or more (supplies/ services) or £250,000 or more (works), and to approve business cases submitted along with the workplans, and any new business case submitted to Committee from time to time over the course of the year in the event of any new procurements being added to the workplan.
4. To prepare a Commissioning Strategy for the Council, to review the impact of all commissioned services and the extent to which they have achieved the outcomes intended and to approve improvement actions.
5. To approve a strategic commitment to invest in the prevention and reduction of the demand for services.
6. To approve the Council's strategic approach to joint and integrated commissioning across the public and private sectors to ensure that the needs of customers and citizens are met.
7. To identify potential efficiencies and improvements in quality and outcomes, including across partner organisations and public services.
8. To develop a role in the strategic allocation of resources to outcomes in consultation with the City Growth and Resources Committee.

REMIT OF COMMITTEE

The following authority is delegated to the Committee under the four headings of the Commissioning Cycle:-

1. Analysis

1.1 to commission a regular Population Needs Assessment to understand the needs which public bodies must address.

1.2 to receive in-depth analysis of key groups, priorities and challenges across public

services.

- 1.3 to receive a service review, sufficiency and market analysis to understand existing and potential provider strengths and weaknesses, and opportunities for improvement or change in providers will be identified.
- 1.4 through appropriate forums, to consider the experience of customers and citizens.
- 1.5 to identify resources needed and risks involved in implementing change and/or continuing with the status quo.

The Council's Business Intelligence function will support the Analysis stage of the Commissioning Cycle.

2. Planning

- 2.1 to review a Gap Analysis following the Public Needs Assessment which will identify which services are needed and which are available currently, and will provide guidance on how the gaps will be addressed within existing resources.
- 2.2 to approve commissioning intentions, outcomes and priorities as part of the annual business planning cycles.
- 2.3 to commission the development of a Strategic Outcomes Framework reflecting the Local Outcome Improvement Plan (LOIP), the views of customers and citizens, and the best evidence of effective interventions.
- 2.4 through appropriate forums, to ensure that services to be commissioned are co-designed to meet customers' needs.
- 2.5 to approve a Commissioning Strategy/Prospectus which identifies clear service development priorities and specific targets for efficient, effective, equitable and sustainable achievement.

The Council's Business Intelligence function and the Commissioning function will support the Planning stage of the Commissioning Cycle.

3. Doing

- 3.1 to ensure that appropriate supply management and capacity building (market facilitation) is in place to ensure a good mix of resilient service providers, that offer customers an element of choice in how their needs are met;
- 3.2 through appropriate forums, to ensure that relationships with existing and potential providers are maintained and draw on partner expertise;
- 3.3 to ensure that the co-design of service specifications is based on the delivery of positive outcomes with a preventative focus on demand reduction; and
- 3.4 to approve procurement strategies to meet agreed outcomes to enable officers to purchase and contract services and to decommission services that do not meet the needs of the population group.

The Council's Commissioning function will support the Doing stage of the Commissioning Cycle.

4. Reviewing

- 4.1** to review information from individual contracts, specifications or service level agreements (including partners) in order to monitor the impact of services and the extent to which they have achieved the purpose and outcomes intended;
- 4.2** to commission reviews of agreed priority services and make recommendations to service providers, both in house and external, to further improve outcomes;
- 4.3** to receive an analysis of any changes in legislative requirements, population need and reviewing the overall impact of services to identify revisions needed to the strategic priorities and targets;
- 4.4** to monitor service delivery against expected outcomes and plans; and
- 4.5** to monitor the changing policy and strategic context to identify opportunities to work differently to improve outcomes.

The Business Intelligence function and the Commissioning function will support the Reviewing stage of the Commissioning Cycle.

JOINT WORKING WITH OTHER COUNCIL COMMITTEES:

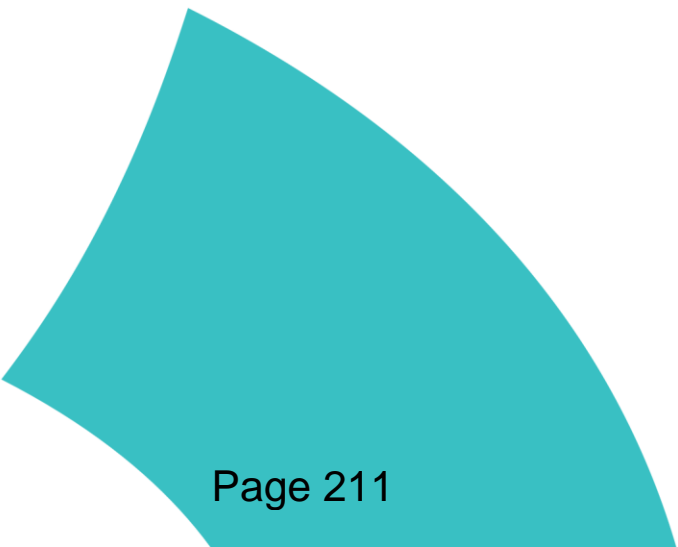
The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together. Specifically:

- 1.** the Strategic Commissioning and the City Growth and Resources Committees will cooperate to ensure that resources are allocated strategically to support outcomes.
- 2.** the Strategic Commissioning and the Operational Delivery Committees will cooperate to ensure that the internally commissioned services have clear service specifications which identify contributions to the LOIP outcomes and that sufficient funding is available to deliver the service specification.

JOINT WORKING WITH NON COUNCIL BODIES:

This Committee is outward facing and will engage with appropriate forums to engage with partners, the third sector and communities in order to ensure a joint and integrated commissioning approach.

Executive Lead: Director of Commissioning



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APPENDIX F

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Planning Development Management Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Planning Development Management Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Education Operational Delivery Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre-Determination Hearing has been held, visited application sites where agreed, authorised the taking of enforcement action, made Orders and issued Notices, approved development briefs and masterplans, developed and adopted non-statutory hearings in pursuance of the provisions contained within Section 38A of the Town and Country Planning (Scotland) Act 1997; and reviewed and approved policies and supplementary guidance relating to its function.



Councillor Marie Boulton
Convener, Planning Development Management Committee

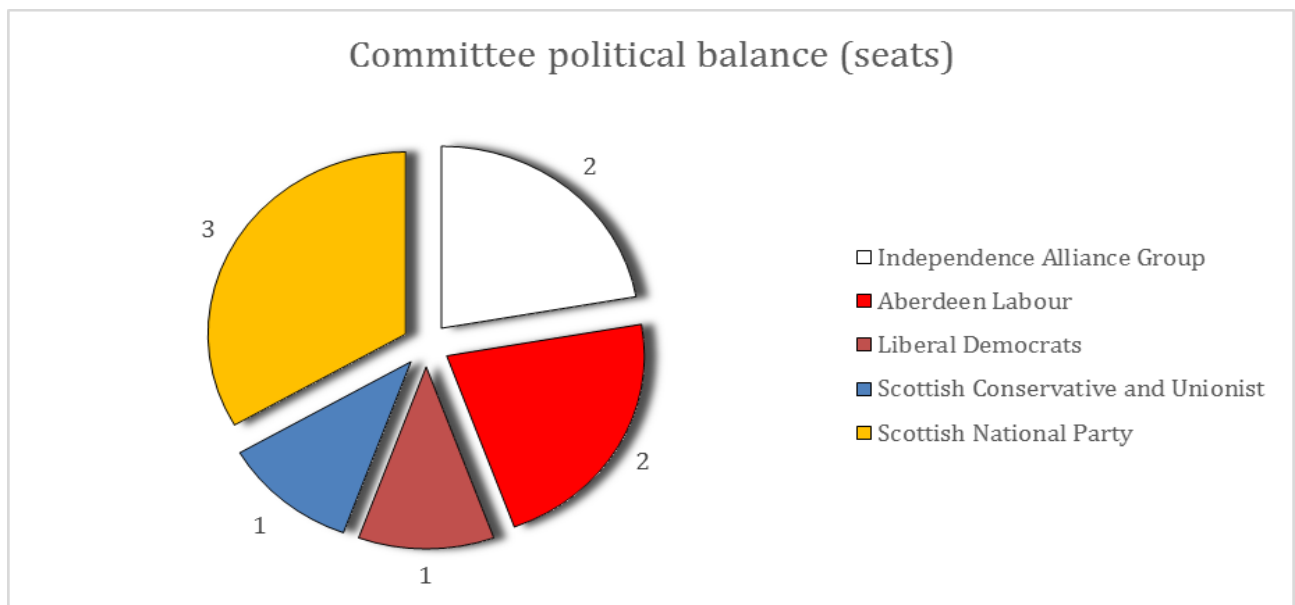
2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Planning Development Management Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

None.

5. MEMBER ATTENDANCE

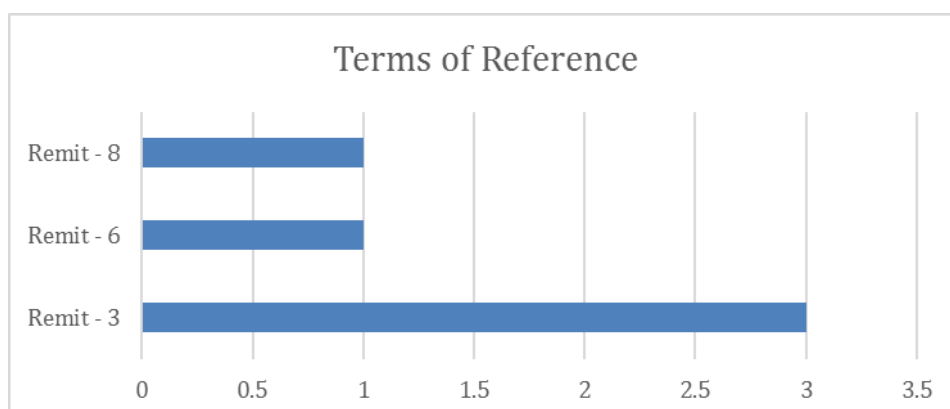
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Marie Boulton	11	11	
Jennifer Stewart	11	8	3
Yvonne Allan	11	11	
John Cooke	11	11	
Neil Copland	11	10	1
Bill Cormie	11	7	2
Martin Greig	11	9	2
Avril Mackenzie	11	9	2

6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 11 meetings and considered a total of 7 reports.
- 6.2 During this period the Committee also considered 54 planning applications.
- 6.3 This report does not take into consideration the planning applications and is based only on the reports.

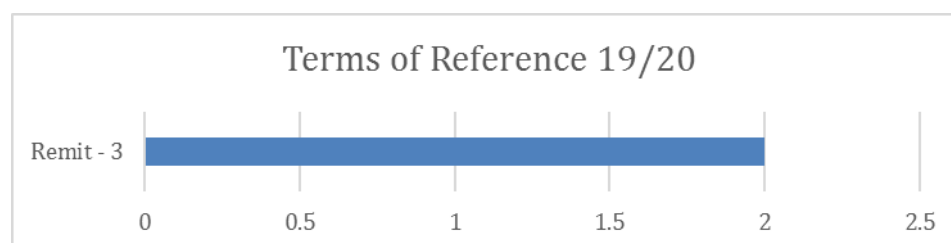
6.4 Terms of Reference

Of the 7 reports received the following table details how the reports aligned to the Terms of Reference for the Committee. 5 of these reports were considered under the Terms of Reference approved by Council on 5 March 2018. The following table details how those 5 reports aligned to those Terms of Reference for the Committee. One of the reports considered (Tree Preservation Order) came to Committee as it fell under the Committee remit previously (February 2018) but was deferred and came back to Committee in April 2019. Tree Preservation Orders are now dealt with by officers under delegated powers.



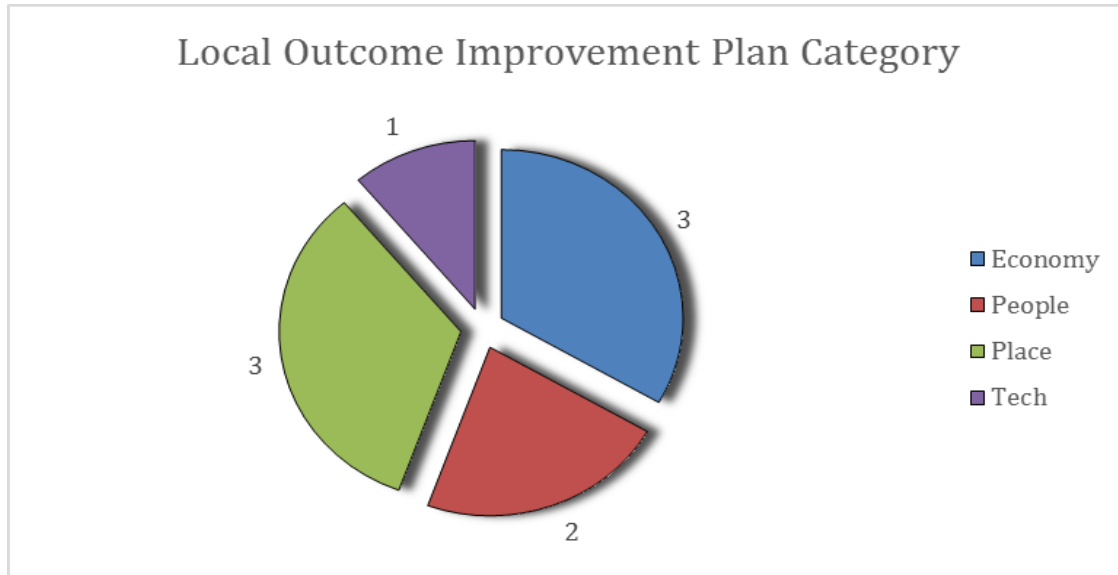
The majority of the reports have fell under remit 3 (authorise the taking of enforcement action).

Of the 7 reports received during the reporting period 2 reports were considered under the Terms of Reference approved by Council on 4 March 2019 and the following table details how the reports aligned to those Terms of Reference for the Committee.



6.5 Local Outcome Improvement Plan

The following table details of the 6 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 6 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	1	14.2%
Number of reports where the Committee has amended officer recommendations	0	0.0%
Number and percentage of reports approved unanimously	6	85.7%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0.0%
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0.0%
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee	1	14.2%

6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	11
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	<p>Weekly meetings held with the Conveners of City Growth and Resources, Strategic Commissioning and the Business Manager.</p> <p>Weekly meetings held with Chief Officer for Strategic Place Planning and the Senior Planning team.</p>

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors' Code of Conduct was provided to Elected Members in January and February 2018.
- 7.3 A training session was held on 25 March 2019, to which all Councillors were invited to attend. This was on Planning and Decision Making.
- 7.4 The above opportunities provide valuable insights into relevant business areas to aid scrutiny of Committee business. Further development opportunities will be developed for 2019–2020 based on Committee business, officer proposals and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 There were no declarations of interest made by Councillors during the reporting period. This is in relation to reports and not planning applications.

9. CIVIC ENGAGEMENT

- 9.1 No civic engagement was undertaken specifically around the activity of the Planning Development Management Committee.

10.OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Development Management Manager	11	10	1
Legal	11	11	0
Chief Officer Strategic Place Planning	11	7	0
Chief Officer Corporate Landlord	1	1	0

11.EXECUTIVE LEAD'S COMMENTS

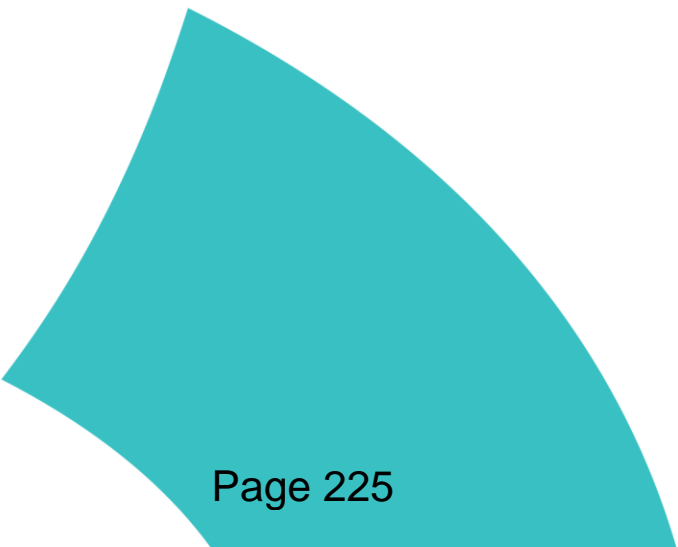
- 11.1** One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2** It can be seen from the statistics in the annual report that one report was required to be delayed, with the vast majority of business approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only one exempt report.
- 11.3** Only minor changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019. The Scheme of Delegation was amended to take into account experience of operating the Scheme approved in March 2018.
- 11.4** The work of the Planning Development Management Committee was reviewed as part of the comprehensive service review that was carried out for Strategic Place Planning. Various improvements have been implemented including:
- Adoption and implementation of a procedure for consideration of motions contrary to officers recommendation which now forms part of the preamble to the agenda pack;
 - Further refinement of PowerPoint presentation of development proposals being considered by the Committee;
 - Name plates provided for officers and elected members to assist the general public;
 - Three separate training sessions have been held to train or refresh member's knowledge of the planning system, material considerations in determining planning application and their role on the Local Review Body.

12.NEXT YEAR'S FOCUS

- 12.1** The effectiveness of the Committee will continue to be reviewed over the year and planning training will continue to be part of the scheduled elected member development programme.

<h2>PLANNING DEVELOPMENT MANAGEMENT COMMITTEE</h2>
<p>PURPOSE OF COMMITTEE</p> <p>To ensure the effective undertaking of the Development Management and Building Standards duties of the Council.</p>
<p>REMIT OF COMMITTEE</p> <p>The Committee will:</p> <ol style="list-style-type: none">1. determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre Determination Hearing has been held;2. visit application sites where agreed;3. authorise the taking of enforcement action;4. make Orders and issue Notices;5. approve development briefs and masterplans;6. develop and adopt non-statutory development management guidance (supplementary planning guidance);7. conduct pre-determination hearings in pursuance of the provisions contained within Section 38A of the Town and Country Planning (Scotland) Act 1997; and8. review and approve policies and supplementary guidance relating to its function.
<p>JOINT WORKING WITH OTHER COMMITTEES:</p> <p>The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically, key relationships will be required with the City Growth and Resources Committee which will oversee the preparation of the Local Development Plan to the point where it will be approved by Council.</p>
<p>JOINT WORKING WITH NON COUNCIL BODIES:</p> <p>The Committee, through its lead officers, will work jointly as appropriate with the Scottish Environment Protection Agency, Historic Environment Scotland and the Planning and Architecture Division of the Scottish Government.</p>

Executive Lead: Chief Officer – Strategic Place Planning



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APPENDIX G

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Capital Programme Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to introduce the first annual effectiveness report for the Capital Programme Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to approve and monitor the capital projects within the Aberdeen City Council Capital Programme.



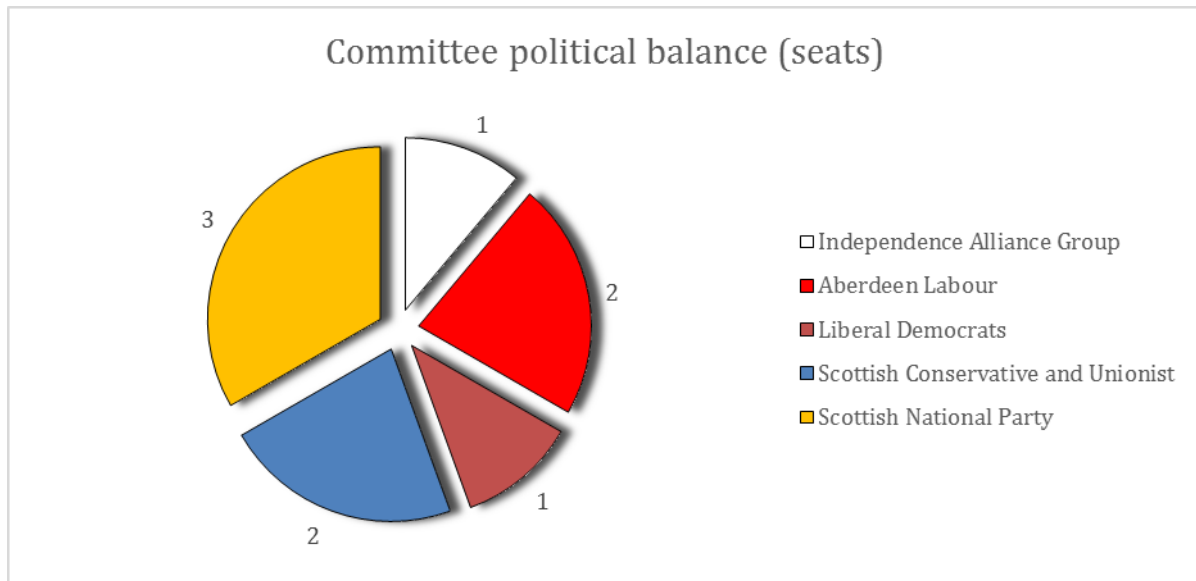
Councillor Marie Boulton, Convener

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to oversee the governance and delivery of the capital projects which are set out within the Council's capital programme. This includes the consideration of any factors highlighted within any individual project's outline and full business case. The committee oversees the full life cycle of projects from their inception to their delivery and post-delivery evaluation.
- 2.2 The Committee also has an overarching role to take cognisance of how major infrastructure capital projects deliver outcomes which are aligned to the local development plan.
- 2.3 The Terms of Reference for the Committee as approved by Council on 5 March 2018 that applied to the committee's business during 2018/2019 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Capital Programme Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There was one change to the Committee's membership throughout the reporting period with Councillor McLellan replacing Councillor Flynn in May 2018.

5. MEMBER ATTENDANCE

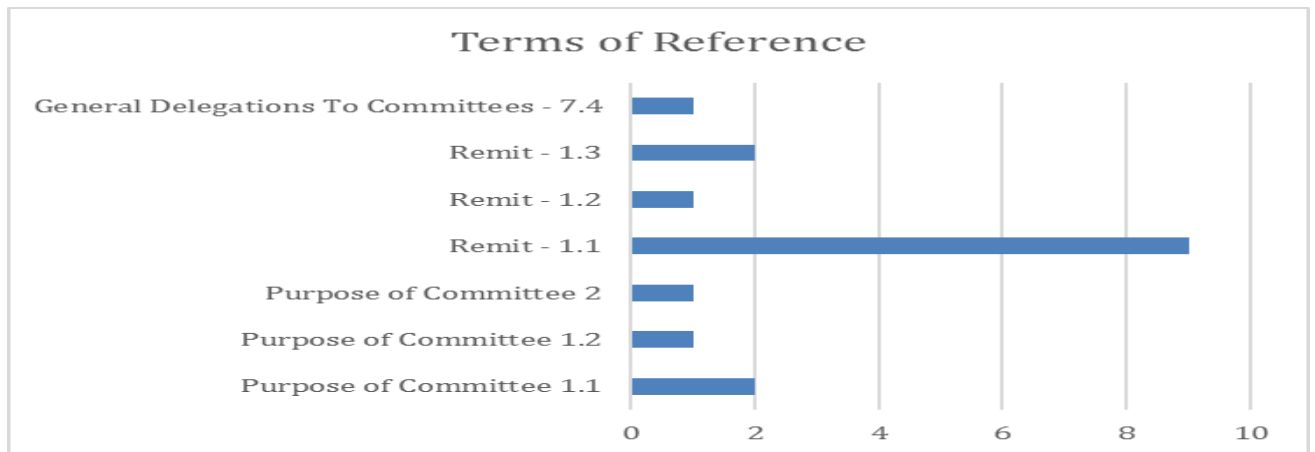
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Marie Boulton	3	3	
Douglas Lumsden	3	3	
Jackie Dunbar	3	2	1, Councillor Flynn
Stephen Flynn	1	1	
Gordon Graham	3	3	
Jenny Laing	3	3	
Alexander McLellan	2	2	
Alexander Nicoll	3	3	
Philip Sellar	3	3	
Ian Yuill	3	3	

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 3 meetings and considered a total of 14 reports.

6.2 Terms of Reference

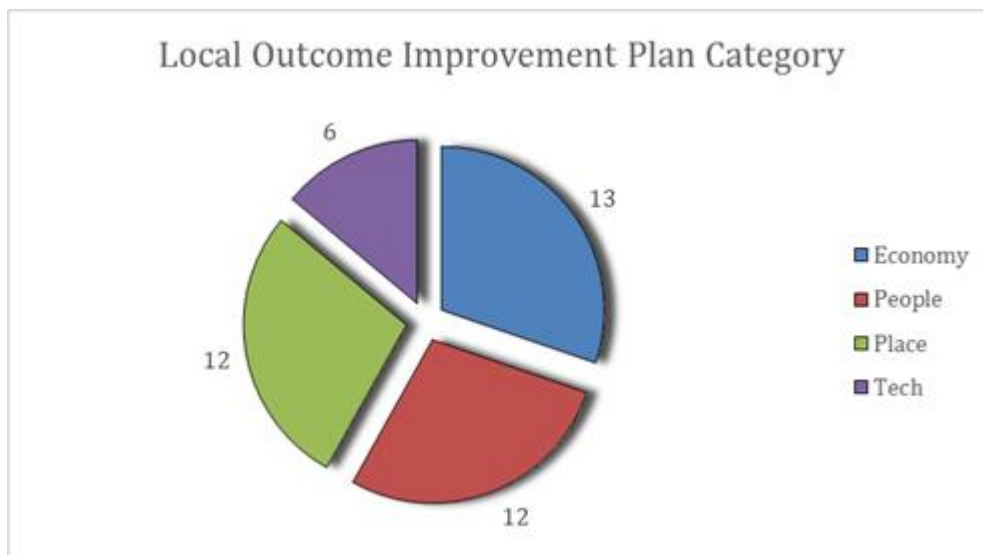
Of the 14 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



All sections of the committee's terms of reference were discharged through the course of the reporting period with reports relating to approval of capital business forming most of the business of the Committee. This would indicate that the committee has discharged the role set by Full Council.

6.3 Local Outcome Improvement Plan

The following table details of the 14 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.4 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 14 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	3	21.4%
Number of reports where the Committee has amended officer recommendations	1	7.1%
Number and percentage of reports approved unanimously	14	100.0%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	n/a
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	n/a
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	n/a
Number of late reports received by the Committee	1	7.1%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.5 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	weekly

7. TRAINING REQUIREMENTS AND ATTENDANCE

7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided:

- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
- Financial and Procurement Regulations on 23 and 29 March 2018

7.2 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 8 declarations of interest were made by Councillors during the reporting period.

9. CIVIC ENGAGEMENT

9.1 There have been a couple of instances where civic engagement has been carried out to try and ensure more people/communities and businesses are working together to help the community as a whole.

- Participation within the 'Trinity Group' which enables the private and public organisations to meet and discuss key issues which impact on the delivery of development across the city; and
- Holding a 'Developers Day' presentation to try and stimulate private developer interest in help deliver the councils housing aspirations.

9.2 The Committee's civic engagement activity is an area which still requires further development, but early consideration would suggest it can provide positive benefits for the delivery of the Councils aspirations

9.3 Looking forward to financial year 2019/2020 it is felt there would be benefit in holding similar types of meetings with other stakeholders, and more regular meetings between the public and private sector.

- 9.4 From a capital project perspective the intention is for the Capital Programme Committee to consider if there is benefit in holding 'key project' progress briefing sessions, to keep local communities informed.

10.OFFICER SUPPORT TO THE COMMITTEE

Officer	Total		Substitute Attendances
	Anticipated Attendances	Total Attendances	
Steve Whyte, Director of Resources	3	3	0
Stephen Booth, Chief Officer Corporate Landlord	3	2	0
John Wilson, Chief Officer Capital	3	3	0
Jonathan Belford, Chief Officer Finance	2	2	0
Craig Veitch, Solicitor	3	3	0
Sandra Buthlay, Interim Chief Officer Finance	1	1	0

Outwith the main Committee support officers listed above, other officers also attend and support the Committee as required.

11.EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision-making structures.
- 11.2 The committee would appear to be working effectively noting that:
- Throughout the year there was a small number of reports submitted to the committee,
 - No decisions required to be delayed;
 - There were 3 exempt reports presented to the Committee. Due to the commercial nature of our capital projects, disclosure of some commercial information could impact on the Council's duty to secure best value;
 - All sections of the terms of reference were engaged; and
 - All business was approved/noted unanimously.
- 11.3 Looking forward to the next financial year (2019/2020) there would be benefit and greater transparency if key project reports were submitted on a regular basis throughout a project's full project life cycle. This would provide increased understanding of the any interdependencies across the wider capital project portfolio.
- 11.4 In addition, project reports presented to the Capital Programme Committee would provide greater clarity and transparency to the challenges faced in meeting key milestones with earlier warning of any financial pressures on any given project.
- 11.5 There is an opportunity with new projects to develop interest and a learning opportunity with a small group of local school children. This can be expanded wider to include local community groups who may have a particular area of interest in seeing the delivery of a project.
- 11.6 It is important that project post-evaluation reports are prepared to review

whether desired outcomes have been achieved but also to inform lessons learned for any similar future projects.

12. NEXT YEAR'S FOCUS

- 12.1 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 From a governance perspective the Capital Programme Committee will focus on monitoring the progress and delivery of key projects which are aligned to the Local Outcome Improvement Plan (LOIP) and the Local Development Plan (LDP).
- 12.3 Throughout next year the Council faces difficult budget decisions and it will be critical to the successful delivery of desired outcomes that project delivery is scrutinised and challenged. The progress of projects through their project life cycle will be reported on a more regular basis to ensure milestones are being achieved as expected, and project expenditure is within approved budgets.
- 12.4 Balanced with this, the approval process to project manage projects provides greater delegation powers to assist their delivery.
- 12.5 Aligned with this, early in the new financial year a new capital project 'dashboard' will be developed to provide greater clarity and transparency of projects. This will provide an extra level of scrutiny which can be accessed at any time throughout the financial year. At a glance it will show if policy priorities and political priorities are being met.

CAPITAL PROGRAMME COMMITTEE

PURPOSE OF COMMITTEE

1. To oversee and monitor the development, approval and delivery of the Council's capital programme, including:
 - 1.1 those projects flowing from the City Centre Masterplan, the Aberdeen City Region deal, the Common Good and General Fund Capital Programme and the Housing Revenue Account, and
 - 1.2 those interventions that contribute to the overall place outcomes for the City as a result of investment in infrastructure.
2. To oversee major infrastructure planning in the City.

REMIT OF COMMITTEE

1. The Committee in relation to the capital programme will:-
 - 1.1 scrutinise and approve outline and full business cases for supporting new capital investments, ensuring that all appropriate consultation has been undertaken;
 - 1.2 review progress in the delivery of the benefits of the capital programme through receipt and scrutiny of Post Project Evaluations (PPE's) and Post Occupancy Evaluations (POE's); and
 - 1.3 request a report to allow for the detailed consideration of any project which is of particular concern or interest.
2. The Committee, in relation to major infrastructural planning, will oversee and monitor the Local Development Plan, subject to a final approval being given by Council.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

The Capital Programme Committee and Strategic Commissioning Committee will cooperate to ensure that resources are allocated strategically to support outcomes.

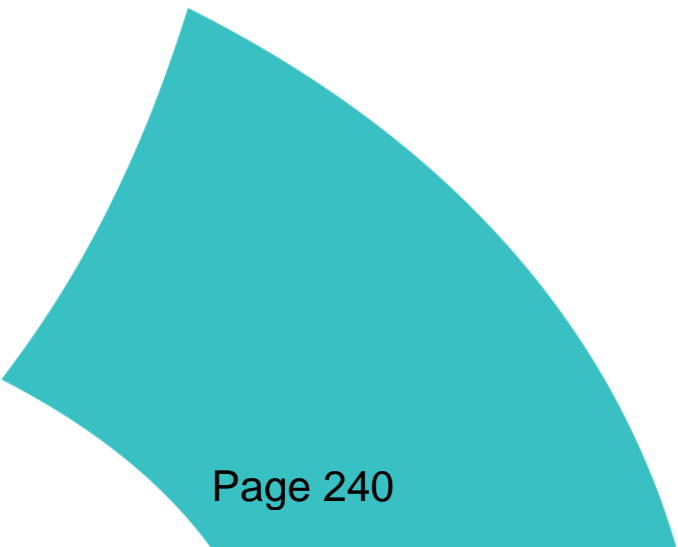
The Capital Programme Committee and City Growth and Resources Committee will cooperate to promote city growth and place planning.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will regularly consider key issues arising through other external organisations, including:

- the Aberdeen City Region Deal Joint Committee
- Opportunity North East
- the Regional Advisory Board
- Aberdeen Inspired
- VisitAberdeenshire
- the Scottish Cities Alliance
- the Aberdeen Renewables Energy Group
- the Strategic Development Planning Authority
- EU Regional and Thematic Groups
- the World Energy Cities partnership
- CoSLA
- coordinating structures emerging from the Council's Urban Governance Framework

Executive Lead: Director of Resources



APPENDIX H

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Licensing Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Licensing Committee. This first annual report is a good mechanism for the Committee to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead and represents good practice in terms of governance.
- 1.2 In terms of the business over the last year, the Committee has worked collectively to ensure that its decision making process was open and transparent and all parties treated fairly and equally. It was also encouraging to see the responses to the public consultations increase as a result of greater use of all media channels.
- 1.3 The Committee has also been proactive in reviewing Policy and seeking assurance that it was operating in accordance with legislation and best practice and I am confident that this will continue into the year ahead.

Councillor Reynolds
Convener, Licensing Committee

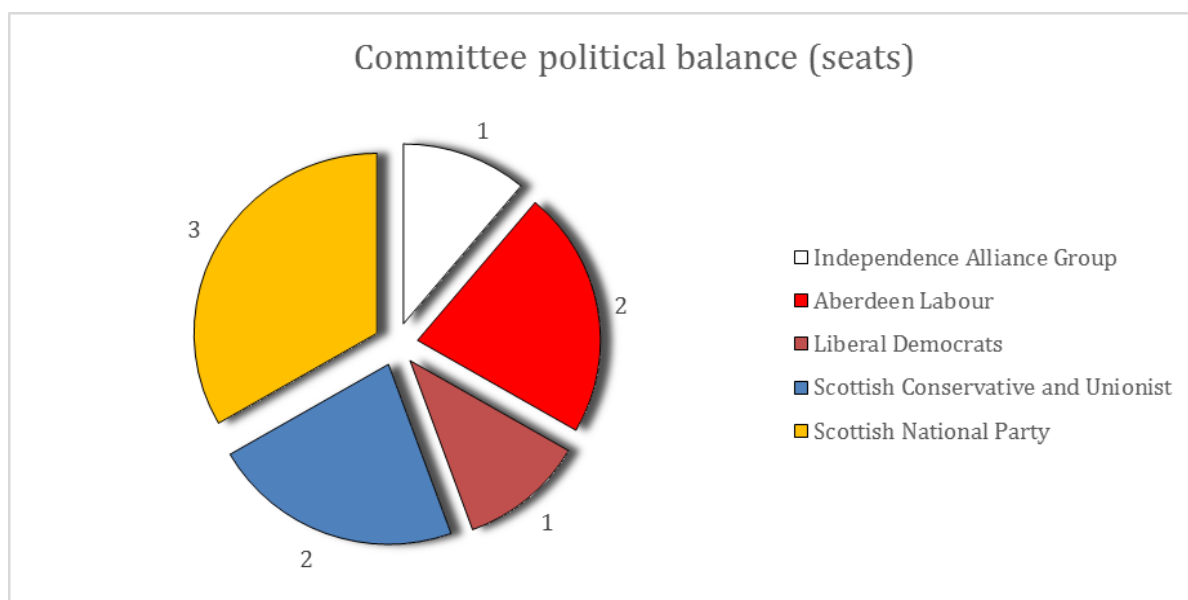


2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to deal with the functions of the Council in relation to all licensing matters under the Civic Government (Scotland) Act 1982 and all other Acts (not falling specifically within the remit of the Licensing Board or any other Committee) covering personal or other licences, certificates and permits.
- 2.2 The previous Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Licensing Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 During the reporting period there was one change in membership with Councillor Henrickson replacing Councillor McRae in September 2018.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Reynolds	9	7	2, Councillor Donnelly
Councillor Malik	9	8	1, Councillor Macdonald
Councillor Allan	9	8	1, Councillor L Dunbar
Councillor Bell	9	7	1, Councillor Lumsden and Macdonald
Councillor Delaney	9	7	2, Councillor Greig and Yuill
Councillor McRae	5	4	1, Councillor Henrickson
Councillor Catriona Mackenzie	9	7	2, Councillor Henrickson
Councillor Sellar	9	8	1, Councillor Donnelly
Councillor Townson	9	8	1, Councillor Nicoll
Councillor Henrickson	4	4	0

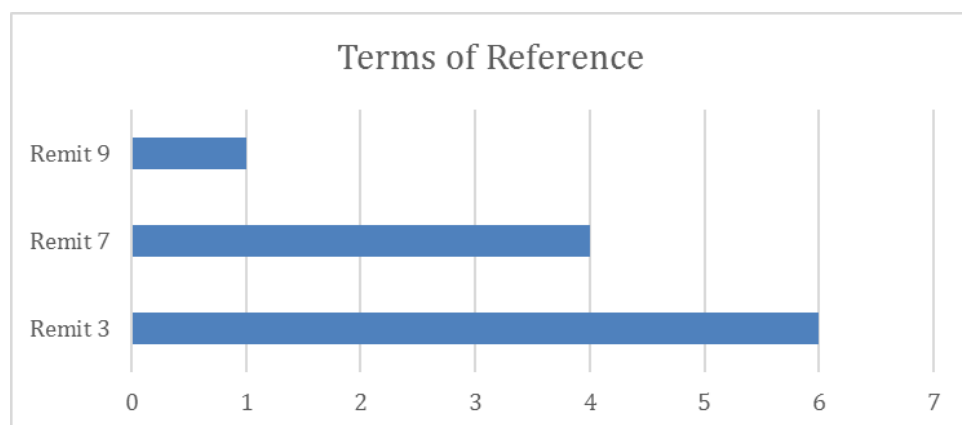
6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 9 meetings and considered a total of 13 reports.

6.2 During this period the Committee also considered 106 Licensing applications.

6.3 Terms of Reference

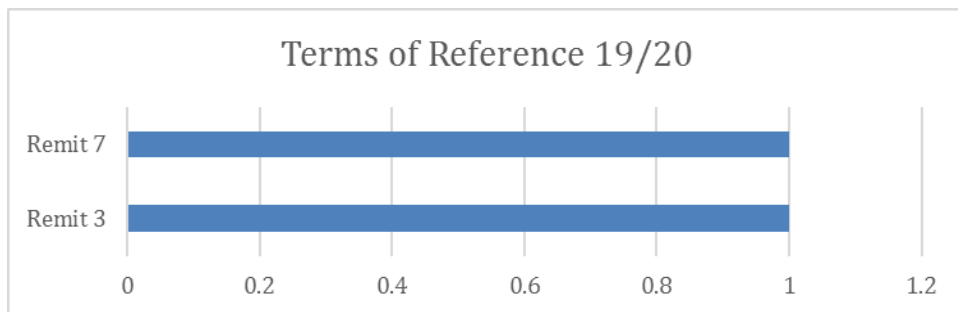
Of the 13 committee reports received during the reporting period 11 reports were considered under the Terms of Reference approved by Council on 5 March 2018 and the following table details how those 11 reports aligned to those Terms of Reference for the Committee.



6.3.1 The 11 reports considered by the Committee under the Terms of Reference approved by Council on 5 March 2018 related to either

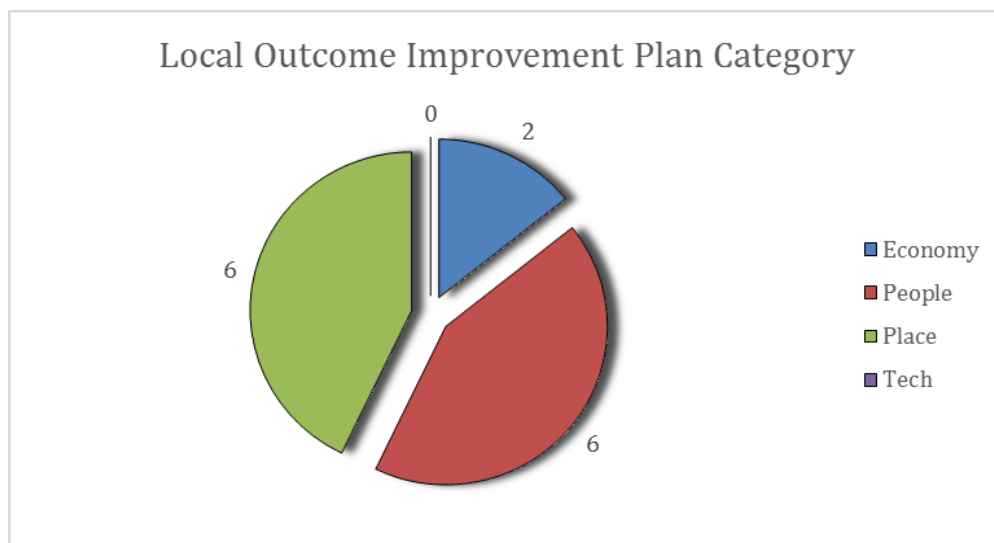
policies or connected licensing matters, such as the taxi demand survey and Public Entertainment Licence. All of the reports ensured the Committee's compliance with the relevant licensing legislation (remit 7 and 3 of the Terms of Reference). With the exception of the remits 3, 7 and 4, all of the other remits of the Committee's Terms of Reference were reported to the Committee by means of licensing applications, of which there were 106 considered during the reporting period. There were no matters in relation to section 4 which required the Committee's consideration.

6.3.2 Of the 13 committee reports received during the reporting period 2 reports were considered under the Terms of Reference approved by Council on 4 March 2019 and the following table details how the reports aligned to those Terms of Reference for the Committee.



6.4 **Local Outcome Improvement Plan**

The following table details of the 13 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.5 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 13 reports presented to it throughout the year.

	Total	% Total Reports
Confidential	0	0.0%
Exempt	1	7.7%
Number of reports where the Committee has amended officer recommendations	3	23.1%
Number and percentage of reports approved unanimously	10	76.9%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	2	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	N/A
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0.0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.6 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	1

Standing order number (ref)	39.2
Number of deputations	4
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	6
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	As and when required

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 Training on the role of the Licensing Committee was provided for all elected members following the Local Government Election in May 2017. A further training session was provided in March 2018. A further Licensing training session is arranged for 10 June 2019.
- 7.2 The following specific Scheme of Governance training which is related to the operation of all Committees was provided:
- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.3 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 There were 12 declarations of interest in total during the reporting period. 4 declarations of interest on committee reports and 8 declarations made in respect of Licensing applications. We measure this information to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

- 9.1 The Committee's focus throughout the reporting period has largely been on compliance with the licensing legislation. A number of public consultations have been undertaken by the Committee in order to engage with the wider public to inform the development and approval of policy. In doing so, there has been greater use of all available media channels to increase participation and ensure a wider audience and range of responses. For example, the consultation on the wheelchair accessible vehicle policy attracted almost 300 responses which represented an approximate increase of 200% from when the same topic was last consulted upon.
- 9.2 The Committee also liaises directly with representatives of the taxi and private hire car vehicle trade by way of the Council's Taxi and Private Hire Car Consultation Group throughout the year to discuss matters of interest to the trade. Representatives from Police Scotland, the Disability Equity

Partnership and Trades Unions also participate in these discussions. Any recommendations from the Consultation Group were considered by the Committee.

- 9.3 The Committee has also engaged with statutory partners such as Police Scotland, Scottish Fire and Rescue Service, Roads Authority, Environmental Health and Building Standards to ensure all public safety matters are being brought to the Committee’s attention.
- 9.4 Through the course of the next year, consideration will be given to enhancing civic engagement in the discharge of the committee’s remit.

10.OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Private Sector Housing Manager	6	6	0
Legal – Licensing Solicitor	9	9	0

11. EXECUTIVE LEAD’S COMMENTS

- 11.1 The Committee would appear to be working effectively noting that:
- No decisions on committee reports required to be delayed
 - All sections of the terms of reference with the exception of remit 4 (Council’s functions under the Safety of Sports Ground Act 1975) were engaged
 - The vast majority of business was approved/noted unanimously
 - All applications were considered by the Committee in accordance with the statutory requirements
 - 12 of the 13 committee reports were able to be considered in public
- 11.2 No late reports were submitted to the Committee showing evidence that Committee business was being appropriately managed and scheduled.
- 11.3 The reporting mechanisms of the various licensing applications to the Committee were reviewed by officers during the reporting period and to ensure the presentation of consistent information and decision making by the Committee, a single standard reporting template has been introduced.
- 11.4 Throughout the next reporting period we will continue to review the Committee’s business against the Terms of Reference and any changes proposed will be considered as part of the annual review of the Council’s Scheme of Governance.

12.NEXT YEAR'S FOCUS

- 12.1 The Committee will continue to discharge functions by licensing legislation with any changes to existing legislation, or new legislation being reported to the Committee in a timely manner. Policies will also be kept under review and consulted upon, where applicable, to ensure they remain fit for purpose; comply with legislation and align to the Council's strategies (including the refreshed Local Outcome Improvement Plan).
- 12.2 In considering the review of policies when required by legislative changes as well as matters arising from the business planner the Committee will continue to consider how those decisions can integrate with and support the Council's Policy Statement. This will include ensuring the taxi and private hire trade play an important part in the local transport strategy and are well placed to contribute to the accessibility of all parts of the city to visitors and residents alike, and that all licensable activity is carried out in a manner designed to safeguard public safety.
- 12.3 In terms of legislation, licensing income must be generally equivalent to licensing expenditure. The Committee is responsible for the setting of taxi fares and a report on the review of the existing taxi fare formula, including surcharges, will be submitted for the Committee's consideration early in 2020.
- 12.4 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.5 Annual refresher training covering all areas of the Committee's Terms of Reference will be provided.

LICENSING COMMITTEE

PURPOSE OF COMMITTEE

To deal with the functions of the Council in relation to all licensing matters under the Civic Government (Scotland) Act 1982 and all other Acts (not falling specifically within the remit of the Licensing Board or any other Committee) covering personal or other licences, certificates and permits. This includes but is not restricted to applications for:

Licences under Civic Government (Scotland) Act 1982

Mandatory Licences

- Metal Dealer's Licences
- Indoor Sports Entertainment Licences
- Skin Piercing and Tattoo Licences
- Houses in Multiple Occupation Licences
- Knife Dealer's Licences
- Taxi Booking Office Licences

Discretionary Licences

- Taxi and Private Hire Car Licences
- Taxi and Private Hire Car Driver's Licences
- Second Hand Dealer's Licences
- Boat Hire Licences
- Street Trader's Licences
- Market Operator's Licences
- Public Entertainment Licences
- Late Hours Catering Licences
- Window Cleaner's Licences
- Sex Shop Licences
- Permission to organisations for public charitable collections and public processions

Miscellaneous Licences under other Legislation

- Houses in Multiple Occupation - Housing (Scotland) Act 2006
- Registration of Private Landlords - Antisocial Behaviour etc.(Scotland) Act 2004
- Theatre Licence – Theatre Act 1968
- Cinema Licence - Cinema Act 1985
- Safety in Sports Grounds - Safety in Sports Ground Act 1975

POWERS OF COMMITTEE

The Committee will:

1. consider applications for the grant, renewal, revocation, variation or suspension of any licence as appropriate;
2. consider applications and reviews for Houses in Multiple Occupation under the Housing (Scotland) Act 2006 (the responsibility for all other matters relating to the licensing of houses in Multiple Occupation resting with the Operational Delivery Committee);
3. consider all other matters relating to licensing including the setting of taxi fares and the designation of taxi stances;
4. oversee the Council's functions under the Safety of Sports Ground Act 1975;
5. consider landlord registration applications under the Antisocial Behaviour Etc (Scotland) Act 2004;
6. consider film classifications under The Cinemas Act 1985;
7. review and approve policies relating to its function;
8. consider theatre licences under the Theatre Act 1968; and
9. consider which of the optional licences they will invoke and which categories of activity within those licence categories shall be licenced under the Civic Government (Scotland) Act 1982.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee, through its lead officers, Convener and Vice Convener, will regularly consider key issues arising through other committees of the Council, including the Public protection Committee. This will help ensure that matters of mutual interest are dealt with in the most efficient and effective way.

JOINT WORKING WITH NON COUNCIL BODIES:

Executive Lead: Chief Officer – Governance

LICENSING SUB COMMITTEE

Members of the Sub Committee will be members of the Licensing Committee and any substitute who is not on the parent Committee will have completed the required training.

The Sub Committee will:

1. consider any application referred to it by the Licensing Committee for the grant, renewal, revocation, variation or suspension of any licence; and
2. consider and determine any urgent business placed before it by the Chief Officer - Governance relating to any matters falling within the remit of the Licensing Committee.



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APPENDIX I

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City Growth and Resources Committee Annual Effectiveness Report



City Growth and Resources Committee Annual Effectiveness Report

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8. Code of Conduct – Declarations of Interest
9. Civic Engagement
10. Officer support to the Committee
11. Executive Lead's Comments
12. Next year's focus

1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the City Growth and Resources Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I'm glad to see the first report for the City Growth and Resources Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.



Councillor Douglas Lumsden
Convener, City Growth and Resources Committee

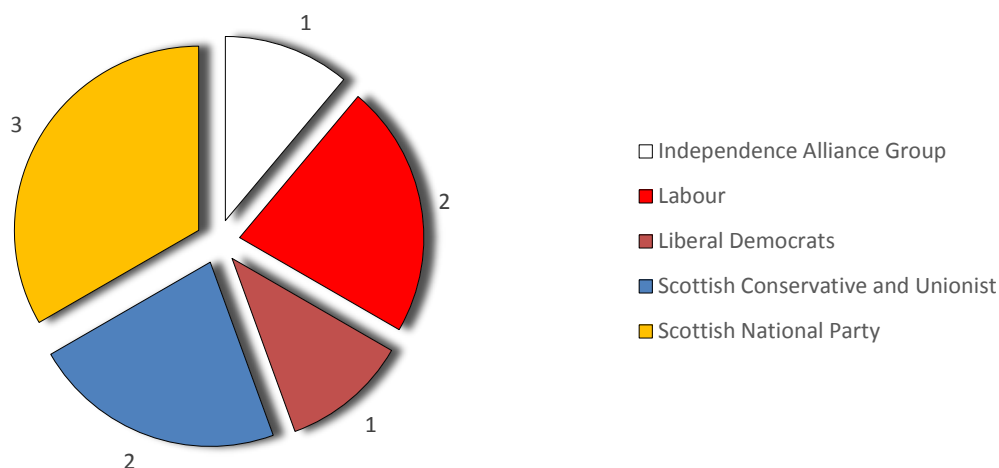
2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to focus on the Council's management of the institution's resources and place shaping strategies for the future growth of the city. This will include for example, local transport strategies. This mirrors the focus on the annual credit rating assessment.
- 2.2 The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The City Growth and Resources Committee has 9 members and the composition is presented below.

Committee political balance (seats)



4. MEMBERSHIP CHANGES

- 4.1 There were two changes to the Committee’s membership throughout the reporting period with Councillor Catriona Mackenzie replacing Councillor Jackie Dunbar in September 2018 and Councillor Ross Grant replacing Councillor Gordon Graham as Vice Convener in April 2019.

5. MEMBER ATTENDANCE

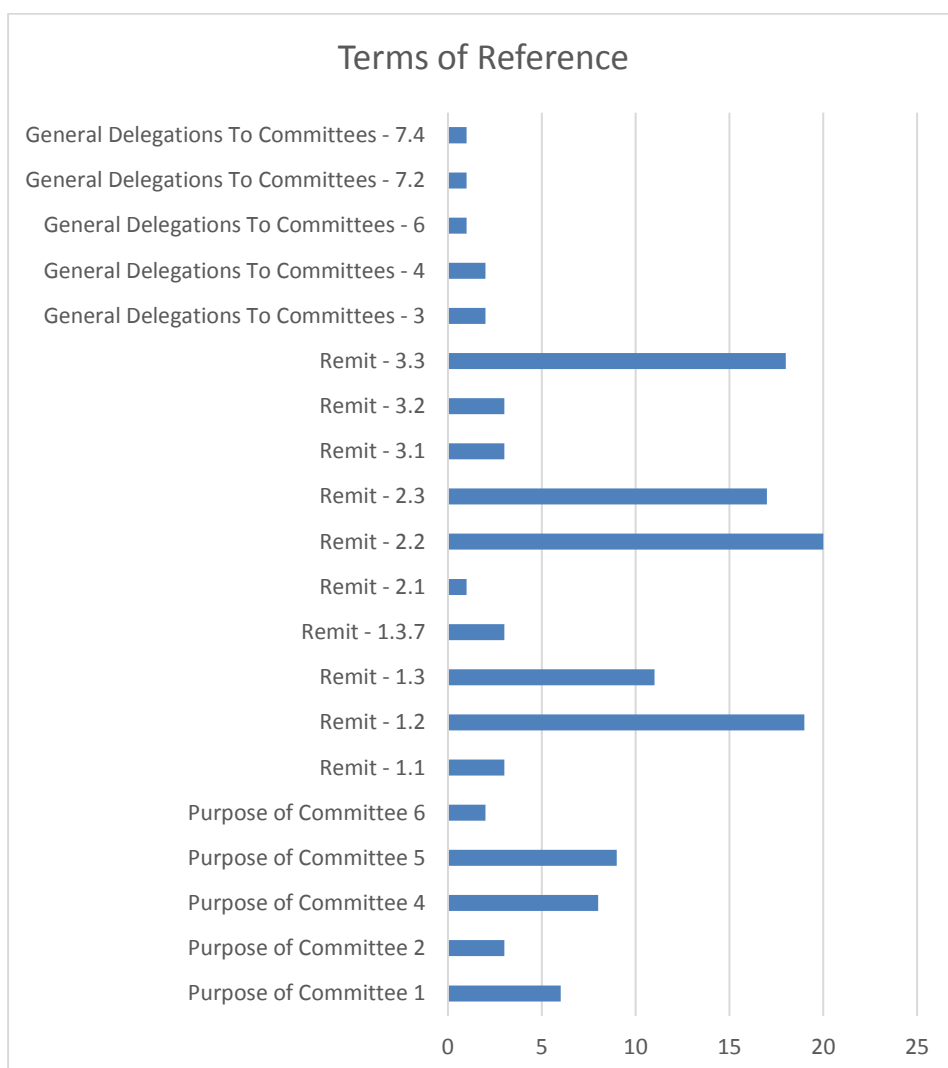
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Douglas Lumsden (Convener)	8	8	
Gordon Graham (Vice Convener)	7	7	
Ross Grant (Vice Convener)	1	1	
Marie Boulton	8	7	1 – Councillor Malik
Alan Donnelly	8	6	1 – Councillors Grant and Avril McKenzie
Jackie Dunbar	3	3	
Stephen Flynn	8	7	1 – Councillor McLennan
Jenny Laing	8	8	
Alex Nicoll	8	8	
Ian Yuill	8	7	1 – Councillor Greig
Catriona Mackenzie	5	5	

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 8 meetings and considered a total of 95 reports.

6.2 Terms of Reference

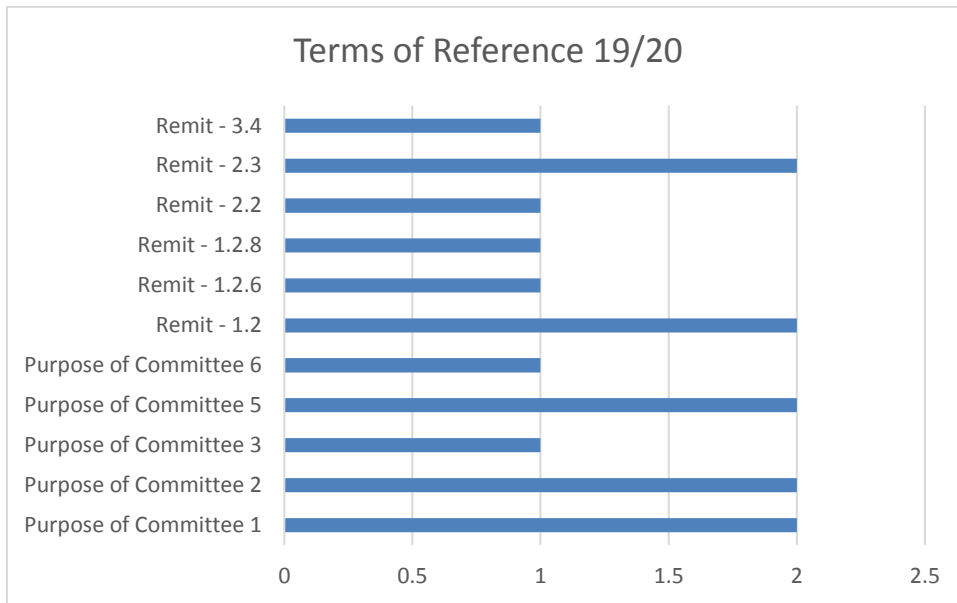
Of the 95 committee reports received during the reporting period, 81 reports were considered under the Terms of Reference approved by Council on 5 March 2018 and the following table details how the reports aligned to the Terms of Reference for the Committee:-



The vast majority of reports have fallen under Remits 1.2 (Oversee the Council's Resources – Finance, Systems and Technology, Staff and Property), 2.2 (Determine the Council's Strategies for City Growth and Place Planning Except in Relation to Major Infrastructural Planning) and 3.3 (Oversee the Acquisition and Disposal of Land and Property). Purpose 3 (Oversee and Ensure Adherence to the Council's Budgetary Control System) had not been reported.

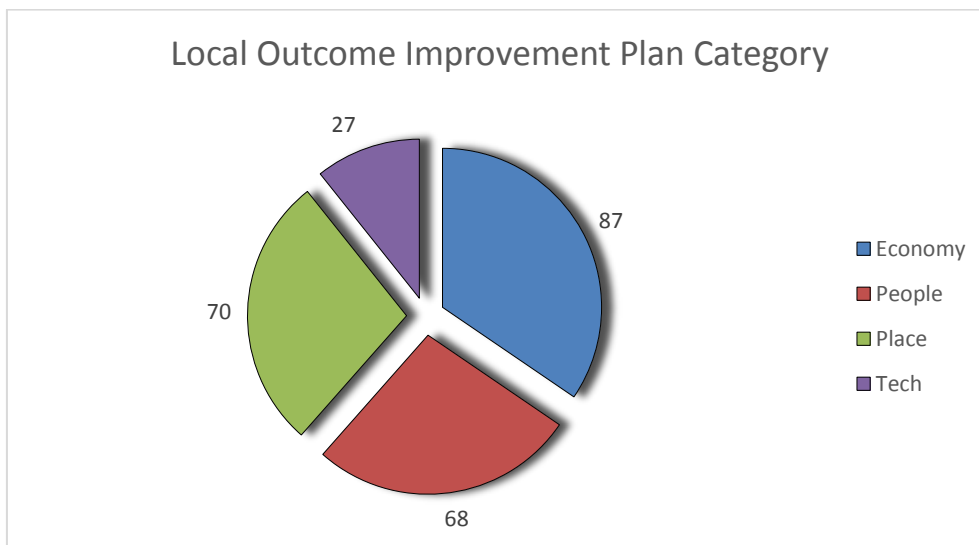
The last Committee meeting on 24 April 2019 had 14 reports which were considered under the new Terms of Reference approved by Council on 4 March

2019 and the following table details how the reports aligned to those Terms of Reference for the Committee:-



6.3 Local Outcome Improvement Plan

The following details the 95 reports which had links to the themes of the Local Outcome Improvement Plan.



6.4 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 95 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	1	1.2%
Number of exempt reports	24	29.6%

	Total	% Total Reports
Number of reports where the Committee has amended officer recommendations	17	21.0%
Number and percentage of reports approved unanimously	56	69.1%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	4	
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	2	2.5%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.5 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	4
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations	0
Number of Petitions Considered	0
Number of Members attending meetings of the committee as observers	9
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Weekly

7. TRAINING REQUIREMENTS AND ATTENDANCE

7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided:-

- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018;
- Financial and Procurement Regulations on 23 and 29 March 2018.

7.2 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 Thirty-eight declarations of interest were made by Councillors during the reporting period. We measure this information to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

9.1 In relation to the preparation of the Budget for financial year 2019/20 an engagement event on 1 February 2019 was undertaken with a wide range of stakeholders on the financial challenges that the Council faces. This event was very well attended and included, representatives from the third sector, local communities, trade unions, private sector and political parties, providing an opportunity for information sharing and for hearing the views of others.

9.2 In addition, engagement with individual stakeholder organisations happen on a regular basis through the Council's representation on a number of external boards.

10. OFFICER SUPPORT TO THE COMMITTEE

10.1

Officer	Total Expected Attendances	Total Attendances	Substitute Attendances
Steve Whyte, Director of Resources	8	6	0
Stephen Booth, Chief Officer - Corporate Landlord	8	6	0
Richard Sweetnam, Chief Officer - City Growth	8	6	0
Gale Beattie, Chief Officer - Strategic Place Planning	8	6	0
Sandra Buthlay, Interim Chief Officer - Finance	3	3	0
Jonathan Belford, Chief Officer - Finance	4	4	0
John Wilson - Chief Officer Capital	4	4	0

11. EXECUTIVE LEAD'S COMMENTS

11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.

11.2 This was a busy Committee with the statistics indicating, on average, 12 reports considered at each meeting, although this is a little understated as two of the

Committee meetings were Special meetings for single reports (the Quarterly monitoring), which means that each regular meeting of the Committee considered 15 or 16 reports. Often a considerable commitment in time for both Members and officers.

- 11.3 A substantial amount of business was undertaken in public, which assists in maintaining transparency in the democratic process. Given the nature of the Committee and specifically the financial nature of some of the subjects there was a proportion of business conducted in private. Exempt and confidential reports are only used where they meet the legal definitions set out in the Local Government (Access to Information) Act 1973 (Schedule 7A). Where appropriate reports have been split so that exempt information is considered separately from information that can be included in a public report.
- 11.4 Compliance with London Stock Exchange (LSE) reporting requirements have been maintained throughout the year, notice being given to the LSE ahead of Quarterly financial reports being published for the Committee.
- 11.5 Strong continuity is evident in the membership of the Committee with Members rarely being absent and knowledge built up over time can assist in the effective operation of the Committee.
- 11.6 A substantial number of motions and amendments were considered by the Committee during the year and some of these have been submitted very close to the start of the Committee, although this has been the exception rather than the norm. Proper consideration of motions and amendments by officers is an important part of the decision-making process and the Executive Lead may seek short adjournments where appropriate to ensure robust consideration has been given to ensure all Members are suitably advised to assist with making fully informed decisions.
- 11.7 Giving due consideration and making fully informed decisions are founded upon having access to reports in line with the approved Scheme of Governance. In pursuit of this late reports are not helpful. The Committee had two reports that were not issued in sufficient time to give 3 clear days notice prior to being considered. The Executive Lead will endeavor to eliminate late reports in the future.
- 11.8 Changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019, which were mainly of a minor nature. One additional purpose was added, in relation to the approval of additional projects and associated budgets of a capital nature, and also to approve procurement related to the Capital Programme. These additions were as a result of changes to the Terms of Reference for the Capital Programme Committee.

12. NEXT YEAR'S FOCUS

- 12.1 On 5 March 2019 the Council approved a budget for financial year 2019/20. In order to effectively and efficiently monitor the progress of the budget and the forecast for the year a continued emphasis will be placed on presenting comprehensive quarterly reports one month after the quarter end. This requires two 'special' meetings of the Committee to meet, end of July and October.
- 12.2 The approved changes to the Committee Terms of Reference will bring additional emphasis on the Capital Programme and, specifically, making changes or approving procurement. The scrutiny of the delivery of the Capital Programme will continue to be undertaken by the Capital Programme Committee.

- 12.3 The Business Planner shows a focus on Strategic Place Planning, City Growth, Capital and Resources. The Committee expects to receive reports on the School Estate and business cases for four new schools that are outlined in the Capital Programme; the condition and suitability of Council buildings/properties; developer obligations; and Following the Public Pound. Regular reports on performance, quarterly financial monitoring reports and an update on the Credit Rating annual review will be prepared for the Committee.
- 12.4 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.

Previous Version of City Growth and Resources Committee Terms of Reference
Approved by Council on 5 March 2018

CITY GROWTH AND RESOURCES COMMITTEE

PURPOSE OF COMMITTEE

1. To oversee and monitor the development and approval of appropriate short, medium and long term financial strategies and plans for the Council in light of available funding.
2. To review the in-year financial performance of the Council and its committees and to make appropriate recommendations where a forecast overspend is projected.
3. To oversee and ensure adherence to the Council's budgetary control system.
4. To oversee and monitor the development and approval of an appropriate strategy for the Council's estate, including plans for investment, disposal and maintenance.
5. To oversee and monitor the development, approval and delivery of Council place based strategies to support the City's plans for future economic growth.
6. On receipt of the annual re-assessment of the Council's credit rating, to advise Council on appropriate financial strategies in order to preserve or improve the Council's credit rating.

REMIT OF COMMITTEE

1. Budgets

The Committee will:

- 1.1 approve an Investment Strategy for the Council;
- 1.2 oversee the Council's resources – finance, systems and technology, staff and property; and
- 1.3 monitor all Councils budgets, and in particular:
 - 1.3.1 scrutinise service budget monitoring reports;
 - 1.3.2 hold budget holders to account for the proper control of the budget which they are responsible;
 - 1.3.3 ensure that the Council's budget is always balanced;

- 1.3.4** approve changes to the budget including to vire between Service budgets where this is in excess of the amount delegated in the Financial Regulations and Scheme of Delegation;
- 1.3.5** approve use of the Council's General Reserve;
- 1.3.6** scrutinise the implementation of plans and monitor budgets accordingly; and
- 1.3.7** oversee the Code of Guidance on Funding External Bodies and Following the Public Pound to ensure that the Council meets its duties.

2. City Growth and Place

The Committee will:

- 2.1** receive the annual report from the Economic Policy Panel set up to support the annual re-assessment of the council's credit rating;
- 2.2** determine the Council's strategies for city growth and place planning except in relation to major infrastructural planning; and
- 2.3** consider reports on key actions by the Council towards the delivery of the Regional Strategy and the Inward Investment Plan.

3. Property and Estates

The Committee will:

- 3.1** oversee a Portfolio Management Strategy for the Council;
- 3.2** approve an Estate and Investment Strategy; and
- 3.3** Oversee the acquisition and disposal of land and property.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

The City Growth and Resources Committee and Strategic Commissioning Committee will cooperate to ensure that resources are allocated strategically to support outcomes.

The City Growth and Resources Committee and the Capital Programme Committee will cooperate in promoting City Growth and Place Planning.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will regularly consider key issues arising through other external organisations, including:

- the Aberdeen City Region Deal Joint Committee

- Opportunity North East
- the Regional Advisory Board
- Aberdeen Inspired
- VisitAberdeenshire
- the Scottish Cities Alliance
- the Aberdeen Renewables Energy Group
- the Strategic Development Planning Authority
- EU Regional and Thematic Groups
- the World Energy Cities partnership
- CoSLA
- coordinating structures emerging from the Council's Urban Governance Framework

Executive Lead: Director of Resources



APPENDIX J

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Public Protection Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to introduce the first annual effectiveness report for the Public Protection Committee.
- 1.2 The Public Protection Committee performs an important and significant role in the Council's overall public protection arrangements. It has introduced local democratic oversight to key areas including child and adult protection, environmental health and resilience. It also discharges the Council's obligations in terms of the Police and Fire Reform (Scotland) Act 2012.
- 1.3 I have sought to bring a collaborative approach to the business of the Public Protection Committee not just with elected members, but with the Chief Officer Group, all officers and the Council's partners, including the Scottish Fire and Rescue Service and Police Scotland. I truly value our partners' contribution to the Public Protection Committee. I look forward to strengthening our relationships which are essential as the city looks to deliver the aspirations of the recently refreshed Aberdeen Local Outcome Improvement Plan.
- 1.4 I would like to put on record my thanks for the support provided to me by members of the committee, the Chief Officers' Group and to all staff who have helped to support the business of the committee. I look forward to building on our successes during the course of 2019/2020.



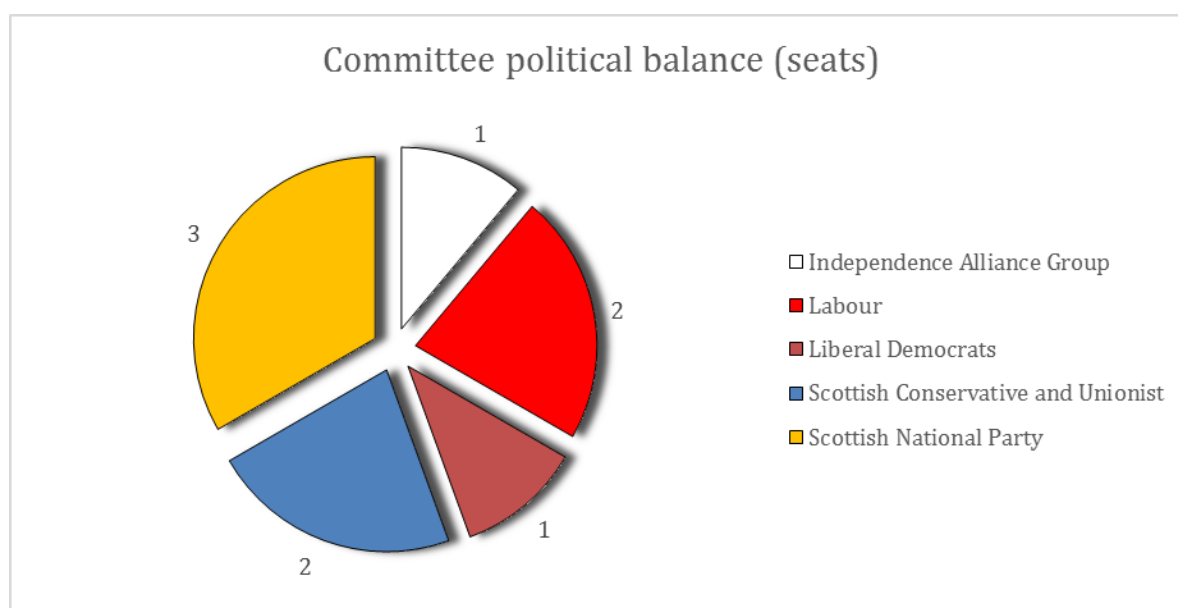
Councillor Jennifer Stewart, Convener

2. THE ROLE OF THE COMMITTEE

- 2.1 The purpose of the committee is to undertake the Council's duties under the Police and Fire Reform (Scotland) Act 2012. In addition, it provides assurance on the statutory regulatory duties placed on the Council for:
 - Child Protection;
 - Adult Protection;
 - Consumer Protection and Environmental Health;
 - Civil Contingency responsibilities for local resilience and prevention; and
 - Building Control.
- 2.2 The detailed remit of the Committee approved by the Full Council is appended to the report.

3. MEMBERSHIP OF THE PUBLIC PROTECTION COMMITTEE DURING 2018/2019

3.1 The Public Protection Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

4.1 There was one change to the Committee’s membership throughout the reporting period with Councillor Alphonse replacing Councillor McLellan in October 2018.

5. MEMBER ATTENDANCE

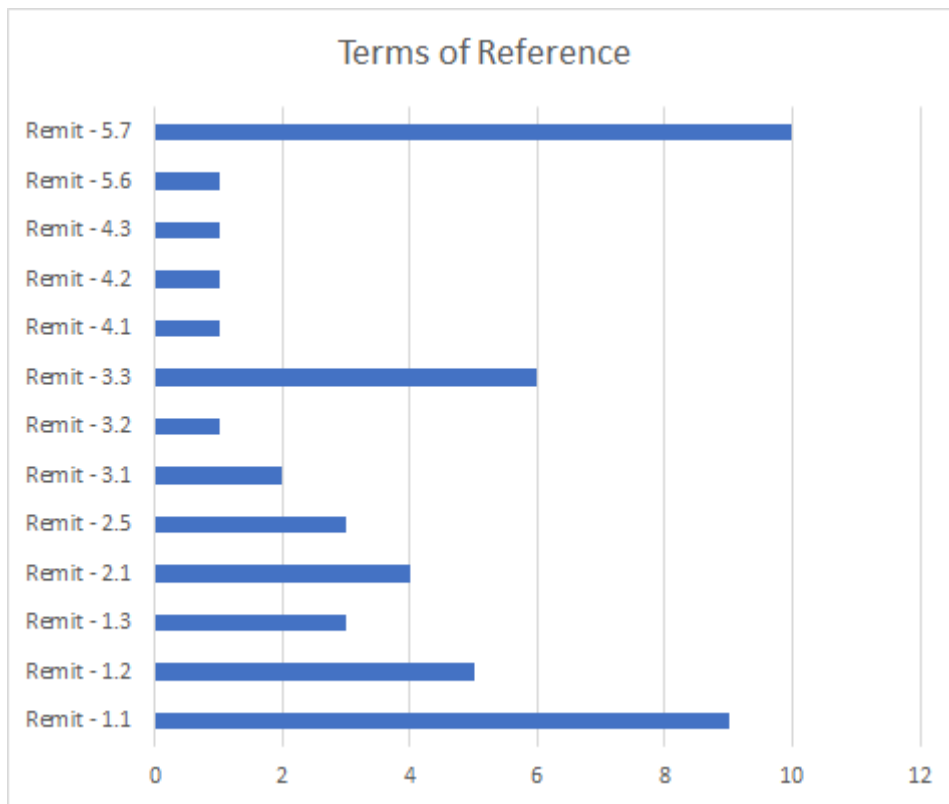
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Cllr Jennifer Stewart	6	6	
Cllr Lesley Dunbar	6	5	1, Cllr Graham
Cllr Cameron	6	6	
Cllr Duncan	6	5	1, Cllr Allan
Cllr Greig	6	4	2, Cllr Delaney
Cllr Houghton	6	3	3, Cllr Bell
Cllr McLellan	2	2	
Cllr Townson	6	6	
Cllr Wheeler	6	6	
Cllr Alphonse	4	3	1, Cllr Stuart

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 5 meetings and considered a total of 33 reports.

6.2 Terms of Reference

Of the 33 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



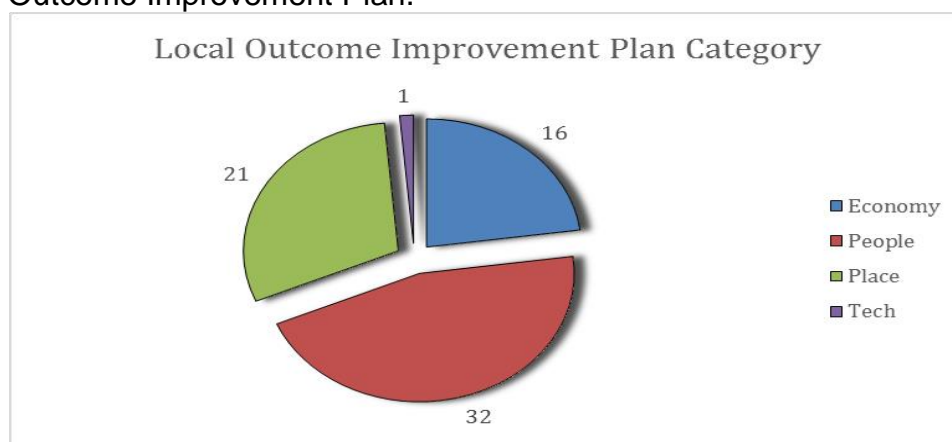
The table above shows that there was activity within the committee's five areas of responsibility during the course of 2018-2019. Most of these reports related to Child and Adult Protection which perhaps reflects the risks associated with this area of the Council's business.

The area of responsibility covered least by the committee was Building Control.

It is also notable that the number of reports submitted to committee from the Police and Fire was also high. This reflects the collaborative approach across the city to help safeguard the protection of the public.

6.3 Local Outcome Improvement Plan

The following table details of the 33 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.4 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 33 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	0	0.0%
Number of reports where the Committee has amended officer recommendations	9	27.3%
Number and percentage of reports approved unanimously	31	93.9%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	5	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	4	N/A
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee	3	9.1%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.5 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	0
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	2
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	The Convener meets on a regular basis with members and Senior Officers and is an active participant with other Committees. The role of the Committee and in particular its focus on public protection is shared during civic duties

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The Committee are keen to experience the working environments of those services within their remit for scrutiny.
- 7.2 A review during 2018 concluded that members felt comfortable with their level of training and understanding at that time.
- 7.3 Throughout the course of 2018-2019 the committee has received presentations from officers, Police Scotland and the Scottish Fire and Rescue Service on a variety of matters relevant to the business of the committee. This included reports as well as site visits including the dog handling section and the firearms unit of Police Scotland. The Committee received Corporate Parenting Training.
- 7.4 These opportunities provide valuable insights into relevant business areas to aide scrutiny of committee business. As the Committee has matured and following this review, further development opportunities will be prepared for 2019 – 2020 based on officer proposals and member feedback. 'Future Activity' meetings are planned for Child and Adult Protection, Local Resilience, Protective Services and Building Control.

- 7.5 The following specific Scheme of Governance training which is related to the operation of all Committees was provided:
- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.6 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 No declarations of interest were made by Councillors during the reporting period. We measure this information to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making. Training on the Councillors' Code of Conduct was provided in January and February 2018.

9. CIVIC ENGAGEMENT

- 9.1 The Committee has attended a Police Firearms Unit where they learned the purpose of the unit and how it assists delivery of local policing.
- 9.2 'Future Activity' meetings have been held with Police Scotland and Scottish Fire and Rescue Service (SFRS). From these meetings, a series of opportunities have been identified which will see thematic reports based around local police and fire plans reported to Committee. Additionally, visits have been planned to improve the member's understanding of police and fire roles.
- 9.3 The Committee are currently engaged with the Scottish Police Authority on their Annual Review of Policing 2018/2019 and will shortly be consulted upon the review of the SFRS strategy proposals.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Expected Attendances	Total Attendances	Substitute Attendances
Fraser Bell	5	4	1

11.EXECUTIVE LEAD’S COMMENTS

- 11.1 One of the Council’s transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council’s decision making structures.
- 11.2 The committee would appear to be working effectively taking into account that:
- no decisions required to be delayed;
 - all sections of the terms of reference were engaged; and
 - the vast majority of business was approved/noted unanimously.
- 11.3 It is noted that all business was able to be considered in public.

12.NEXT YEAR’S FOCUS

- 12.1 The Public Protection Committee’s terms of reference were updated by Full Council at its meeting on 4 March 2019 following the annual review of the Scheme of Governance. This allows the committee to seek assurance on the Council’s compliance in respect of statutory duties relating to child poverty. This is an extension to its child and adult protection remit.
- 12.2 Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.3 Meetings have been held with Police Scotland and the Scottish and Fire Rescue Service in respect of proposed business for 19-20. The business will reflect the recently refreshed Local Outcome Improvement Plan (LOIP).
- 12.4 As indicated at Section 7.34 above, ‘Future Activity’ meetings are planned for Child and Adult Protection, Local Resilience, Protective Services and Building Control. These will explore opportunities for greater understanding for members including further work visits.
- 12.5 Following changes and introduction of new legislation, the Committee is keen to understand its impact on public safety, especially in the areas of domestic abuse.
- 12.6 Finally, the Corporate Management Team have approved a legislation tracker which will better inform the Council of new legislation that is likely to have an impact on the local authority. This will help ensure that the Council is well placed to meet any new demands and/or obligations placed on it. The Public Protection Committee will benefit from an enhanced and early awareness of legislation which may impact on its remit.

- 12.7** The continuance of a collaborative approach together with these activities will increase Committee understanding and scrutiny which can but only enhance assurance.
- 12.8** This will further endorse the Committee view, that working together with our partners, Aberdeen is a safe and welcoming place to live, work and visit.

PUBLIC PROTECTION COMMITTEE

PURPOSE OF COMMITTEE

To provide assurance on the statutory regulatory duties placed on the Council for:

- Child protection
- Adult protection
- Consumer protection and environmental health
- Civil contingency responsibilities for local resilience and prevention
- Building control

To undertake the Council's duties in relation to the Police and Fire and Rescue Services under the Police and Fire Reform (Scotland) Act 2012

REMIT OF COMMITTEE

1. Child and Adult Protection

The Committee will seek assurance from the Child and Adult Protection Committees on:

- 1.1** the impact and effectiveness of child and adult support and protection improvement initiatives, including:
 - 1.1.1** delivery of national initiatives and local implications;
 - 1.1.2** learning from significant case reviews;
 - 1.1.3** quality assurance;
 - 1.1.4** training and development; and
 - 1.1.5** local evidence based initiatives;
- 1.2** effective working across child and adult protection; and
- 1.3** statistics relating to the Child Protection Register and the Vulnerable People's Database, whilst noting that it has no remit to challenge entries.

The Committee will also consider the Chief Social Work Officer's Annual Report. – *withdrawn March 2018*

Replaced by –

The Committee will also:

- 1.4** seek assurance on the Council's compliance with statutory duties in respect of child poverty; and

1.5 consider the Chief Social Work Officer's Annual Report.

2. Local Resilience

The Committee will:

- 2.1** oversee compliance with the Council's duties relating to resilience and local emergencies; this includes reviewing staffing arrangements for incident management as well as the system for incident management;
- 2.2** oversee compliance with the council's duties relating to the provision of a city mortuary, and its adequacy for supporting the needs of mass fatalities;
- 2.3** ensure that services maintain and review Business Continuity Plans in accordance with the priorities allocated to them;
- 2.4** consider relevant local, regional and national lessons learnt reports and recommendations and monitor their implementation; and
- 2.5** consider the results from the Council's self-assessment on resilience and CONTEST duties and monitor the implementation of associated action plans.

3. Protective Services

The Committee will:

- 3.1** seek assurance from the Council's performance in relation to Trading Standards, Environmental Health (including the Public Mortuary) and Scientific Services;
- 3.2** scrutinise external inspection and audit reports relating to the above services;
- 3.3** approve statutory plans aimed at protecting the public and delivered by or in partnership with Environmental Health and Trading Standards services; and
- 3.4** receive a summary of findings from statutory sampling and analysis work carried out by or on behalf of the Environmental Health and Trading Standards services.

4. Building Control

The Committee will consider reports on:

- 4.1** major incidents and fatal accident inquiries and any resulting impact and responsibilities placed on the Council;
- 4.2** informal and formal activity by Building Standards in relation to public safety and dangerous buildings; and
- 4.3** informal and formal activity by Building Standards in relation to public safety for unauthorised building work and the unauthorised occupation of buildings.

5. Police and Fire and Rescue Service

In respect of the Council's responsibilities in relation to the Scottish Police Authority, the Police

Service of Scotland and the Scottish Fire and Rescue Service, the Committee will:

- 5.1** contribute to and comment on the Strategic Police Plan and the Strategic Fire and Rescue Plan when consulted by the relevant national authority;
- 5.2** respond to consultation by the Chief Constable on the designation of a local commander and by the Scottish Fire and Rescue Service on the designation of a local senior officer;
- 5.3** be involved in the setting of priorities and objectives for the policing of Aberdeen and for the Scottish Fire and Rescue Service for the undertaking of its functions in Aberdeen;
- 5.4** specify policing measures the Council wishes the local commander to include in a local policing plan;
- 5.5** approve a Local Police Plan submitted by the local commander and to approve a Local Fire and Rescue Plan prepared by the local senior officer and submitted by the Scottish Fire and Rescue Service;
- 5.6** monitor service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
- 5.7** consider reports, statistical information and other information about the policing of Aberdeen and the undertaking of the Fire and Rescue function in Aberdeen provided in response to the Council's reasonable requests;
- 5.8** agree, with the local commander, modifications to an approved local police plan at any time; and
- 5.9** liaise with the local commander and local senior officer with regard to the undertaking by them of the community planning duties of the Chief Constable and the Scottish Fire and Rescue Service.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together. This will help inform the work of the Committee, specifically:

- 1.** the relationship with the Audit, Risk and Scrutiny Committee in terms of the systems in place to manage the public protection risk; and
- 2.** the relationship with the Staff Governance Committee in terms of ensuring staff have the required skills to underpin public protection.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will work jointly with external regulatory bodies and statutory partners to ensure that Council is able to provide a high standard of public safety.

It will have close links with the work of the Aberdeen City Health and Social Care Partnership's Clinical Governance Committee to explore shared risks and responses to adverse events, the preparation of action plans and the sharing of best practice and learning.



APPENDIX K

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Pensions Committee Annual Effectiveness Report



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2. The role of the Committee
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8. Code of Conduct – Declarations of Interest
9. Civic Engagement
10. Officer support to the Committee
11. Executive Lead's Comments
12. Next year's focus

1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Pensions Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Pensions Committee presented.
- 1.2 This first annual effectiveness report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to ensure the governance arrangements for the Pension Fund are robust and continue to deliver a responsible and compliant scheme. Focusing on the Pensions Regulator, the continuation of moving to the strategic investment benchmark and embracing technology to improve the quality and efficiency of service delivery.



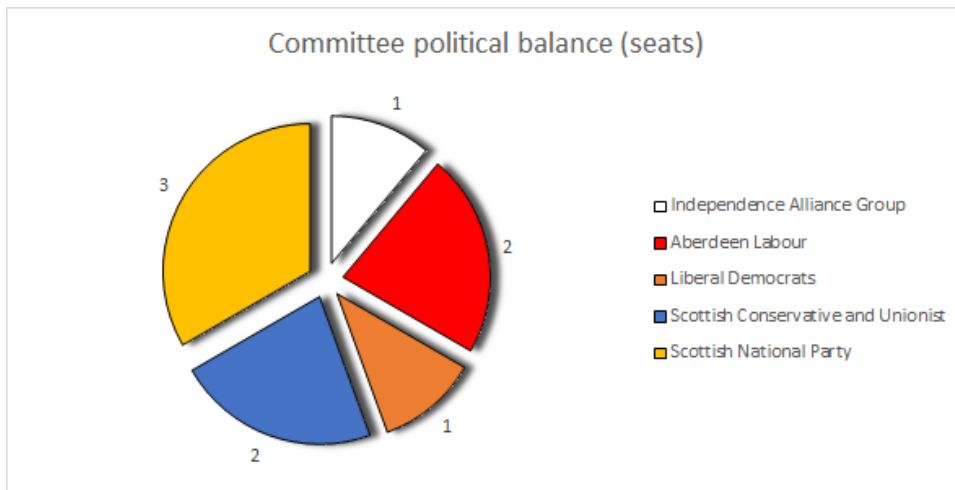
Councillor M. Tauqeer Malik
Convener, Pensions Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to discharge all functions and responsibilities relating to the Council's role as administering authority for the North East Scotland Pension Funds (NESPF).
- 2.2 The previous Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Pensions Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There were no changes to the Pensions Committee membership during the 2018/19 reporting period.

5. MEMBER ATTENDANCE

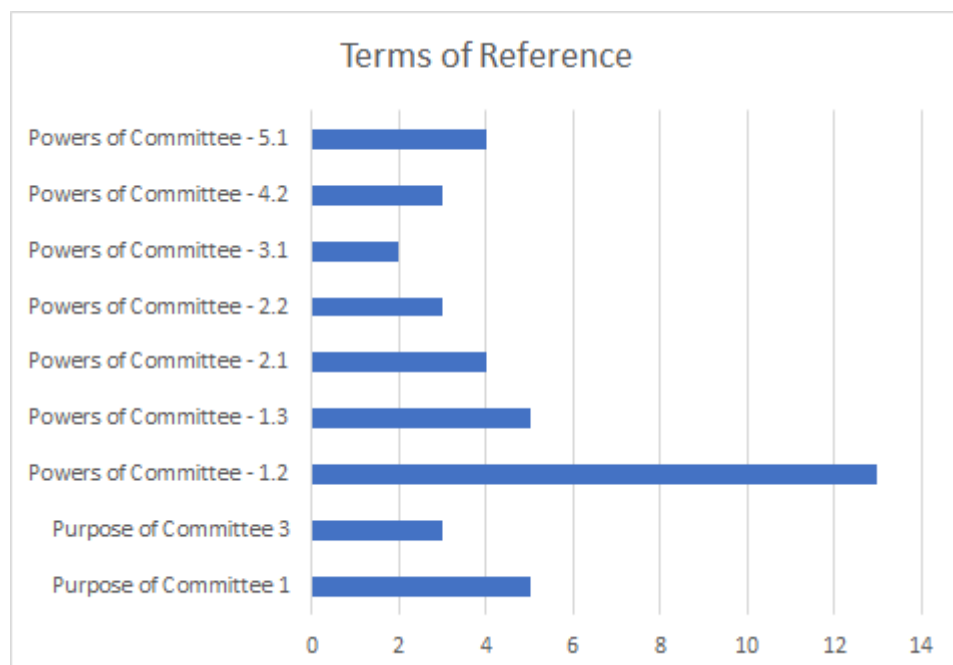
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Malik	5	5	
Councillor Reynolds	5	5	
Councillor Allard	5	4	
Councillor Bell	5	5	
Councillor Cooke	5	5	
Councillor Crockett	5	3	1 - Councillor Laing
Councillor Delaney	5	4	
Councillor Donnelly	5	4	
Councillor MacGregor	5	5	

6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 5 meetings and considered a total of 38 reports.

6.2 Terms of Reference

Of the 38 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



- 6.3 The majority of reports have fallen under the Purpose of the Committee 1.2 (Managing the investment of the NESPF in accordance with the LGPS (Scotland) Regulations and other relevant legislation). This is to be expected in terms of the main part of the Committee's role in monitoring and overseeing the investment of the NESPF. There is a relatively even spread of reports across the other Terms of Reference (ToR).
- 6.4 There have not been any reports presented under the Purpose of the Committee 1.4 (Working alongside the Pension Board to consider any pension compliance matters raised) as there have been no compliance matters for consideration.
- 6.5 While there have not been any reports specifically listed under ToR 1.1 (Ensure effective risk management of the Fund), there is a risk register update provided to each Committee meeting as part of the Strategy report which falls under the other ToR.
- 6.6 Finally, there have not been any reports presented under ToR 5.2 (Determine applications for Admitted Body status) as there have been no requests for Admitted Body status during the reporting period for the annual effectiveness report.

6.7 **Local Outcome Improvement Plan**

None of the 38 reports had a link to the themes of the Local Outcome Improvement Plan. Due to the nature of the Pensions Committee remit, reports to the Committee link instead to the design principles of the Target Operating Model, such as Governance.

6.8 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 38 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	7	18.4%
Number of reports where the Committee has amended officer recommendations	0	0.0%
Number and percentage of reports approved unanimously	38	100.0%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	
Number of late reports received by the Committee	0	0.0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	1 (Urgent Notice of Motion)
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	0
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	There is less scope for the Pensions Committee to link with other Committees, however the Convener meets with Chief Officers on a monthly basis in respect of any key issues at other Committee meetings.

7. TRAINING REQUIREMENTS AND ATTENDANCE

7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-

- Effective Decision Making on 23, 27 and 28 March 2018
- Financial and Procurement Regulations on 23 and 29 March 2018

7.2 Training on the Councillors' Code of Conduct was provided to Elected Members in January and February 2018.

7.3 Throughout the course of 2018-2019 there have been training sessions on:

14 September 2018, following the Pensions Committee meeting, presentations from Pensions & Investment Research Consultants Ltd (PIRC) and State Street Global Advisors (SSGA) covering corporate governance and Environmental, Social Governance (ESG).

23/24 October 2018, members were invited to attend the annual LGC Seminar covering:-

- a progress report on the consultation on the structural review of the LGPS
- the infrastructure and housing challenge, learning from the experience of pooling in England and Wales
- impact of responsible investment on a Scheme's direct investment portfolio
- investment strategy – how to ensure it is fit for purpose and future proofed; and

- the changing landscape of the LGPS in Scotland.

10/11 January 2019, training consisted of presentations from a range of fund managers: SSGA, Baillie Gifford, Blackrock, HarbourVest, Aberdeen Standard, Aviva, Hayfin, Alcenta and Hermes.

- 7.4 The above opportunities provide valuable insights into relevant business areas to aid scrutiny of Committee business. Further development opportunities will be developed for 2019 – 2020 based on Committee business and officer proposals; and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 No declarations of interest were made by Councillors during the reporting period. Information in respect of declarations is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 The Committee's focus, by its very nature, has largely been in respect of its responsibilities relating to the Council's role as administrating authority for the NESPF. It has undertaken this in close partnership with the external organisations represented on the Pension Board, as well as other schedule and admitted body employers of the Pension Fund via Forums held by the Fund and training sessions with Fund Managers appointed by the Fund.
- 9.2 Throughout the course of the year, consideration will be given to enhancing civic engagement in the discharge of the Committee's remit.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	3	2	0
Chief Officer – Finance	3	3	0
Pensions Manager	5	4	0
Investment Manager	5	3	0

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2 It can be seen from the statistics in the annual report that no decisions required to be delayed and that all business was approved or noted unanimously. With the exception of the regular Asset and Investment Manager Performance and Investment Strategy reports, which by their nature contain exempt financial information, it has been possible for the rest of the Committee's business to be taken in public to ensure that there is transparency in the democratic process.
- 11.3 Only minor changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019, which suggests that the current Terms of Reference are operating effectively.

12 NEXT YEAR'S FOCUS

- 12.1 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 Areas of focus from the Business Planner – generally, the Committee considers the same reports at each point in the year in line with its role to monitor the administration of the NESPF. A major piece of work each year is the presentation and approval of the NESPF Annual Report and Accounts. There will also be a report presented later in the year on the exploration of the opportunities for a strategic partnership between the Council, other stakeholders and the North East Scotland Pension Fund for the purposes of supporting local infrastructure investment.
- 12.3 Budget considerations for the Committee during 2019/20 will focus on staffing and accommodation costs to ensure future service delivery. Work leading up to the 2020 actuarial valuation will also add to those pressures.
- 12.4 Priorities for the committee during 2019/20 include, delivery of the potential merger between Strathclyde No.3 Fund and the Aberdeen City Council Transport Fund, Actuarial Valuation, ensuring the Fund is sufficiently resources to continue service delivery to all stakeholders and the delivery of the investment strategy.

**Previous Version of Pensions Committee Terms of Reference
Approved by Council on 5 March 2018**

PENSIONS COMMITTEE

PURPOSE OF COMMITTEE

To discharge all the functions and responsibilities relating to the Council's role as administering authority for the North East Scotland Pension Funds (NESPF) including:-

1. overseeing the administration of the Local Government Pension Scheme (LGPS) in accordance with the LGPS (Scotland) Regulations 2014 and other relevant regulations,
2. managing the investment of the NESPF in accordance with the LGPS (Management and Investment of Funds) (Scotland) Regulations 2010 (as amended);
3. receiving regular training to enable the Committee members to make effective decisions under the LGPS Regulations, other relevant legislation and to make decisions in compliance with the Pensions Regulator Code of Practice; and
4. working alongside the Fund's Local Pension Board, considering any pension compliance matters raised.

Where reference is made to 'the Fund', this refers to the Main Fund (the North East Scotland Pension Fund) and the Transport Fund (the Aberdeen City Council Transport Fund).

POWERS OF COMMITTEE

1. Risk Management

The Committee will:

- 1.1 ensure effective risk management of the Fund;
- 1.2 set the investment objective and strategy in light of the Funds liabilities and appoint or remove Fund Managers or new vehicles in furtherance of the strategy; and
- 1.3 ensure that an effective system of internal financial control is maintained.

2. Internal and External Audit

The Committee will:

- 2.1 approve the annual audit plans; and
- 2.2 consider all reports prepared by the Council's Internal and External Auditors in relation to the Pension Fund.

3. Annual Report and Accounts

The Committee will:

- 3.1** review and approve the annual report and accounting statement.

4. Legal obligations

The Committee will ensure:

- 4.1** compliance with the Local Government Pension Scheme (Scotland) Regulations as amended and with all other legislation governing the administration of the Fund; and
- 4.2** adherence to the principles set out in the Pension Regulator's Code of Practice.

5. Scrutiny

The Committee will:

- 5.1** monitor the performance of Fund Managers; and
- 5.2** determine applications for Admitted Body status.

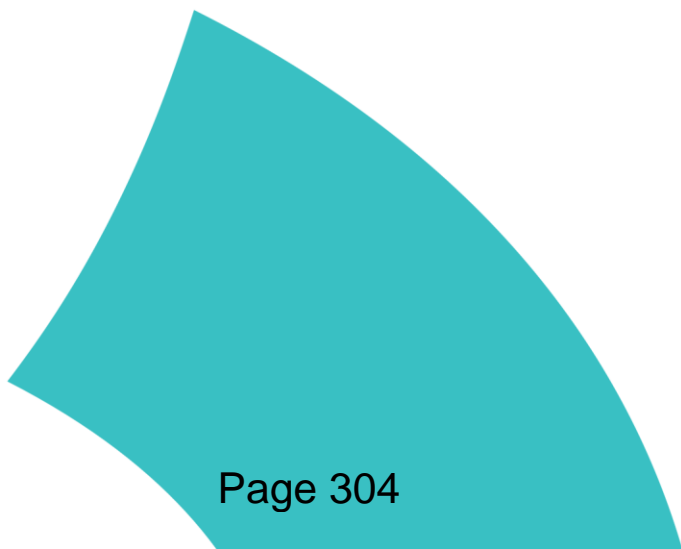
JOINT WORKING WITH OTHER COUNCIL COMMITTEES:

The Committee, through its lead officers, will regularly consider key issues arising through other committees, in particular the City Growth and Resources and Staff Governance Committees.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will work jointly with the Fund's Investment Consultant and Actuary in the management of the Fund and with external contacts such as the provider of the pensions IT programme.

Executive Lead: Director of Resources



APPENDIX L

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Staff Governance Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Staff Governance Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Staff Governance Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to discuss and share opinions on the variety of issues coming to us in the form of reports. The meetings have been held in a cordial manner allowing Councillors and Trade Union representatives to feel involved and part of the business of the Committee. Trade Union input is well-put and constructive and is an appreciated contribution to the business of the Committee.



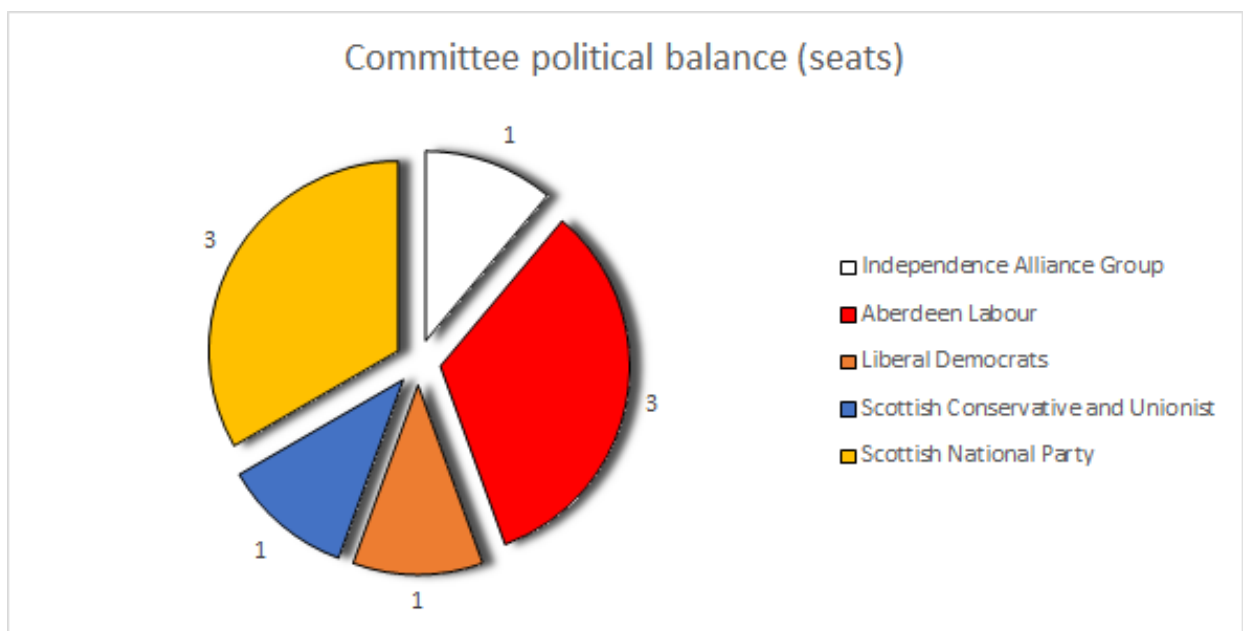
Councillor Yvonne Allan
Convener, Staff Governance Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The Staff Governance Committee was established to incorporate the roles of the Joint Consultative Committee, the Corporate Health and Safety Committee and the Appeals Committee. The role of the Committee is to build on the cultural aim previously established to secure equal attention on staff; to integrate all matters affecting staff within a single committee; to include local trade union representatives as advisers, with provision for substitutes, to enable joint working; to approve staff policies; and to provide a forum to develop the existing partnership between the Council and all Trade Unions to support the Council becoming an employer of choice.
- 2.2 The previous Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Staff Governance Committee has 9 members and the composition is presented below. The Committee also has Trade Union Advisers – two from each recognised Trade Union, who sit on the Committee but are not voting members.



4. MEMBERSHIP CHANGES

- 4.1 As of the meeting of the Committee of 3 September 2018, Councillor Allard was replaced on the Committee by Councillor Hutchison.
- 4.2 There have also been changes to the Trade Union adviser representation, with Mike Middleton being replaced by David Willis for the GMB and Sid Sandison being replaced by Thomas Whyte for the SSTA. Alison Robertson stepped down as one of the UNISON representatives in March 2019 and will be replaced by George Ferguson for future meetings.

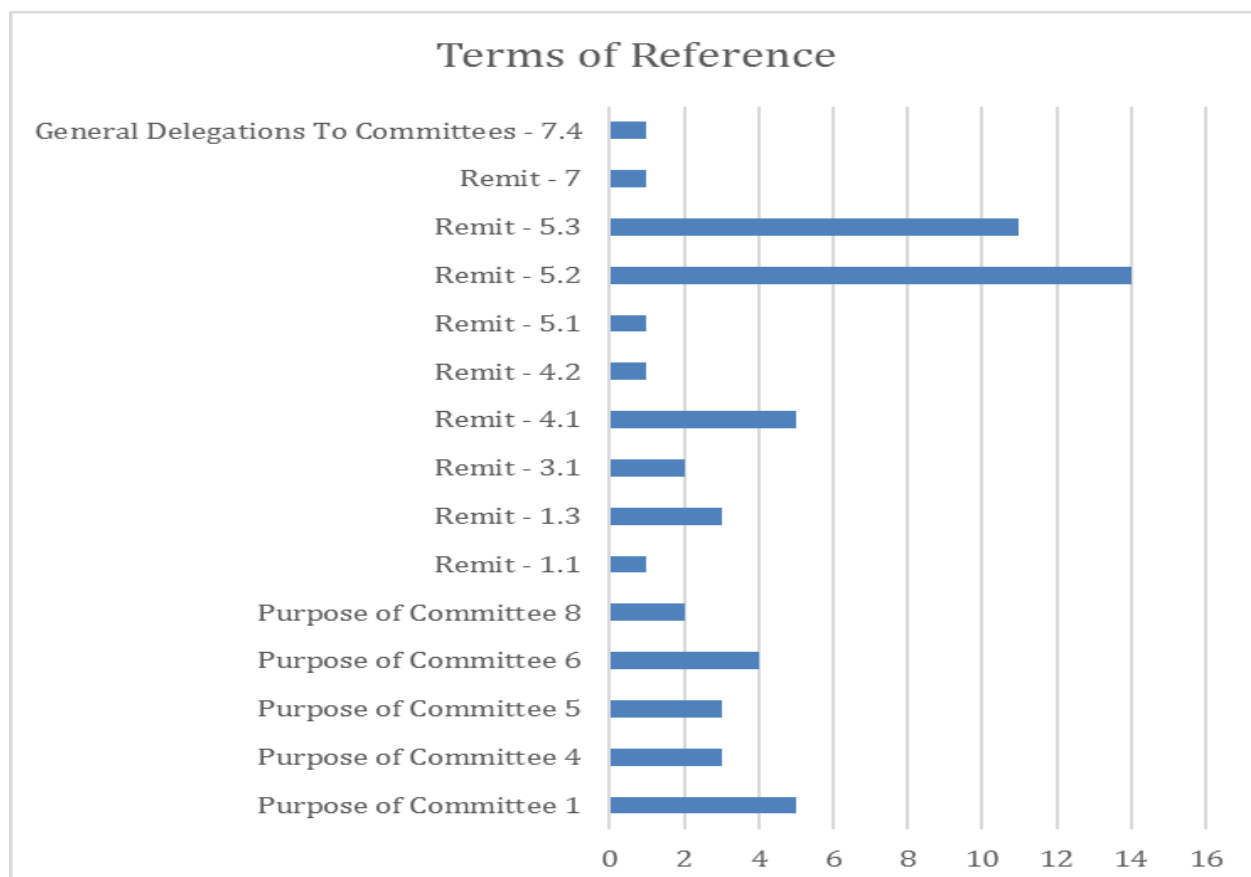
5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Yvonne Allan	6	6	
Councillor Ryan Houghton	6	6	
Councillor Christian Allard	2	2	
Councillor David Cameron	6	6	
Councillor Neil Copland	6	6	
Councillor Steve Delaney	6	5	1 – Councillor Yuill
Councillor Gordon Graham	6	6	
Councillor Sandra Macdonald	6	6	
Councillor John Reynolds	6	3	3 – Councillors Grant, Malik and Wheeler
Councillor Michael Hutchison	4	3	1 – Councillor Henrickson

6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 6 meetings and considered a total of 36 reports.
- 6.2 **Terms of Reference**

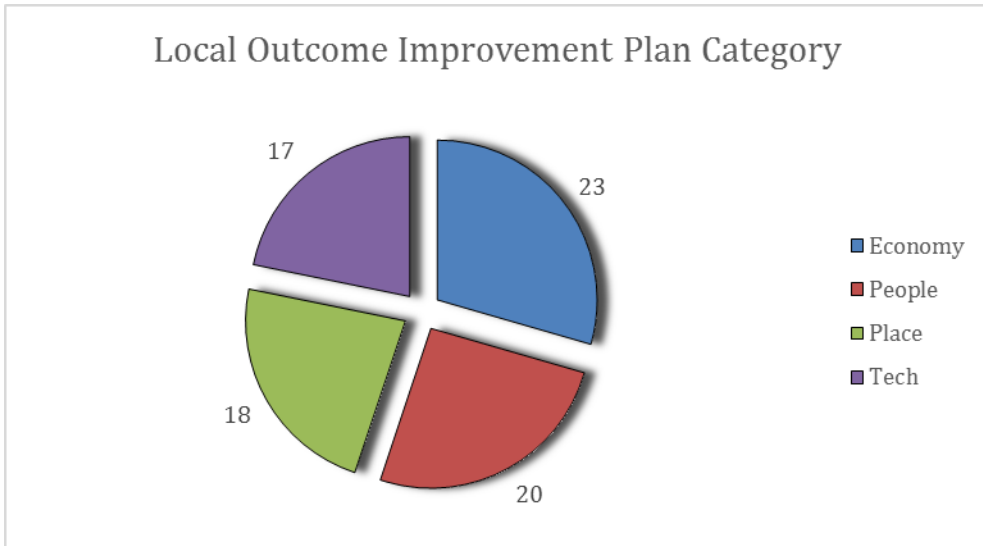
Of the 36 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



- 6.3** The majority of the sections of the Committee's Terms of Reference were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged the role set by Council.
- 6.4** Most reports have fallen under Remit 5.2 / 5.3 (Health, Safety and Wellbeing of Staff) although there have also been a number of reports in respect of Remit 4 (Council Policies Affecting Staff).
- 6.5** A number of reports were also presented under Purpose 1 – To further develop the existing partnership approach between the Council and all Trade Unions in order to support the Council becoming an employer of choice.
- 6.6** Due to the nature of the Committee's remit, it is to be expected that most reports would fall under the health and safety and staffing policy sections of the remit, and there has been a focus on reviewing existing policies to bring them in line with any changes in legislation or required changes as a result of the approved Scheme of Governance.

6.7 Local Outcome Improvement Plan

The following table details of the 36 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.8 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 36 reports presented to it throughout the year. It should be noted that although 7 of the reports had amendments to recommendations, all reports were thereafter approved unanimously with no requirement to divide.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	0	0.0%
Number of reports where the Committee has amended officer recommendations	7	19.4%
Number and percentage of reports approved unanimously	36	100%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	4	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	N/A
Number of decisions delayed for further information	2	5.6%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	N/A
Number of late reports received by the Committee	0	0.0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	0
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	0
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	3
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Fortnightly meetings held

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Elected Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors' Code of Conduct was provided to Elected Members in January and February 2018 and prior to the first meeting of the Committee, information was also issued to Trade Union Advisers to highlight that they would also require to consider any declarations of interest in respect of matters being discussed and to assist in how to present such declarations if necessary.
- 7.3 Training on the operation of the newly established Staff Governance Committee was also provided to Members and Trade Union Advisers. Further training was also provided in respect of health and safety in order to ensure that Members and Trade Union Advisers had the relevant background knowledge for the reports that would be presented at future meetings.
- 7.4 These opportunities provide valuable insights into relevant business areas to aid scrutiny of committee business. Further development opportunities will be developed for 2019 / 2020 depending on the committee business for the year, and also based on officer proposals and Member / Trade Union Adviser feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 55 declarations of interest were made by Councillors during the reporting period, and although this seems a relatively high number, it should be noted that these were single declarations in respect of a number of reports on the agenda from two Elected Members due to their Union membership. We measure information on declarations of interest to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

9.1 Due to the nature of the Staff Governance Committee business, there are less opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	6	5	1
Chief Officer – Organisational Development	6	6	0
Corporate Health and Safety Lead	6	6	0
Legal Services	6	6	0

Outwith the main Committee support officers listed above, other officers also attend and support the Committee as required.

11. EXECUTIVE LEAD'S COMMENTS

11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA had recommended that each Committee should annual review its effectiveness, including its information reporting needs. This would help ensure that each Committee was following its Terms of Reference; operating effectively; and would identify any training needs or improvements to the Council's decision-making structures.

11.2 The Committee appears to be working effectively, noting that all business was approved or noted unanimously. There has been a focus on trying to reach consensus and effort made to ensure that there is proper consultation with the views of Trade Unions being considered and taken on board, including delaying two items of business to ensure that their views could be reflected.

- 11.3** In order to maintain transparency and openness, particularly as the Committee business often relates to staffing matters which may be of interest to employees, there has been a focus on ensuring that the number of exempt reports is kept to a minimum and there has in fact only been one exempt appendix presented to Committee, with the rest of the business conducted in public.
- 11.4** Based on the data in the annual report, it appears that the Terms of Reference and Committee have embedded well since 2018, and there were only minor changes made to the Terms of Reference presented to Council in March 2019 as a result, with the removal of Staff Governance Standards as a separate section of the remit as it was recognised that this area of work was already covered by workforce strategies and staff policies which were already identified elsewhere in the Terms of Reference.
- 11.5** The Trade Union advisers on the Committee were asked for their feedback in relation to how they felt the Committee had operated since its inception in May 2018.

UNISON response - My main comments are positive, I feel that the Staff Governance Committee in its current format is working well.

UNITE response – Unite are of the same opinion as Unison. This Committee is working well.

SSTA response - On behalf of the SSTA, I also confirm that the Committee is working effectively.

12. NEXT YEAR'S FOCUS

- 12.1** Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2** Areas of focus from the Business Planner - There will be an emphasis over the coming year on reviewing existing staff policies to ensure that they are in line with the recently approved Guiding Principles. Embedding our Guiding principles and developing organisational capability in line with the design principles of the TOM will be a key focus, with the workforce plan paving the way for flexible, internal movement of staff and retraining and upskilling opportunities. Work is also underway on the development of a new approach which would see an improvement in the data reported to Committee
- 12.3** The Committee will receive a report later in the year on Terms and Conditions, and will receive policy updates as and when completed in line with the instruction from the Council Budget Meeting.

**Previous Version of Staff Governance Committee Terms of Reference
Approved by Council on 5 March 2018**

STAFF GOVERNANCE COMMITTEE

MEMBERSHIP

Elected members

Local trades union representatives as advisers

PURPOSE OF COMMITTEE

1. To further develop the existing partnership approach between the Council and all trade unions in order to support the Council becoming an employer of choice.
2. To oversee the Framework Agreement for Industrial Relations (“the FAIR agreement”).
3. To act as a consultative body between management, elected members and trade unions, and act as a forum for discussion, on matters affecting conditions of service. This will be one of the ways in which the Council meets consultation requirements.
4. To oversee the development, approval and monitoring of staff governance standards.
5. To oversee the development, approval and monitoring of a workforce strategy which ensures the Council has a workforce fit for the capabilities required to deliver the Target Operating Model.
6. To oversee the development and approval of all staff policies.
7. To provide a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.
8. To act as a safety committee within section 2(7) of the Health and Safety at Work etc Act 1974 and to keep under review measures taken to ensure the health and safety at work of employees.
9. To monitor the Council’s compliance with its policies and procedures to ensure it complies with all health and safety legislation.
10. To take the lead in establishing and promoting values for the organisation and its staff which will reflect public expectation about the conduct and behaviour of public officials.

REMIT OF COMMITTEE

1. Partnership approach arrangements

The Committee will:

- 1.1 develop the partnership approach between the Council and trade unions; and
- 1.2 provide a forum, where appropriate, for discussion on and resolution of matters of

common interest and/or concern, including but not restricted to:-

- 1.2.1** conditions of service, or reorganisation/restructure affecting conditions of service (except teachers); and
- 1.2.2** arrangements for the training and welfare of all staff; and
- 1.3** consider reports by the Director of Resources on matters following a request by a trade union advisor provided always that the Director is satisfied that the matter is appropriate and relevant to the remit of the Committee and that it raises no question of individual employee issues.

2. Staff Governance Standards

The Committee will:

- 2.1** determine staff governance standards and regularly review their effectiveness; and
- 2.2** consider relevant evidence (qualitative and quantitative) to monitor compliance with the staff governance standards.

3. Workforce Strategy

The Committee will:

- 3.1** determine and monitor the compliance with a Workforce Strategy which reflects the requirements of a 21st century Council in terms of staff and skills and attributes; and
- 3.2** approve an annual training plan for the whole organisation that ensures that all staff registered with a professional body are able to meet the requirements of their professional body.

4. Council Policies Affecting Staff

The Committee will:

- 4.1** develop, approve and monitor the implementation of all staff policies; and
- 4.2** oversee equality in employment and ensure that the Council as an employer, complies with its statutory equal pay and other equality responsibilities.

5. Health, Safety & Wellbeing of Staff

The Committee will:

- 5.1** actively reinforce health, safety and wellbeing roles and responsibilities amongst staff;
- 5.2** receive appropriate levels of assurance to monitor compliance with health and safety legislation;
- 5.3** scrutinise and review health, safety and wellbeing policy, performance, trends and improvements;
- 5.4** approve and keep under review the Corporate Health and Safety Annual Audit Plan;

5.5 consider reports on health, safety and wellbeing from all services of the Council to help ensure that services are complying with relevant policies; and

5.6 monitor compliance with health and safety recommendations.

6. Establishing and Promoting Values for the Organisation

The Committee will:

6.1 develop, approve and promote a Behavioural Framework for the Council; and

6.2 develop and approve a Leadership and Management Framework to ensure that the highest standards of staff management are in place as a key determinant of shaping the organisational culture.

7. Employment Appeals and Disputes

The Committee will be responsible for approving and keeping under review the procedure for the Appeals Sub Committee.

JOINT WORKING WITH OTHER COMMITTEES OF THE COUNCIL

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together. This will help to ensure that relevant information is shared to aid understanding of workforce performance matters.

A key relationship will be required with the Strategic Transformation Committee in order to be assured that staff are being properly engaged and consulted with on specific transformation proposals.

JOINT WORKING WITH NON COUNCIL BODIES

The Committee, through its lead officers, will work jointly with external bodies such as the Health and Safety Executive to ensure that Council benefits from external review and assurance.

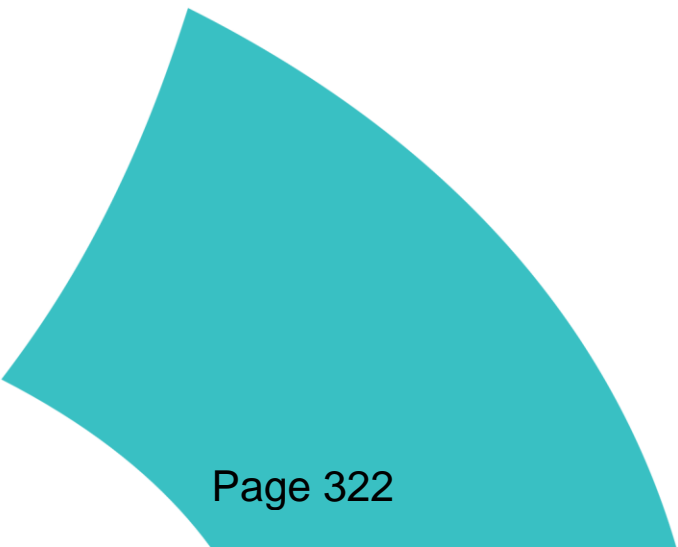
EXECUTIVE LEAD: Director of Resources

APPEALS SUB COMMITTEE

- 1.** To determine all delegated staff employment issues raised in accordance with Council policy where provision exists for an appeal to the former Appeals by Employees Committee or this Sub Committee.
- 2.** The Sub Committee shall operate in terms of the agreed procedure.
- 3.** The Sub Committee shall comprise five elected members drawn from the pool of membership of the Staff Governance Committee and the quorum shall be three.
- 4.** The Sub Committee will:
 - 4.1** determine appeals raised in accordance with Council policy where a right to appeal exists against dismissal or final written warning arising from hearings where the right of appeal

exists; and

- 4.2** determine disputes notified by Trades Unions in accordance with the Council's disputes resolution procedures.



ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Governance - Council Diary 2020 and External Member
REPORT NUMBER	GOV/19/287
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Lynsey McBain
TERMS OF REFERENCE	7 and 13

1. PURPOSE OF REPORT

To present a proposed calendar of Council and Committee meetings for January to December 2020 for approval and to seek approval for the appointment of a new Church of Scotland representative to the Education Operational Delivery Committee.

2. RECOMMENDATIONS

That Council:-

- 2.1 approves the proposed calendar of meetings from January to December 2020 as set out in Appendix 1; and
- 2.2 agrees the appointment of Reverend Shuna Dicks as the new Church of Scotland representative on the Education Operational Delivery Committee with immediate effect.

3. BACKGROUND

Diary of Meetings

- 3.1 The Council diary generally follows a set pattern, based on an 8 week cycle. The Planning Development Management Committee is required to meet more frequently and normally meets every four weeks. There are a few exceptions to this in the weeks around the school holidays. No meetings are arranged for

the Easter and October school holidays, and dates where conferences are scheduled are generally avoided.

- 3.2 Appeals Sub Committee dates are not included in the diary and are arranged as and when required.
- 3.3 Dates for the Strategic Development Planning Authority (SDPA) are arranged outwith the Council.
- 3.4 Audit, Risk and Scrutiny Committee dates have been set in line with deadlines for the Annual Accounts.
- 3.5 All meetings are scheduled to commence at 2pm unless otherwise stated.
- 3.6 It would be useful if the dates of party conferences were checked against the proposed diary. These dates should then be avoided for Committee meetings, where possible.
- 3.7 There are an additional two in-service days in 2020 and the dates are still to be agreed.

Appointment of Church of Scotland Representative – Education Operational Delivery Committee

- 3.8 The Education Operational Delivery Committee has seven persons with voting rights who are not members of the Council. This includes one representative of the Church of Scotland nominated in such manner as may be determined by the General Assembly of that church.
- 3.9 The previous Church of Scotland representative was Reverend Hutton Steel, who resigned from the Committee in February 2019. The Church of Scotland's Standing Committee on Education has unanimously agreed to nominate Reverend Shuna Dicks to Aberdeen City Council to be considered as the new Church of Scotland representative on the Education Operational Delivery Committee and Council approval of the nomination is required.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	None		
Legal	Failure to appoint a representative from the Church of Scotland would mean that the Council is not complying with the requirements of Section 124(4) of the Local Government (Scotland) Act 1973.	L	Appointment of the nominated representative will ensure that the Council meets its obligations in respect of the Local Government (Scotland) Act 1973.
Employee	Failure to approve the diary would have a detrimental impact on the ability of employees to plan ahead in terms of business requiring approval by members.	L	The diary has been subject to consultation in advance of the meeting and officers can plan around the draft diary until otherwise agreed.
Customer	None		
Environment	None		
Technology	None		
Reputational	There is a reputational risk if the Council does not agree the diary. This would impact on the ability of officers to schedule reports to enable the Council to conduct its business, as well as impacting on elected members and external members in terms of their availability to attend meetings and the press, public and partners who take an interest in those meetings and attend.	L	The diary has been subject to consultation in advance of the meeting.

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Governance	Council business will be able to be conducted timeously.
Workforce	Officers will be able to ensure deadlines are met in regard to committee reports and plan their workload accordingly.
Partnerships and Alliances	The agreed diary will allow for other meetings with partners to be arranged and organised.

The proposals in this report have no direct impact on the Local Outcome Improvement Plan.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

None.

10. APPENDICES

Appendix 1 – Council Diary January to December 2020.

11. REPORT AUTHOR CONTACT DETAILS

Name Lynsey McBain
Title Committee Officer
Email lymcbain@aberdeencity.gov.uk
Tel 01224 522123

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2	3	4
5	6 <u>SCHOOL BACK</u>	7	8	9 Education Operational Delivery Committee (10am)	10	11
12	13	14	15 Local Review Body (10am)	16 Operational Delivery Committee (2pm)	17	18
19	20	21 Integration Joint Board (Health Village 10am)	22 Capital Programme Committee (2pm)	23 Planning Development Management Committee (10am) Pre Application Forum (2pm)	24	25
26	27 Elected Members Development Day	28 Licensing Board (10.30am)	29 Community Planning Aberdeen Management Group (2pm)	30 Planning Development Management Committee (visits) (9.30am if required) Strategic Commissioning Committee (2pm)	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
						1
2	3 Staff Governance Committee (2pm)	4 Clinical and Care Governance Committee (10am Health Village)	5 Local Review Body (10am)	6 City Growth and Resources Committee 2pm)	7 City Region Deal (Woodhill House 9.30am) Grampian Joint Valuation Board (Woodhill House 10.30am)	8
9	10	11 Integration Joint Board (Health Village 10am Budget Meeting)	12 Audit Risk and Scrutiny (2pm)	13	14	15
16	17 IN SERVICE DAY	18 IN SERVICE DAY Licensing Committee (10am)	19 IN SERVICE DAY	20 Planning Development Management Committee (10am) Pre Application Forum (2pm)	21	22
23	24 Elected Members Development Day	25 Audit and Performance Systems Committee (10am Health Village)	26 Public Protection Committee (10am) Community Planning Aberdeen Board (2pm)	27 Planning Development Management Committee (visits) (9.30am if required)	28	29

2020

MARCH

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2 Council (10.30am)	3 Council Budget (2pm)	4	5 Education Operational Delivery Committee (10am)	6	7
8	9	10 Integration Joint Board (Health Village 10am 2 nd Budget Meeting)	11 Local Review Body (10am)	12 Operational Delivery Committee (2pm)	13 Pensions Committee & Board (10.30am)	14
15	16	17	18	19 Planning Development Management Committee (10am) Pre Application Forum (2pm)	20	21
22	23 Elected Members Development Day	24 Integration Joint Board (Health Village 10am) Community Planning Aberdeen Management Group (2pm)	25 Capital Programme Committee (2pm)	26 Planning Development Management Committee (visits) (9.30am if required)	27	28
29	30 Staff Governance Committee (2pm)	31 Licensing Board (10.30am)				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1 Local Review Body (10am)	2 Strategic Commissioning Committee (2pm)	3 <u>SCHOOL TERM ENDS</u>	4
5	6	7	8	9	10 <u>GOOD FRIDAY</u>	11
12	13 <u>EASTER MONDAY</u>	14	15	16	17	18
19	20 <u>SCHOOL HOLIDAY</u>	21 <u>SCHOOL BACK</u> Licensing Committee (10am)	22	23 City Growth and Resources Committee (2pm)	24	25
26	27 Elected Members Development Day	28 Audit and Performance Systems Committee (10am Health Village)	29 Community Planning Aberdeen Board (2pm)	30 Planning Development Management Committee (10am) Pre Application Forum (2pm)		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	4 <u>MAY DAY HOLIDAY</u> OFFSHORE TECHNOLOGY CONFERENCE	5 IN SERVICE DAY OFFSHORE TECHNOLOGY CONFERENCE	6 OFFSHORE TECHNOLOGY CONFERENCE Local Review Body (10am)	7 OFFSHORE TECHNOLOGY CONFERENCE Planning Development Management Committee (visits) (9.30am if required) Audit Risk and Scrutiny (2pm)	8	9
10	11	12	13 Public Protection Committee (10am)	14	15	16
17	18	19 Licensing Board (10.30am)	20	21 Education Operational Delivery Committee (10am)	22	23
24	25 Elected Members Development Day	26	27 Community Planning Aberdeen Management Group (2pm)	28 Operational Delivery Committee (2pm)	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1	2 Audit and Performance Systems Committee (10am Health Village)	3 Capital Programme Committee (2pm)	4 Planning Development Management Committee (10am) Pre Application Forum (2pm)	5	6
7	8	9 Staff Governance Committee (2pm)	10 Local Review Body (10am)	11 Planning Development Management Committee (visits) (9.30am if required) Strategic Commissioning Committee (2pm)	12 Pensions Committee and Board (10.30am) Pension Board Annual Meeting (following Committee)	13
14	15	16 Licensing Committee (10am)	17	18 City Growth and Resources Committee (2pm)	19 Grampian Joint Valuation Board (Woodhill House 10.30am)	20
21	22 Elected Members Development Day	23 Integration Joint Board (Health Village 10am Budget Meeting)	24	25 Planning Development Management Committee (10am) Pre Application Forum (2pm)	26	27
28	29 Council (10.30am)	30 Audit Risk and Scrutiny (2pm)				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1 Public Protection Committee (10am) Community Planning Aberdeen Board (2pm)	2 Planning Development Management Committee (visits) (9.30am if required) Local Review Body (2pm)	3 SCHOOL TERM ENDS	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Special City Growth and Resources Committee (for quarterly accounts) (2pm)	30	31	

2020

AUGUST

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
						1
2	3	4	5	6	7	8
9	10	11	12 Community Planning Aberdeen Management Group (2pm)	13	14	15
16	17 IN SERVICE DAY	18 <u>SCHOOL BACK</u> Licensing Board (10.30am)	19 City Growth and Resources Committee (2pm)	20 Planning Development Management Committee (10am) Pre Application Forum (2pm)	21 Grampian Joint Valuation Board (Woodhill House 10.30am)	22
23	24 Elected Members Development Day	25 Audit and Performance Systems Committee (10am Health Village)	26 Local Review Body (10am)	27 Planning Development Management Committee (visits) (9.30am if required) Strategic Commissioning Committee (2pm)	28	29
30	31 OFFSHORE NORTH SEA - STAVANGER					

2020

SEPTEMBER

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1 OFFSHORE NORTH SEA - STAVANGER Licensing Committee (10am)	2 OFFSHORE NORTH SEA - STAVANGER	3 OFFSHORE NORTH SEA – STAVANGER	4	5
6	7 Council (10.30am)	8 Integration Joint Board (Health Village 10am Budget Meeting)	9	10 Education Operational Delivery Committee (10am)	11 Pensions Committee and Board (10.30am)	12
13	14	15	16 Community Planning Aberdeen Board (2pm)	17 Operational Delivery Committee (2pm)	18 <u>SCHOOL HOLIDAY</u>	19
20	21 <u>SCHOOL HOLIDAY</u>	22	23 Capital Programme Committee (2pm)	24 Planning Development Management Committee (10am) Pre Application Forum (2pm)	25	26
27	28 Elected Members Development Day	29 Staff Governance Committee (2pm)	30 Local Review Body (10am)			

2020

OCTOBER

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1 Planning Development Management Committee (visits) (9.30am if required)	2	3
4	5	6	7 Public Protection Committee (10am)	8 Audit Risk and Scrutiny (2pm)	9 SCHOOL TERM ENDS	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 SCHOOL BACK Elected Members Development Day	27 Licensing Board (10.30am)	28 City Growth and Resources Committee (2pm)	29 Community Planning Aberdeen Management Group (2pm)	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3 Audit and Performance Systems Committee (10am Health Village)	4 Local Review Body (10am)	5 Planning Development Management Committee (10am) Pre Application Forum (2pm)	6 Grampian Joint Valuation Board (Woodhill House 10.30am)	7
8	9	10 Licensing Committee (10am)	11	12 Strategic Commissioning Committee (2pm)	13 Planning Development Management Committee (visits) (9.30am if required)	14
15	16	17	18 Capital Programme Committee (2pm)	19 Education Operational Delivery Committee (10am)	20 IN SERVICE DAY	21
22	23	24 Staff Governance Committee (2pm)	25 Local Review Body (10am)	26 Operational Delivery Committee (2pm)	27	28
29	30 Elected Members Development Day					

2020

DECEMBER

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1 Integration Joint Board (Health Village 10am Budget Meeting)	2 Public Protection Committee (10am)	3 Community Planning Aberdeen Board (2pm)	4	5
6	7	8 Licensing Board (10.30am)	9 Audit Risk and Scrutiny (2pm)	10 Planning Development Management Committee (10am) Pre Application Forum (2pm)	11 Pensions Committee and Board (10.30am)	12
13	14 Council (10.30am)	15	16	17 Planning Development Management Committee (visits) (9.30am if required)	18 SCHOOL TERM ENDS	19
20	21	22	23	24	25	26
27	28	29	30	31		

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Review of Polling Districts and Polling Places
REPORT NUMBER	GOV/19/253
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	David Gow
TERMS OF REFERENCE	Statute

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present recommendations as part of the statutory review of polling districts and polling places before proceeding to public consultation.

2. RECOMMENDATION(S)

That Council :-

- 2.1 Subject to any changes, agrees the recommended changes to polling districts as outlined;
- 2.2 Subject to any changes, agrees the recommended changes to polling places as outlined; and
- 2.3 Following approval of the recommended changes to polling districts and polling places, proceeds to public consultation.

3. BACKGROUND

Polling Districts

- 3.1 The Boundary Commission for Scotland submitted their report for the 2018 Review of UK Parliament Constituencies to the Secretary of State for Scotland

in September 2018. The Order that will bring the revised boundaries into effect, still requires to be approved by the Westminster Parliament.

- 3.2 The revised boundaries increase the size of Aberdeen North and Aberdeen South constituencies by taking in areas that were previously part of the Gordon and West Aberdeenshire constituencies. The review has also moved the boundary between the two constituencies and this requires some polling districts moving between the Aberdeen North and Aberdeen South constituencies.

Polling District	Current Poll Code	New Poll Code / District	Comment	
KIRKHILL	DG0101	DN0101	These polling districts are moving from Gordon to Aberdeen North. It is proposed the polling district code changes to reflect this.	
DYCE NORTH	DG0102	DN0102		
DYCE SOUTH	DG0103	DN0103		
STONEYWOOD	DG0105	DN0105		
DANESTONE NORTH	DG0106	DN0106		
BANKHEAD	DG0107	DN0107		
DANESTONE SOUTH	DG0110	DN0110		There is no change proposed to these polling district boundaries.
JESMOND	DG0201	DN0201		
MUNDURNO	DG0202	DN0202		
NEWBURGH	DG0203	DN0203		
GREENBRAE	DG0204	DN0204		
MIDDLETON	DG0205	DN0205		
PARKWAY NORTH	DG0206	DN0206		
BALGOWNIE	DG0207	DN0207		
SILVERBURN	DG0208	DN0208		
KINGSWELLS SOUTH	DS0306	DN0301	It is proposed to merge DN0306 (Kingswells South) with DN0301 (Kingswells Central). Kingswells South was a very small polling district created to accommodate the previous parliamentary boundaries. It is no longer needed.	
WHITEMYRES	DN0307	DN0306		
WOODEND	DS0308	DN0307		
DENWOOD	DN0309	DN0307		
SUMMERHILL CENTRAL	DN0310	DN0308		
			It is proposed to merge DN0309 (Denwood) with DS0308 (Woodend) Denwood was a very small polling district created to accommodate the previous parliamentary boundaries. It is no longer needed.	
			A number of other polling districts in ward 3 will require to be renumbered and allocated a new polling	

			district code to ensure sequential numbering.
MIDSTOCKET	CN0702	MIDSTOCKET EAST CS0705	The new boundary runs through these polling districts, splitting them into two. Midstocket East moves to Aberdeen South, Midstocket West remains in Aberdeen North. Berryden North remains in Aberdeen North and Berryden South moves to Aberdeen South. Other polling districts in ward 7 will require to be renumbered and allocated a new polling district code to ensure sequential numbering.
BERRYDEN	CN0704	BERRYDEN SOUTH CS0706	
CALSAYSEAT	CN0801	CS0801	These polling districts are moving from Aberdeen North to Aberdeen South. It is proposed the polling district code changes to reflect this. There is no change proposed to these polling district boundaries.
SUNNYBANK	CN0802	CS0802	
MOUNTHOOLY	CN0803	CS0803	
ST NICHOLAS	CN0805	CS0805	
PITTODRIE SOUTH	CN0806	CS0806	
CASTLEHILL NORTH	CN0807	CS0807	
CASTLEHILL SOUTH	CN0808	CS0808	
PITTODRIE NORTH	CN0809	CS0809	
CRAIGDEN	SN1002	SS1002	
SUMMERHILL SOUTH	SN1003	SS1003	
HAMILTON	CN1005	CS1005	
PALMERSTON	CN1202	CS1202	

Other proposed changes to parliamentary polling districts outside the scope of this review

- 3.3 This report is concerned only with the polling districts contained inside the Aberdeen City Council local authority boundary. It is the responsibility of all authorities carrying out a review of this type to consult the Returning Officer for every parliamentary election held in a constituency which is wholly or partly in its area. Proposed changes to polling districts within the Aberdeenshire local authority boundary which will impact upon the Aberdeen City Returning Officer are as follows.
- 3.4 Polling District EG0807 (Belhelvie) is to be split in two with the southern section part of the Aberdeen North constituency. This will be named EN0807.

3.5 Polling district EG0808 (Balmedie) will become part of the Aberdeen North constituency and will be renamed EN0808.

3.6 Polling district WW1801 (Drumoak) is to be renamed WS1801 to reflect the fact it is now part of the Aberdeen South constituency.

Polling Places

3.7 The full list of proposed polling places is attached. The following changes to polling places are recommended:

Polling District	Previous Polling Place	Recommended Change	Explanation (including timescale)
Stoneywood DN0105 (Previously DG0105)	Stoneywood Primary School	Stoneywood School	Old Stoneywood School has closed.
Middleton DN0205 (previously DG0205)	The Jesmond Centre	Forehill Primary School	The Jesmond Centre is no longer available.
Parkway North DN0206 (Previously DG0206)	The Jesmond Centre	Glashieburn Primary School	The Jesmond Centre is no longer available.
Midstocket East CS0705 (Previously part of Midstocket CN0702)	Midstocket Parish Church	Skene Square Primary School	The new boundary runs through the current polling district CN0702 and require splitting it into two; Midstocket East (moving to Aberdeen South) and Midstocket West (in Aberdeen North).
Midstocket West CN0702 (Previously Part of Midstocket CN0702)	Midstocket Parish Church	Midstocket Parish Church (NO CHANGE)	
Berryden North CN0704 (Previously Part of Berryden CN0704)	Skene Square Primary School	Ashgrove Children's Centre	The new boundary runs through the current polling district CN0704 and require splitting it into two; Berryden North (in Aberdeen North) and Berryden South (moving to Aberdeen South).
Berryden South CS0706	Skene Square Primary School	Skene Square Primary School	

(Previously part of Berryden CN0704)		(NO CHANGE)	
Pittodrie North CS0809 (Previously CN0809)	Pittodrie Stadium Sir Alex Ferguson Lounge	Sunnybank Primary School (once Pittodrie Stadium is unavailable)	Pittodrie Stadium no longer available from 2021.
Braeside SS1101	School Braeside Place	Airyhall Community Centre	Building is closed and to be sold.

4. FINANCIAL IMPLICATIONS

- 4.1 For the 2017 General Election, combined expenditure for the Aberdeen North and Aberdeen South constituencies was £379,518.92 and income was £377,384.98. For UK Parliamentary General Elections contested under the revised boundaries, we could expect to see a proportionate rise in these sums based on an increase in electorate, geographical coverage, staffing and polling place hire that the 3 additional polling districts will give. Using the proportionate change of the number of polling districts increasing from 90 to 93, projected expenditure increases by just under £13,000. The difference between expenditure and income increases from £2134 to £2206. The projected unrecoverable element is small enough that it could be expected to be accommodated within existing budget.

5. LEGAL IMPLICATIONS

- 5.1 Timings of statutory reviews of polling districts and polling places are specified in the Electoral Registration and Administration Act 2013. The next statutory review must take place between 1st October 2018 and 31st January 2020.
- 5.2 The requirements of this review are set out in Schedule A1 to the Representation of the People Act 1983.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	The Council does not get reimbursed for all the additional expenditure caused by the extended boundaries.	Low	The Council will claim all additional costs, although there is always an element which is not accepted.

Legal	The review is a statutory requirement and must be complied with.	N/A	The Council will comply with its statutory duty.
Employee	There is no employee risk (the Returning Officer is a separate employer)	N/A	
Customer	There will be no risk to customers in the Council area, beyond the fact that some voters will be using new polling places	Low	All voters are advised of polling places on their polling cards. All proposed new polling places have been risk assessed.
Environment	There will be no additional environmental risk	N/A	
Technology	There will be no additional technological risk	N/A	
Reputational	There will be no additional reputational risk	N/A	

7. OUTCOMES

Local Outcome Improvement Plan Themes

The proposals in this report have no direct impact on the LOIP

Design Principles of Target Operating Model

	Impact of Report
Organisational Design	The report complies with legislation
Governance	The report promotes, through the identification of designated local polling places, participation in the democratic process
Partnerships and Alliances	The incorporation of former Aberdeenshire polling districts into Aberdeen North and Aberdeen South constituencies will involve working with Aberdeenshire Council and the staff who ordinarily work in those locations. In more general terms, the hire of venues as polling places involves close working with the partners who are the owners of the respective properties.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

None.

10. APPENDICES

Full list of proposed polling places
Diagram of polling district CN0702 proposed change
Diagram of polling district CS0706 proposed change
Diagram of Polling District Merging

11. REPORT AUTHOR CONTACT DETAILS

David Gow
Elections Lead
davidgow@aberdeencity.gov.uk
Tel 3881

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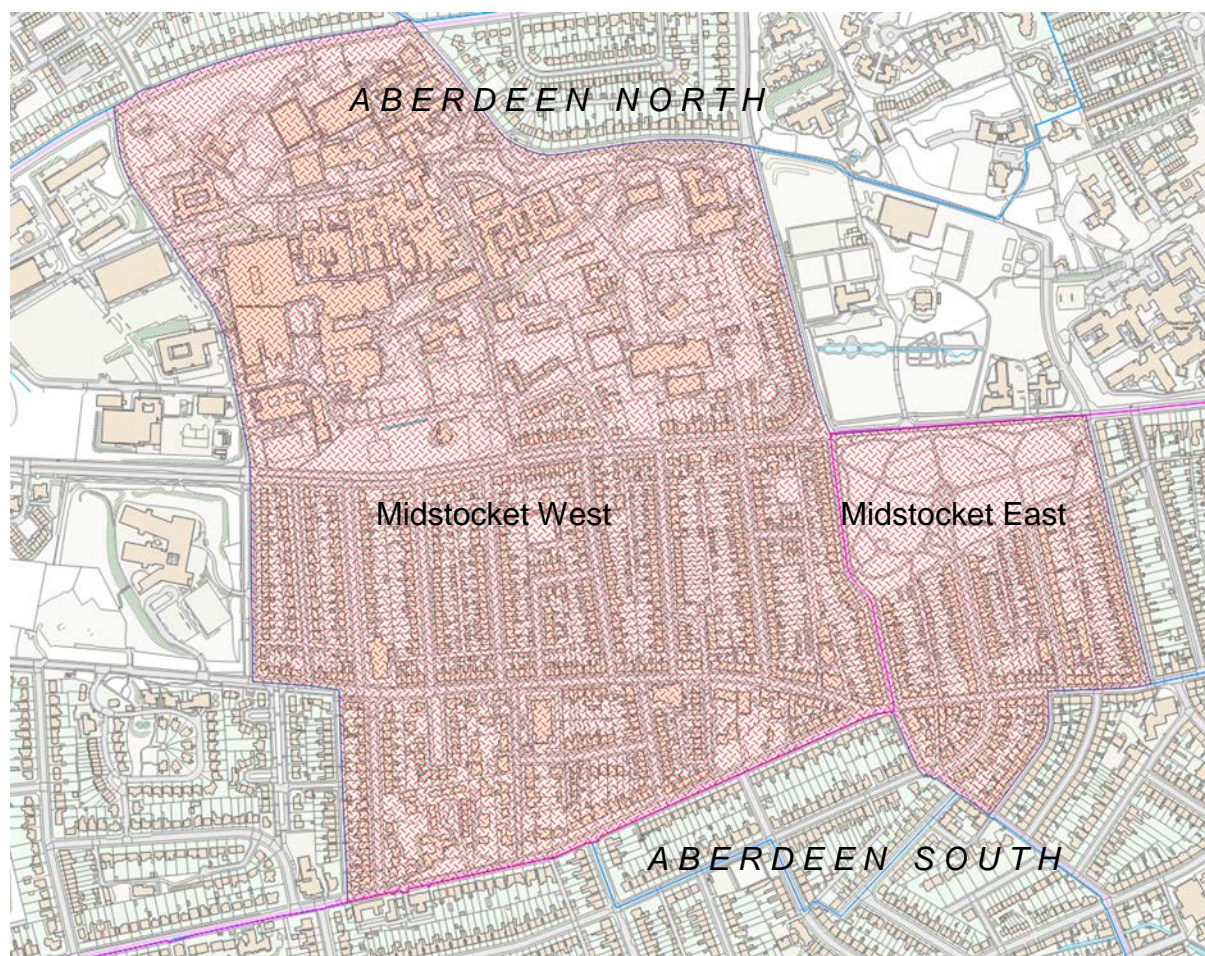
Polling District Code	Polling District Name	Polling Place	Proposed Future Polling Place
ABERDEEN NORTH			
DN0101	KIRKHILL	DYCE CHURCH HALL	
DN0102	DYCE NORTH	DYCE CHURCH - DR COX ROOM	
DN0103	DYCE SOUTH	DYCE CHURCH HALL	
DN0104	NEWHILLS	BEACON COMMUNITY CENTRE	
DN0105	STONEWOOD	STONEWOOD PRIMARY SCHOOL	STONEWOOD SCHOOL
DN0106	DANESTONE NORTH	DANESTONE CONGREGATIONAL CHURCH	
DN0107	BANKHEAD	BEACON COMMUNITY CENTRE	
DN0108	BUCKSBURN	BUCKSBURN STONEYWOOD PARISH CHURCH	
DN0109	MUGIEMOSS	DANESTONE CONGREGATIONAL CHURCH	
DN0110	DANESTONE SOUTH	DANESTONE CONGREGATIONAL CHURCH	
DN0201	JESMOND	FOREHILL PRIMARY SCHOOL	
DN0202	MUNDURNO	GREENBRAE PRIMARY SCHOOL	
DN0203	NEWBURGH	GLASHIEBURN PRIMARY SCHOOL	
DN0204	GREENBRAE	GREENBRAE PRIMARY SCHOOL	
DN0205	MIDDLETON	THE JESMOND CENTRE	FOREHILL PRIMARY SCHOOL
DN0206	PARKWAY NORTH	THE JESMOND CENTRE	GLASHIEBURN PRIMARY SCHOOL
DN0207	BALGOWNIE	BRAEHEAD PRIMARY SCHOOL	
DN0208	SILVERBURN	BALGOWNIE COMMUNITY CENTRE	
DN0209	BRIDGE OF DON	BALGOWNIE COMMUNITY CENTRE	
DN0301	KINGSWELLS CENTRAL	KINGSWELLS COMMUNITY CENTRE	
DN0302	KINGSWELLS NORTH	KINGSWELLS COMMUNITY CENTRE	
DN0303	SHEDDOCKSLEY EAST	KINGSFORD PRIMARY SCHOOL	
DN0304	SHEDDOCKSLEY WEST	SHEDDOCKSLEY COMMUNITY CENTRE	
DN0305	SUMMERHILL NORTH	MUIRFIELD PRIMARY SCHOOL	
DN0306	WHITEMYRES	FERNIELEA PRIMARY SCHOOL	
DN0307	WOODEND	FERNIELEA PRIMARY SCHOOL	
DN0308	SUMMERHILL CENTRAL	FERNIELEA PRIMARY SCHOOL	
DN0401	SPRINGHILL NORTH	HEATHRYBURN SCHOOL	
DN0402	HEATHRYFOLD	MANOR PARK PRIMARY SCHOOL	
DN0403	MIDDLEFIELD	MANOR PARK PRIMARY SCHOOL	
DN0404	SPRINGHILL SOUTH	NORTHFIELD COMMUNITY CENTRE	
DN0405	BYRON	NORTHFIELD COMMUNITY CENTRE	
DN0406	CUMMINGS PARK	CUMMINGS PARK COMMUNITY CENTRE	
DN0407	MASTRICK WEST	MASTRICK COMMUNITY CENTRE	
DN0408	MASTRICK EAST	QUARRYHILL PRIMARY SCHOOL	
DN0501	HILTON WEST	HILTON COMMUNITY CENTRE	
DN0502	HILTON EAST	HILTON COMMUNITY CENTRE	
DN0503	WOODSIDE	WOODSIDE COMMUNITY CENTRE	
DN0504	HILTON SOUTH	HIGH CHURCH HILTON	
DN0505	ROSEHILL	HIGH CHURCH HILTON	
CN0506	STOCKETHILL	CAIRNCRY COMMUNITY CENTRE	
CN0507	CORNHILL	CAIRNCRY COMMUNITY CENTRE	
CN0508	KITTYBREWSTER	KITTYBREWSTER PRIMARY SCHOOL	
CN0601	TILLYDRONE	RIVERBANK PRIMARY SCHOOL	
CN0602	DON	SEATON PRIMARY SCHOOL	
CN0603	SEATON NORTH	SEATON PRIMARY SCHOOL	
CN0604	ST MACHAR	POWIS GATEWAY COMMUNITY CENTRE	
CN0605	SEATON SOUTH	ST MARY'S CHURCH	
CN0701	RAEDEN	MIDSTOCKET PARISH CHURCH	
CN0702	MIDSTOCKET WEST	MIDSTOCKET PARISH CHURCH	
CN0703	ASHGROVE	ASHGROVE CHILDREN'S CENTRE	
CN0704	BERRYDEN NORTH	SKENE SQUARE PRIMARY SCHOOL	ASHGROVE CHILDREN'S CENTRE (on implementation of revised polling district boundaries)
ABERDEEN SOUTH			
CS0705	MIDSTOCKET EAST	MIDSTOCKET PARISH CHURCH	SKENE SQUARE PRIMARY SCHOOL (on implementation of revised polling district boundaries)
CS0706	BERRYDEN SOUTH	SKENE SQUARE PRIMARY SCHOOL	
CS0707	GILCOMSTON NORTH	NEW LIFE INTERNATIONAL CHURCH	
CS0708	GILCOMSTON SOUTH	ST MARY'S CATHEDRAL	
CS0801	CALSAYSEAT	CATHERINE STREET COMMUNITY CENTRE	
CS0802	SUNNYBANK	SUNNYBANK PRIMARY SCHOOL	
CS0803	MOUNTHOOLY	CATHERINE STREET COMMUNITY CENTRE	
CS0804	WOOLMANHILL	CATHERINE STREET COMMUNITY CENTRE	
CS0805	ST NICHOLAS	SEAMOUNT COURT-TENANT'S ROOM	
CS0806	PITODRIE SOUTH	HANOVER COMMUNITY CENTRE	
CS0807	CASTLEHILL NORTH	HANOVER COMMUNITY CENTRE	
CS0808	CASTLEHILL SOUTH	ABERDEEN CITADEL (SALVATION ARMY BUILDING)	
CS0809	PITODRIE NORTH	PITODRIE STADIUM SIR ALEX FERGUSON LOUNGE	SUNNYBANK PRIMARY SCHOOL (once Pittodrie Stadium is no longer available)
SS0901	PETERCULTER WEST	ST PETER'S HERITAGE CENTRE	
SS0902	PETERCULTER EAST	PETERCULTER SPORTS CENTRE	
SS0903	MILLTIMBER	MILLTIMBER COMMUNITY HALL	
SS0904	BIELDSIDE	ST DEVENICK'S CHURCH HALL	
SS0905	CULTS WEST	CULTS KIRK CENTRE	
SS0906	CULTS EAST	CULTS KIRK CENTRE	
SS1001	HAZLEHEAD	HAZLEHEAD LEARNING CENTRE	
SS1002	CRAIGDEN	HAZLEHEAD LEARNING CENTRE	
SS1003	SUMMERHILL SOUTH	FERNIELEA PRIMARY SCHOOL	
CS1004	RUBISLAW	ST MARY'S EPISCOPAL CHURCH	
CS1005	HAMILTON	ST MARY'S EPISCOPAL CHURCH	
SS1006	CRAIGIEBUCKLER	CRAIGIEBUCKLER CHURCH HALL	
SS1007	SEAFIELD	AIRYHALL COMMUNITY CENTRE	
CS1008	HARLAW	QUEEN'S CROSS PARISH CHURCH	
CS1009	CROMWELL	HOLBURN WEST CHURCH	
CS1010	ASHLEY	HOLBURN WEST CHURCH	
SS1101	BRAESIDE	SCHOOL BRAESIDE PLACE	AIRYHALL COMMUNITY CENTRE
SS1102	MANNOFIELD	MANNOFIELD CHURCH HALL	
SS1103	BROOMHILL WEST	MANNOFIELD CHURCH HALL	
CS1104	BROOMHILL EAST	RUTHRIESTON OUTDOOR SPORTS CENTRE-PAVILION	
SS1105	DEESIDE	ST FRANCIS CHURCH HALL	
SS1106	GARTHDEE	KAIMHILL COMMUNITY CENTRE	
SS1107	KAIMHILL	KAIMHILL COMMUNITY CENTRE	
CS1108	RUTHRIESTON	RUTHRIESTON COMMUNITY CENTRE	
CS1201	BON-ACCORD	FERRYHILL COMMUNITY CENTRE	
CS1202	PALMERSTON	FERRYHILL COMMUNITY CENTRE	
CS1203	FERRYHILL	FERRYHILL COMMUNITY CENTRE	
CS1204	GAIRN	SOUTH HOLBURN CHURCH	
CS1205	DUTHIE	FERRYHILL CHURCH HALL	

SS1206	TORRY WEST	TORRY YOUTH AND LEISURE CENTRE	
SS1207	TORRY EAST	OLD TORRY COMMUNITY CENTRE	
SS1208	BALNAGASK EAST	TULLOS SCHOOL	
SS1209	BALNAGASK WEST	BALNAGASK COMMUNITY CENTRE	
SS1301	ABBOTSWELL	ABBOTSWELL PRIMARY SCHOOL	
SS1302	KINCORTH	KINCORTH COMMUNITY CENTRE	
SS1303	TULLOS	ALTENS COMMUNITY CENTRE	
SS1304	CRAIGHILL	ABBOTSWELL PRIMARY SCHOOL	
SS1305	NIGG	KINCORTH COMMUNITY CENTRE	
SS1306	LOIRSTON	LOIRSTON ANNEXE	
SS1307	COVE	LOIRSTON ANNEXE	

2018 Westminster Constituencies Review

Aberdeen North and Aberdeen South

Subdivision of Midstocket PD CN0702



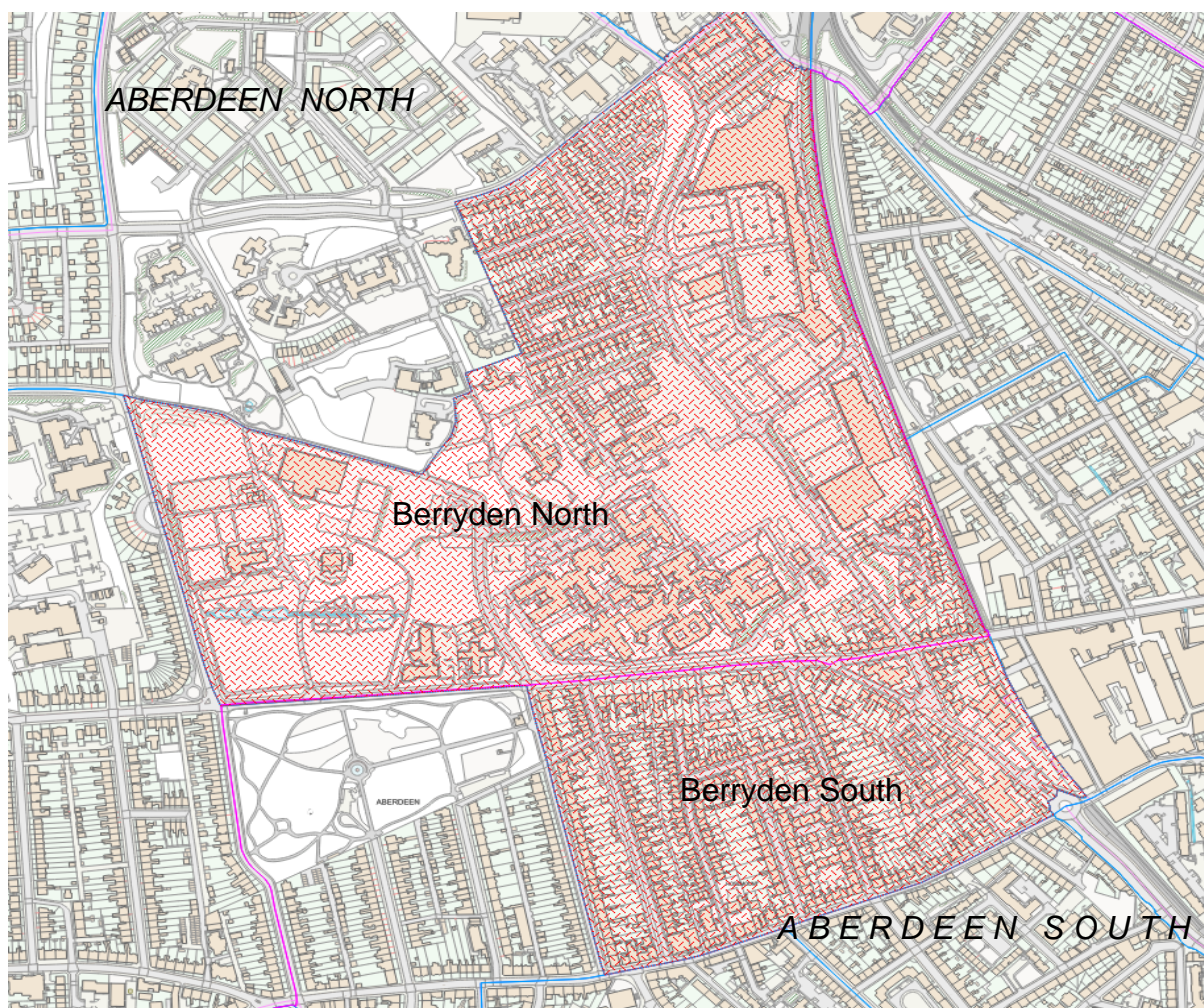
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2018 Westminster Constituencies Review

Aberdeen North and Aberdeen South

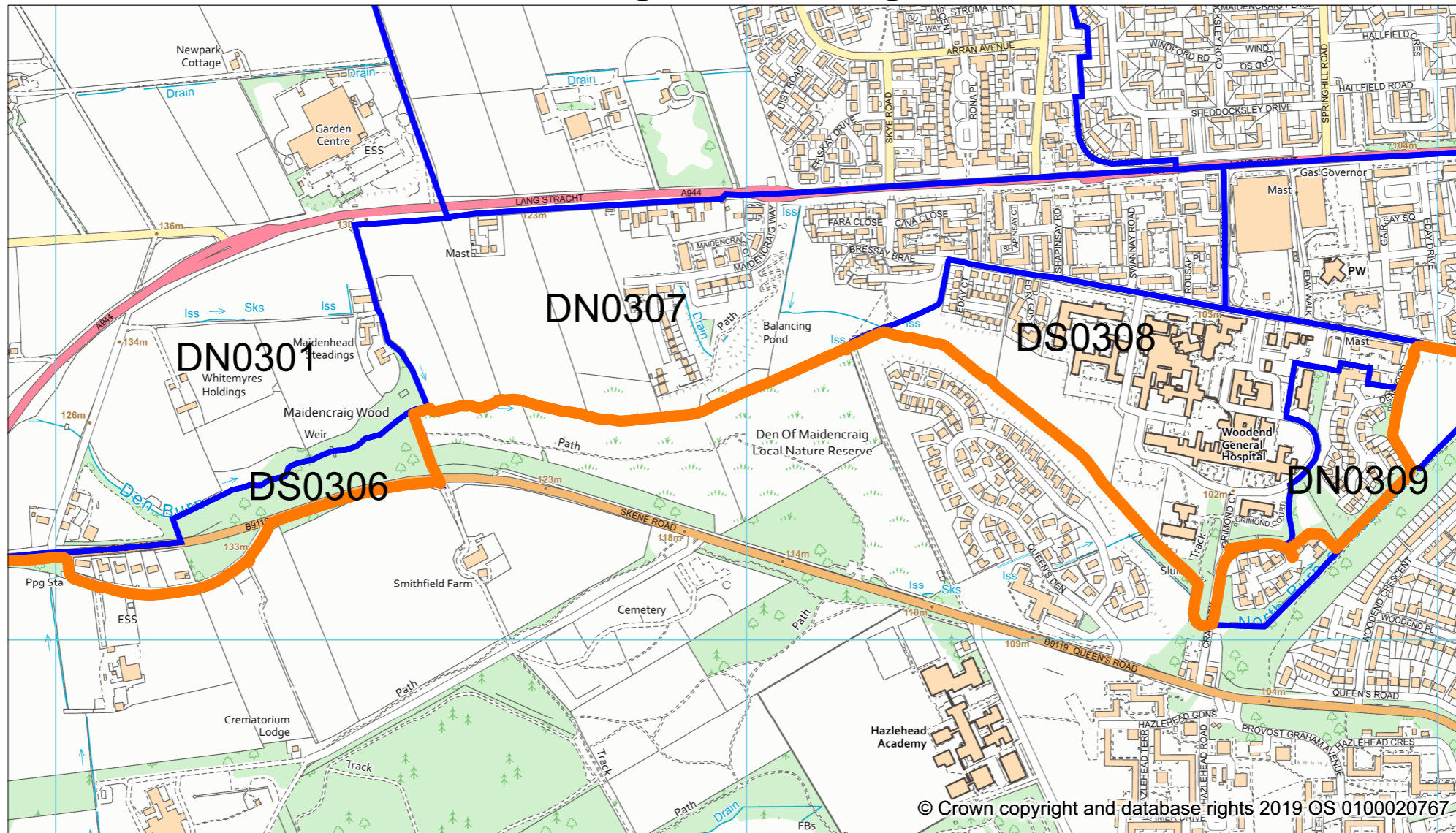
Subdivision of Berryden PD CN0704



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Polling District Merges



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Grampian Assessor & ERO
 Woodhill House
 Westburn Road
 Aberdeen
 AB16 5GE

Production No:	1234-A
Hearing Date:	20/03/2019
Scale:	1:8000

Tel: 01224 664360
 Fax: 01224 664361

Web: <https://www.grampian-vjb.gov.uk>
 E-mail: assessor@grampian-vjb.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Treasury Management Policy and Strategy
REPORT NUMBER	RES/19/258
DIRECTOR	Steven Whyte
CHIEF OFFICER	Jonathan Belford
REPORT AUTHOR	Neil Stewart
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

- 1.1 To update Council on Treasury Management activities undertaken during financial year 2018/19.

2. RECOMMENDATION(S)

That Council: -

- 2.1 Consider and note the Treasury Management activities undertaken in the 2018/19 financial year as detailed in this report; and
- 2.2 Approve the Council's revised Counterparty list as detailed at Appendix 1.

3. BACKGROUND

3.1 Introduction

- 3.1.1 The Council approved a Treasury Management policy for the financial years of 2018/19 to 2020/21 on 5 March 2018. Part of this policy is to report a year-end review to full Council on Treasury Management activities undertaken during the financial year 2018/19.

3.1.2 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.

3.2 Treasury Management 2018/19

The following is a summary of the significant Treasury Management activities which were undertaken during financial year 2018/19: -

3.2.1 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 2018/19 was 3.82%, which can be broken down to 3.80% for interest, and 0.02% for expenses. This represents a reduction of over 1% from the previous year's rate.

3.2.2 Long Term Borrowing - No long-term borrowing was required during 2018/19 due to the level of funds remaining from the Bond Issuance. Public Works Loans Board (PWLB) loans for £23.4m matured during the financial year 2018/19, and these were not replaced.

3.2.3 As the Bond funds have now been fully utilised, it is our intention to undertake some long-term borrowing in the next financial year, should market conditions be favourable.

3.2.4 Short Term Borrowing - In 2016, the Council made the deliberate decision to run down its external temporary borrowing (short-term loans from other Local Authorities). Again, this was due to the level of funds received from the Bond Issuance. The Bond funds gradually reduced over time as capital programme work progressed. External temporary borrowing is now being built back up to a manageable level, with available rates currently well below long-term borrowing levels.

3.2.5 During the last 2 months of the year, some £44m of temporary borrowing was obtained from other local authorities. The interest rates on these loans ranged from 0.85% to 1%, depending on their length. More borrowing of this type may be undertaken during the coming year, should market conditions continue to be favourable.

3.2.6 North East Scotland Pension Fund – The Council's Loans Fund has an ongoing Temporary Loan from the North East of Scotland Pension Fund. This represents the Pension Fund's excess level of cash funds on hand, which is driven by the Pension Fund's cashflow requirements. This Temporary Loan is a means of earning the Pension funds a fair short-term interest rate from these funds, rather than a means of borrowing for the Loans Fund.

3.2.7 Throughout last year, at the Pension Fund's request, the level of this Temporary Loan was increased by up to £80m from time-to-time, to assist the Fund to maximise their interest return on their excess cash funds. The Pension Fund wish to increase these levels further during financial year 2019/20, by up to

£200m, to help them manage their expected cashflow position. In light of this, additional capacity will require to be added to the Council's Money Market Funds limits.

3.2.8 Investments - As at 31st March 2019, the Council had temporary investments totalling £97.7m at an average rate of 0.85%. Investments were made in line with the current Counterparty List to the following institutions: -

- Clydesdale Bank £6.7m
- HSBC Bank plc £5.0m
- Santander UK £15.0m
- Goldman Sachs Int'l Bank £20.0m
- Close Brothers Ltd £5.0m
- Lancashire County Council £5.0m
- Federated MMF £20.0m
- Aberdeen MMF £20.0m
- Insight MMF £1.0m

3.3 Counterparty List

3.3.1 The Council, as part of its Treasury Policy, has an approved listing of banks and other financial institutions (the Counterparty list) with which it can undertake short-term money investments. Basically, if the Council has "cash" then the counterparty list determines where officers can invest this cash.

3.3.2 The Council's Counterparty list is compiled using credit rating information supplied by the major credit rating agencies to Link Asset Services, who are the Council's appointed Treasury Management advisors.

3.3.3 In order to assist the Pension Fund manage their cashflow position, we are proposing to add additional capacity to the Council's Money Market Fund limits. Current limits of £20m per fund, are to be raised to £50m, which is in line with levels utilised during the Bond Issuance. For cashflow purposes, the Clydesdale Bank limit will also need to be increased in line with the proposed Money Market Fund limits.

3.3.4 The Counterparty list was last updated on 17 December 2018. A revised list is attached at Appendix 1, for consideration.

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, the Disclosure and Transparency Rules, the Listing Rules and ongoing obligations as set out in the London Stock Exchange Admission and Disclosure Standards.

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 the Council's Counterparty list. The list is compiled in conjunction with the Council's Treasury Advisors and is under constant review.
Legal	None	N/A	N/A
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	None	N/A	N/A

7. OUTCOMES

The proposals in this report have no impact on the LOIP.
This report does not impact on the design principles of the Target Operating Model.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required

Data Protection 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 ”;
CIPFA “The Prudential Code for Capital Finance in Local Authorities”;
Link Asset Services "Treasury Management Annual Investment Strategy";
Scottish Government "The Investment of Money by Scottish Local Authorities".

10. APPENDICES

- 10.1 Appendix 1 - Counterparty List

11. REPORT AUTHOR CONTACT DETAILS

Neil Stewart
Accountant
nstewart@aberdeencity.gov.uk
01224 522696

COUNTERPARTY LIST

Deposits up to 12 months

All the banks listed in this category have a suggested duration of 12 months from our treasury advisors, Link Asset Services (LAS) credit rating list – i.e. the highest rated

UK Nationalised and Part Nationalised Banks - £30m limit

The Royal Bank of Scotland Group plc
(includes Royal Bank of Scotland plc, National Westminster Bank plc)
(actual rating overridden by the significant UK Govt. Ownership, i.e. >20%)

UK Banks - £30m limit

HSBC Bank plc
Lloyds Banking Group (includes Bank of Scotland)
Handelsbanken PLC

Other Banks - £20m limit

Countries with a minimum of AA+ Sovereign rating and Banks with a suggested duration of 12 months from LAS credit rating list – i.e. the highest rated

Australia - AAA

Australia and New Zealand Banking Group Ltd.
Commonwealth Bank of Australia
National Australia Bank Ltd.
Westpac Banking Corp.

Canada - AAA

Bank of Montreal
Bank of Nova Scotia
Canadian Imperial Bank of Commerce
Royal Bank of Canada
Toronto-Dominion Bank

Finland – AA+

Nordea Bank ABP

Germany - AAA

DZ BANK AG Deutsche Zentral-Genossenschaftsbank
Landesbank Hessen-Thüringen Girozentrale
Landesbank Berlin AG

Netherlands - AAA

Cooperatieve Rabobank U.A.
ING Bank N.V.

Singapore - AAA

DBS Bank Ltd.
Oversea-Chinese Banking Corp. Ltd.
United Overseas Bank Ltd

Sweden - AAA

Skandinaviska Enskilda Banken AB (SEB)
Svenska Handelsbanken AB
Swedbank AB

Switzerland - AAA

UBS AG

UK Local Authorities (including Police Authorities) – £20m limit (per authority)

Deposits up to 6 months

UK Banks - £20m limit

Abbey National Treasury Services PLC
Barclays Bank PLC
Close Brothers Ltd
Goldman Sachs International Bank
Santander UK PLC
Standard Chartered Bank
Sumitomo Mitsui Banking Corporation Europe Ltd

UK Building Societies - £10m limit

Coventry Building Society
Nationwide Building Society

Deposits up to 3 months

Council's Bankers - £50m limit

Clydesdale Bank plc

UK Building Societies - £10m limit

Leeds Building Society
Skipton Building Society
Yorkshire Building Society

Collective Investment Schemes - £400m total limit

Money Market Funds - £50m limit

Aberdeen Liquidity Fund – Sterling
Deutsche Managed Sterling Fund
Federated Short Term Sterling Prime Fund
Goldman Sachs Sterling Liquid Reserve Fund
HSBC Sterling Liquidity Fund
Insight Liquidity Fund
Morgan Stanley Sterling Liquidity Fund
State Street Global Advisors GBP Liquidity Fund

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24/06/2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Tour of Britain Funding Approval
REPORT NUMBER	PLA/19/299
CHIEF OFFICER	Richard Sweetnam
REPORT AUTHOR	Richard Sweetnam
TERMS OF REFERENCE	Introduction - 6

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Council on discussions with SweetSpot, the promoters of the international cycling professional race, the Tour of Britain; and seek approval for the city to host the Final Stage of the Tour of Britain in 2020 and the Grand Depart of the Tour of Britain in 2021.

2. RECOMMENDATION(S)

That Council:

- 2.1 Instructs the Head of Commercial and Procurement, following consultation with the Chief Officer - Finance and Chief Officer – City Growth, to enter into a contract to host the Final Stage of the Tour Britain Event in 2020 and the Grand Depart of the Tour of Britain in 2021, subject to similar agreement being made by Aberdeenshire Council, and funding being secured by SweetSpot from EventScotland;
- 2.2 Agrees to underwrite the cost of each event to a maximum of £100,000 per annum for two years (2020 and 2021), subject to same agreement being made by Aberdeenshire Council and funding being secured by SweetSpot from EventScotland;
- 2.3 Approves an additional £35,000 to cover the additional services that would be provided by the host location as detailed within the schedule VI of the contract which is provided as Appendix 1 to this report;

- 2.4 Instructs the Chief Officer - City Growth to work with local clubs, stakeholders and schools to deliver supplementary cycling activities that capitalize on the events for enthusiasts, local businesses and children; and
- 2.5 Instructs the Chief Officer - City Growth to report back via a service update to the Council's City Growth and Resources Committee on progress to secure the event, sponsorship and the details of the events.

3. BACKGROUND

- 3.1 Development of the tourism and events sector is a key priority in the Regional Economic Strategy (RES), the Council's policy document *Stronger Together 2017-2022*, and the City Centre Masterplan (CCMP). In response, the Council has been investing in the development of the destination and attracting new audiences, capitalising on opportunities presented by the new event complex, Broad Street, the Art Gallery, the Music Hall; and the supporting Aberdeen Harbour Board's expansion project.
- 3.2 The VisitAberdeenshire Destination Aberdeen & Aberdeenshire Tourism Strategy 2018 – 2023 aims to provide a compelling visitor experience in the city region. Through its delivery, VisitAberdeenshire and its regional partners aim to grow visitor spend to £1bn per annum by 2023 (£500m in overnight spend/£500m in day visitor receipts). Events are a key delivery strand towards these outcomes, recognised by the VisitAberdeenshire 'Culture, Heritage and Events' action plan.
- 3.3 This links to the Aberdeen Events365 Strategy and Plan, a CCMP project which aims to develop a new portfolio of events that can be attracted to the city. It introduced the typology that both aligns to EventScotland and is used by the Events365 Group – attracting headline events, feature events, and supporting those according to their contribution to the city's economic objectives.
- 3.4 Coordination and collaboration around delivery of Events365 is supported by a Strategic Advisory Group chaired by Councillor Boulton. It provides a regular forum to discuss ideas and approaches for new events and provides a calendar of all events in the city. It is supported by VisitAberdeenshire.
- 3.5 In March 2017, the Council's Finance, Policy & Resources Committee approved criteria from which to assess the potential contribution of an event in relation to the costs of delivering it. These are:

- Extent to which an event/ festival contributes to the strengths of the city and wider area - RES, Tourism Strategy, CCMP and/ or Culture Aberdeen;
- Whether the event have the potential to attract visitors from outside the area, and overnight stays/return visits;
- Whether the event generates a substantial economic benefit to businesses in the event and wider area;
- Whether the event has the potential to attract media attention, advancing Aberdeen and the region's reputation nationally and internationally;
- Whether the event celebrates the distinctiveness of Aberdeen and the North East of Scotland and the built and natural environment; and
- If the Council contributes, what added-value is there from that investment in terms of leveraging external funding (e.g. EventScotland, other partner or sponsorship) and in-kind support.

4. TOUR OF BRITAIN

4.1 Using the Events365 Strategy and criteria, in 2016, the Council entered into an agreement with SweetSpot to deliver the Tour Series in the city centre for a three year period. The costs of delivering the event included a fee to SweetSpot, that in turn secured an additional financial contribution from EventScotland. In addition, the Council incurred development costs, known as Schedule VI costs, such as managing road closures, first aid, stewarding, street dressing, roadworks and cleansing. The delivery of the event was supported by officers in City Growth.

4.2 The event on Thursday 16 May 2019 marked the end of the three year contract with SweetSpot. Officers' initial analysis confirms that the event performed well in generating footfall in the city centre:

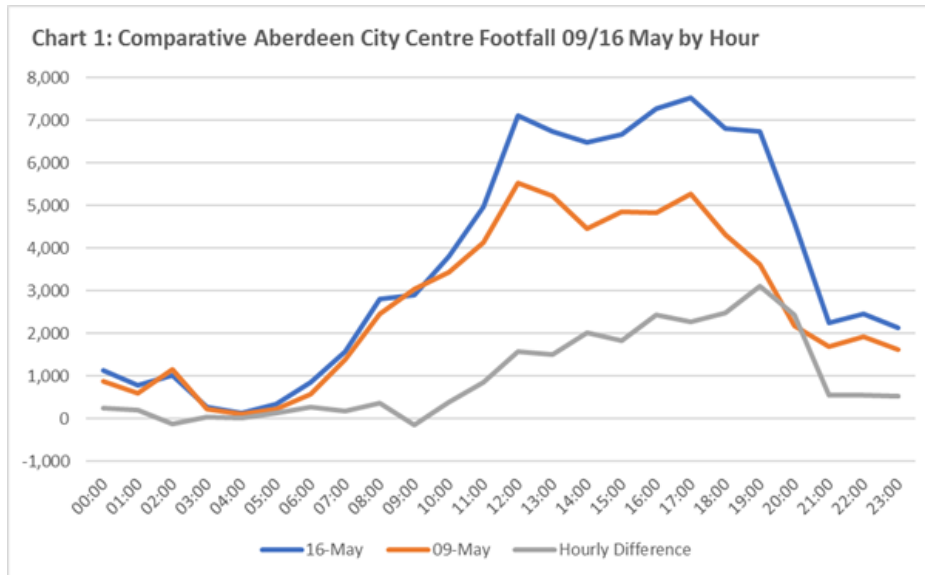
- average daily footfall for 'Thursdays' in Aberdeen in 2019 was approximately 63,200 (factored footfall¹), with inward footfall² at 29,000 and outward³ footfall at 34,200. However comparable data for 16 May 2019, the event day, was approximately 87,300, (an increase of 38%) with inward footfall at 42,000 (45% up) and outward footfall at 45,200 (32% up).
- hourly analysis of footfall data shows that there was additional sustained footfall in the early evening and night-time.
- this appears to have translated into benefits to commercial premises in Marischal Square, in the immediate vicinity of the event – anecdotal evidence was positive, with outlets reporting a 100% increase in comparable takings.

¹ Defined as people coming in and out of the city centre

² Defined as people coming into the city centre

³ Defined as people leaving the city centre

- 4.3 Officers reviewed average footfall counts for every Thursday in 2019 and the chart below demonstrates the impact on hourly footfall against the same period the previous week. It illustrates that on Thursday 16 May 2019, there was a one off occurrence that raised footfall around 40% more than the week before. For example, throughout the day, and peaking around c7pm, when the race started, there was over 3,000 additional footfall counts in the city centre.



Source: Springboard.

- 4.4 SweetSpot will be providing an independent evaluation of the 2019 event. However, using the footfall data, and estimated attendance at the event, officers indicate that around £500,000 of spend was generated in the city centre. The estimated spend is broadly consistent with that of previous events.
- 4.5 With the end of the contract, Officers have been assessing how the event could be grown and how to maximise its wider impact – in economy/ tourism terms, sporting, health and social impacts. During the discussions with partners and SweetSpot, The Tour of Britain event would provide an opportunity to develop the profile of sporting events in the city, capitalise on the Tour Series event and provide a signature event for the city in the next phase of Events365 delivery.
- 4.6 The proposal is that the 2020 Tour of Britain finishes in Aberdeen; and the 2021 Tour of Britain start, or Grand Depart, is in Aberdeen. Both stages would include a route in the Aberdeenshire Council area.

Appraisal

- 4.7 The benefits of the race will be derived from:

- Teams, staffing and race organisers;
- Spectators – across the whole eight-stage race, 1.5m spectators along the route (estimated 30-40,000 for a North East stage);
- Participation – typically 500 people in supporting any ‘mass ride’ activity;
- Hotel nights – this is particularly valuable for a ‘Grand Depart’ of the race where teams are presented to the city and spectators the day before the race start (in this sense the Grand Depart stage is effectively a two day event).

4.8 Using the criteria above, and evidence from previous stages elsewhere, both events (finish and start) have been appraised. Initial appraisal using EventScotland and VisitAberdeenshire models, that align to Event365 criteria above, indicate that for both 2020 and 2021:

- 30,000 spectators for a Tour finish and 40,000 for a Grand Depart (both Council areas combined);
- Around 8,000 bed nights generated in Aberdeen City and Aberdeenshire council areas;
- Accommodation revenue of £630,000 generated across both events;
- Tour Finish 2020: £800,000 total economic impact in the Aberdeen City economy (£1.4m total regional economic impact);
- Grand Depart 2021: £1.3m total economic impact in the Aberdeen City economy (£1.8m total regional economic impact); and.
- Equates to supporting 73 jobs in the region, two thirds of which are in the city.

4.9 Sensitivity analysis, stage-specific uplift, springboard footfall data, review of a Tour Finish (Worcester to Cardiff) and a Grand Depart (Pemprey to Newport) economic impacts and data from previous events in the region has informed the above analysis.

Qualitative Benefits:

4.10 If the events came to the city region, a number of qualitative benefits will be delivered:

- Potential for a local festival event which offers further exposure for the North East of Scotland, using the main event infrastructure to have a community led mass participation event – eg family ride, coaching sessions etc. This would build on the momentum of the Council’s investment in hosting the Tour Series for the last three years, where the wider participation events have been well received.
- Reputational - the opportunity to stage an elite international sporting event in the city region, showcasing the investments to date and improving the ‘cv’ as an international events location.

- Tourism - use this event to ensure Aberdeen and Aberdeenshire is recognised as cycling friendly to help increase domestic and international tourism, supporting the VisitAberdeenshire Destination Strategy and Extreme North initiative that highlights events to support that product's development and increased promotion as a top destination for cycle/activity tourism in VisitAberdeenshire and VisitScotland's marketing campaigns.
- Linking to the Council's active travels plans and growing cycling in the city centre; and to support a step-change increase in activity levels by promoting cycling as a major catalyst for health improvements in response to the Council's Local Transport Strategy that aims to foster a cycling culture in Aberdeen, working with Sustrans, NESTRANS and Getabout, the Sustainable Transport partnership for the North East of Scotland.
- Links to ongoing work to investigate a cycle hire scheme for Aberdeen and to refresh the Council's Active Travel Action Plan, first adopted in 2017.
- Broadcast and media benefits – estimated at £1.2m per host location from coverage; 40 hours of live TV; 390 accredited members of the media cover the race; 190 different broadcast territories; 3.2m viewers watch ITV4 coverage; 2.6m website page views during race week.
- Sport – attracting elite sporting excellence, increasing participation and progression.

5. FINANCIAL IMPLICATIONS

- 5.1 The fee cost for each event, by location, is £250,000, under a contract between the host location and SweetSpot, promoters of the Tour of Britain. It is also anticipated that EventScotland, could contribute up to £50,000 to each event for each year under a separate agreement with SweetSpot. This would mean if the North East was to secure the event in 2020 and 2021, it would cost £200,000 per annum. Following consultation with officers in Aberdeenshire Council, officers recommend that this cost is split 50:50 between Aberdeen City Council and Aberdeenshire Council, and that the Councils underwrite this amount.
- 5.2 As a result officers from the two Councils, working with SweetSpot, would collaborate to secure commercial sponsorship of the event that would reduce the Councils' financial risk. Evidence from elsewhere in the history of the race indicates that companies are interested in supporting these types of events.
- 5.3 In addition, a host location would be legally obliged to cover additional costs associated with the event. These costs are referred to as "Schedule VI - Services to be provided by the host region/venue(s)" (provided as Appendix 1 to this report).

- 5.4 Although the costs cannot be finalised until the specifics of the route and event requirements are known, officers suggest that the cost would be around £70,000 per annum. This forecast is in-line with the information supplied by SweetSpot as well as other Local Authorities who have delivered the Tour of Britain previously. It is anticipated that this budget could be indicatively allocated as follows:
- Stewarding, marshalling & policing costs: £15,000
 - Medical, welfare & first aid: £5,000;
 - Traffic management: £30,000;
 - Business engagement & good neighbor communications: £2,500;
 - Marketing and communications: £10,000;
 - Street cleansing & dressing: £2,500;
 - Misc: £5,000.
- 5.5 The items detailed in Schedule VI reflect the typical support that the Council has provided over the three-year contract for the Tour Series including required road closures, road repairs and access to local venues to ensure the safe delivery of the event. Existing event services contracts secured through the Public Contracts Scotland platform for stewarding, medical and welfare infrastructure and specialist staffing will be accessed to ensure best value.
- 5.6 The Council has a well-established Event Safety Advisory Group which includes internal services, external partner organisation's including our emergency service partners, and supporting agencies as and when required including Aberdeen Grampian Chamber of Commerce, VisitAberdeenshire and Aberdeen Inspired. This group meets regularly when coordinating the delivery of major events and provides a proactive forum for discussions on city wide resource availability and support with safe event delivery.
- 5.7 These costs would be divided on a 50: 50 basis with Aberdeenshire Council, resulting in a cost, to the Council, of £35,000 in 2020/21 and 2021/22. Should the sponsorship yield any additional revenue above the £200,000 fee costs, the surplus would be used to reduce the Schedule VI costs.
- 5.8 One of the key successes of previous events of this nature, including the Tour Series, has been the additional activity programmes that encourage wider participation and engagement with the public. It is recommended that ancillary activities are developed for the Tour of Britain, in consultation and conjunction with Aberdeenshire Council, GetAbout and Scottish Cycling, to maximise this opportunity and ensure that amateur, club, youth and corporate cyclists have a chance to cycle part of the route whilst offering non-cyclists a programme of interactive activities to allow them to get involved in the festivities. At this stage

the scope of the activity, and therefore the costs, are not known. However, based on the experience of the Tour Series in 2017-2019, any additional resource (staff time) would be provided within the existing City Growth budgets.

- 5.9 In responding to this opportunity, it is anticipated that the Council will not deliver the Tour Series which cost the Council £45,000 for the event, £21,000 for Schedule VI costs and in-kind support from officers.
- 5.10 If the Council decides to proceed with the recommendations in the report, then the Council's budget for 2020/21 and 2021/22 would need to take account of the commitment to bring the Tour of Britain to the city.

6. LEGAL IMPLICATIONS

- 6.1 Aberdeen City Council will enter into legally binding contracts in order to bring the Tour of Britain to Aberdeen. All contracts and grant agreements to be entered into shall be closely monitored to ensure that the Council's interests are fully protected at all times. This will ensure that all actions are done in accordance with procurement legislation and regulations. The Commercial Legal Team within the Commercial and Procurement Service shall provide legal advice where necessary.

7. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	The proposal assumes that Aberdeen City Council will underwrite 50% the costs of the events. There is a risk that the required external funding is not raised by the local authorities.	M	Agreed with SweetSpot and Aberdeenshire Council the risk is against the overall regional costs per annum.
	Final Schedule VI costs will not be defined until the	L	Working group established to discuss, review and cost route options

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Employee	The delivery of this event requires specialist skill sets and the correct level of resourcing throughout the duration of the contract.	M	Officers in the City Events team possess specialist knowledge and skills needed to meet the contractual obligations regarding safe event delivery.
Customer	Clarity of impact of event of this scale on city/ region – wide not fully understood at present.	L	Confirmation of route will allow established good neighbor engagement process to be activated, with local residents and businesses consulted to keep any disruption to a minimum.
Environment	The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties.	L	The event described in this report may encourage residents to access outdoor space more, be more physically active, and may help to promote active living.
Technology	None		
Reputational	Failure to attract and host quality local, national and international events of scale that deliver	L	Aberdeen City Council is a member of VisitAberdeenshire and Aberdeen Inspired. At a strategic level, it

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
	economic impact and exposure.		has a key role in the long-term development of tourism in the city and North East of Scotland. Aligned to this, is its corporate role in providing confidence to the events market that the Council supports the attraction of the 'right' event for the city, and the contribution to wider economic, tourism and City Centre Masterplan objectives.

8. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The proposals in this report support the tourism sector, and the potential to contribute to the growing tourism employment. There is also potential to contribute to business start ups in the tourism sector. Effective delivery will further enhance the city's international profile and standing and make the city a more attractive tourism and leisure destination.

Local Outcome Improvement Plan Themes	
Prosperous People	Vibrant events such as the Tour of Britain support the city being a Child Friendly City. The proposals specifically seek to increase participation by children in ancillary activity around the main event. The proposals also support activity and sport that in turn supports health and well being.
Prosperous Place	Aberdeen’s competitiveness as a destination – both for visitors and investors – is supported by reducing carbon emissions. Cycling has a role in how the city is pitched to attract people, skills and talent. The proposals support the target to increase the proportion of people using cycling as a mode of travel. Aberdeen365 delivery is also a key programme area of the CCMP.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	Should the event proceed, the project team will engage with key employers in the city.
Organisational Design	Events365 and this event supports the clustering in City Growth working across the Council and links to wider local and Scottish promotion and marketing.
Governance	The informal Advisory Group is important for maintaining strategic relationships with Scottish and UK bodies and for building on existing local partnerships and networks.
Workforce	None

Design Principles of Target Operating Model	
	Impact of Report
Process Design	None
Technology	The proposal will deliver a digital platform to host events/festivals information and may provide open access to the impact of flagship events on the city
Partnerships and Alliances	The proposals in this report are based on significant consultation across the sector. They will also ensure that partnership activity to date forms the foundation of all future activity, and it is also a further example of the two Councils in the region investing on an equitable basis in events.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required - The funded events described in this report will contribute positively to the Council's public duties under the Equality Act 2010.
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

10. BACKGROUND PAPERS

City Growth & Resources Committee 18 September 2018 Governance of Events 365 Advisory Group (PLA/ 18/ 147)

Finance, Policy & Resources Committee 9 March 2017 Aberdeen 365 – Operational Plan (CHI/ 17/ 042).

11. APPENDICES

Appendix 1 – Tour Of Britain Schedule VI: Services to be provided by host Region / Venue(s)

12. REPORT AUTHOR CONTACT DETAILS

Name: Richard Sweetnam

Title: Chief Officer - City Growth

Email Address: RSweetnam@aberdeencity.gov.uk

Tel: 01224 522662

THE TOUR OF BRITAIN

SCHEDULE 6

Services to be provided by the Host Region/Venue(s)

1. FINISH AREA

- 1.1 Suitable finish straight of approx. 400-500m in length with unobstructed approach minimum width 6m. Safe run off area of at least 200m after the finish line.
- 1.2 Final kilometre to be clear of all obstructions such as traffic islands and speed humps, minimum width of 6m to be maintained

Parking

- 1.3.1 Technical vehicles
- 1.3.2 60 Motorcycles (after stage)
- 1.3.3 20 Team coaches
- 1.3.4 60 Team cars – Accessible via “Deviation” from race route
- 1.3.5 20 Event vehicles
- 1.3.6 TV Production area
- 1.3.7 Overnight parking on site for (large) vehicles
- 1.4 Technical zone adjacent to finish line of approx. 5000m²
- 1.5 Tour Village of approx. 5000m²
- 1.6 Licences for selling and sampling (including alcohol) within Tour Village and Hospitality area
- 1.7 Sterile route for final 8km (5 miles) at least 2 hours before expected finish time.
(ie. No parked vehicles on route)
- 1.8 Water supply of 1000l for Hospitality caterers mains pressure or bowser 06.00
- 1.9 Provision of 3 x 1100l bins for Hospitality caterers, labelled for recycling

- 1.10 Supply of 4000l of water for finish gantry ballast, usually from Fire Service 07.30
- 1.11 Provision of at least 2 x Portaloo for crew use 05.00 (unless other facilities are available)
- 1.12 Local policing costs (generally 1-2 officers to oversee public order during build up)
- 1.13 Presence of senior venue representative from 05.00
- 1.14 Provision of meeting room for planning meetings
- 1.15 Provision of 30 trained stewards, all should be SIA accredited, uniformed and have radio comms. ToB will brief them and manage them
- 1.16 Provision of Civic Dignitary to host stage at the finish and to be available to present awards after the stage
- 1.17 Supply 4 bouquets for prize presentation 09.00
- 1.18 Provision of Media Centre, available from 08.00-20.00

Traffic management

- 2.1 To cover the costs of all associated road closures and TTROs within the host county/district
- 2.2 Full road closures within the defined finish area from 04.45 until 21.00
- 2.3 Provision of all road closure signage and staffing in finish area
- 2.4 Traffic management support to set up timing system at 3km to go (usually 5 minutes 2 hours before finish)
- 2.5 Supply and deployment of no parking cones if required
- 2.6 Suspension of parking meters
- 2.7 Bus stop suspensions
- 2.8 Parking suspensions in finish area from 22.00 on evening before finish
- 2.9 Removal of any illegally parked vehicles from 05.00 within the finish area
- 2.9 Supply of street plans of the whole finish area at a minimum scale of 1:1250 in a DWG/DXF format
Notification to churches, hospitals, taxis, bus companies, emergency services, local businesses and any residences that may be impacted by the passage of the stage or building of the finish area

Street and Highway Services

- 3.1 Pothole repairs deemed necessary by the technical team and making safe of raised ironwork to cover all roads on route within host district
- 3.2 Removal of street furniture to facilitate access, a clear safe build-up of the finish area
- 3.3 Removal of cats eyes in final 200m and 50m after the line
- 3.4 Opening of gates/barriers and access to other controlled areas as required
- 3.5 Street cleansing, litter collection prior to, during and after the race
- 3.6 Grass cutting, hedge trimming and tree pruning to ensure access and visibility
- 3.7 Display of pre publicity banners provided by ToB
- 3.8 Provision of recycling bins for Hospitality and public areas

Additional Requirements Assuming the race finishes with 3 or 4 laps of a 5km Finishing Circuit

- 4.1 Full road closure on finishing circuit
- 4.2 Parking suspension on entire finishing circuit
- 4.3 Additional barriers
- 4.4 Additional stewarding

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