

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN 29 November, 2019

COUNCIL

The Members of the **COUNCIL** are requested to meet in **Council Chamber - Town House on MONDAY, 9 DECEMBER 2019 at 10.30 am.**

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 2 September 2019 - for approval (Pages 7 - 18)

REFERRALS FROM COMMITTEES

- 7(a) No referrals to date

BUSINESS PLANNER AND OTHER MINUTES

- 8(a) Business Planner (Pages 19 - 20)

GENERAL BUSINESS

- 9(a) Appointment of External Members - Education Operational Delivery Committee - GOV/19/402 (Pages 21 - 24)
- 9(b) Licensing Board Vacancy - GOV/19/427 (Pages 25 - 30)
- 9(c) Family Leave for Elected Members - GOV/19/429 (Pages 31 - 40)
- 9(d) Governance Review of Trusts - Update - GOV/19/446 (Pages 41 - 60)
- 9(e) Treasury Management Policy and Strategy - Mid Year Review - RES/19/432 (Pages 61 - 66)
- 9(f) Progress Update on Armed Forces Covenant Accreditation Process - CUS/19/461 (Pages 67 - 76)

10(a) Notice of Motion by Councillor Flynn

"That Council:

1. Notes that hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little to no personal notification of the changes. In some cases, women had only two years notice of a six-year increase to their state pension age.
2. Further notes that many women born in the 1950's are living in hardship with their retirement plans has been significantly changed. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially.
3. Understands that these women have paid their tax and national insurance with the expectation that they would be financially secure when reaching 60 and that it is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time;
4. Agrees that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements;
5. Calls upon the UK Government to make fair transitional state pension arrangements for all women born in the 1950s, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification; and
6. Instructs the Chief Executive to write to the Secretary of State for Work and Pensions to outline the council's position."

EXEMPT / CONFIDENTIAL BUSINESS

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

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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, 2 September 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 MEP
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

MICHAEL HUTCHISON
CLAIRE IMRIE
FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
THOMAS MASON MSP
ALEXANDER NICOLL
JAMES NOBLE
JOHN REYNOLDS
PHILIP SELLAR
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.

ANNOUNCEMENTS

1. (A) The Lord Provost led tributes to Sandy Stuart who very sadly passed away in July whilst a serving Councillor. The Lord Provost underlined that Sandy had been held in very high esteem by all members and officers; he was very personable and had a good sense of humour. The Lord Provost highlighted the excellent work that Sandy had achieved in Bridge of Don but also across the city in terms of his involvement with various football teams covering a variety of ages over the years; it was well documented that Sandy was an avid football fan and a staunch member of the Tartan Army. The Lord Provost added that his thoughts were with Sandy's family at this sad time.

Councillor Flynn thanked members from across the Chamber for their good wishes and humility at such a difficult time but particularly the Lord Provost for sending Sandy's family a personal letter which had been very well received. Councillor Flynn thanked officers for the very diligent work they had undertaken following Sandy's passing which had been a great help to Sandy's family and the SNP Group as a whole. Councillor Flynn stated that he loved having conversations with Sandy, especially about football and the various trips they had been on. He added that Sandy was a lovely man with a heart of gold, and he was missing him greatly.

Councillors Laing, Yuill, Lumsden and Boulton each paid their own personal tributes, recollecting many conversations they had enjoyed with Sandy and expressed their condolences to his family.

(B) The Lord Provost noted that former Councillors Hunt and Catriona Mackenzie had submitted their resignations since the last Council meeting and thanked them for their contributions to the Council. The Lord Provost highlighted that they both had outstanding futures ahead of them, however their departures underlined the difficulties that people often encountered in terms of balancing a career with the work involved with being a Councillor.

(C) The Depute Provost made reference to the tragic death of Alice Farquharson who was a constituent but also a friend, as well as a highly valued Pupil Support Assistant at Hazlehead Primary. The Depute Provost underlined that Alice would be a huge loss to the community and her family, she touched so many people's lives and was a wonderful mother. The Depute Provost extended her sympathies and condolences to Alice's family.

(D) The Lord Provost welcomed the recent opening of TECA and the P&J Live Arena, which he stated was a fantastic addition to the city's infrastructure and would bring a lot of additional events and investment to the city starting with Offshore Europe and related events this week.

The Council resolved:-

to concur with the remarks of the Lord Provost, Depute Provost and the various Councillors.

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:-

David Frederick Fryer, Project Manager and Community Entrepreneur, Aberdeen
Very Reverend Doctor Isaac Poobalan, Provost of St Andrews Cathedral,
Aberdeen

DETERMINATION OF URGENT BUSINESS

3. The Lord Provost advised that he had accepted the notice of motion by Councillors Laing and Lumsden as a matter of urgency in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973.

The Council resolved:-
to note the position.

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.

Councillor Allard MEP declared a general interest by virtue of his position as a Member of the European Parliament for Scotland.

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 24 JUNE 2019

5. The Council had before it the minute of meeting of Aberdeen City Council of 24 June 2019.

The Council resolved:-
to approve the minute subject to the removal of MEP after Councillor Allard's name as Councillor Allard had not been sworn in as an MEP at that point.

BUSINESS PLANNER

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

The Council resolved:-
to note the business planner.

REVIEW OF POLLING DISTRICTS AND POLLING PLACES - GOV/19/323

7. With reference to Article 11 of the minute of its meeting of 24 June 2019, the Council had before it a report by the Chief Officer - Governance which sought final approval for the list of polling districts and polling places following public consultation.

The report recommended:-

that the Council -

- (a) approve the recommended changes to polling districts as outlined in section 3.8 of the report and in Appendix 1 and note that the changes would come into effect when the Boundary Commission for Scotland's final report and recommendations for the 2018 Review of UK Parliament Constituencies was approved by the Westminster Parliament; and
- (b) approve the recommended changes to polling places as outlined in section 3.9 of the report and in Appendix 2 and note where these were dependent on the Boundary Commission for Scotland's final report and recommendations for the 2018 Review of UK Parliament Constituencies being approved by the Westminster Parliament.

The Council resolved:-

to approve the recommendations.

EXTERNAL FUNDING UPDATE (SMART HYAWARE AND FUEL CELL CARGO PEDELECS) - PLA/19/355

8. The Council had before it a report by the Chief Officer - City Growth which provided an update on funding awards for the Smart HyAware and Fuel Cell Cargo Pedelecs (FCCP) projects and sought procurement approval including overseas travel for officers.

The report recommended:-

that the Council -

- (a) note the successful application and award for the Interreg Europe 'Smart Hy-Aware' (Smart solutions for Hydrogen potential AWAREness Enhancing) project for €217,000, and match funding from ONE and Scottish Enterprise;
- (b) approve total project costs for Smart HyAware as detailed in the report;
- (c) delegate authority to the Chief Officer - City Growth to procure the appropriate goods and services necessary to undertake the Smart Hy-Aware project, including appropriate travel and associated spend for up to two officers to attend partner meetings and annual conferences connected with the project;
- (d) note the successful application and award of grant for the Interreg North West Europe (NWE) FCCP project for €458,392, and match funding from Transport Scotland and the Scottish Government;
- (e) approve total project costs for the FCCP project as detailed in the report; and
- (f) delegate authority to the Chief Officer - City Growth to procure the appropriate goods and services necessary to undertake the FCCP project, including appropriate travel and associated spend for up to two officers to attend partner meetings and annual conferences connected with the project.

The Council resolved:-

- (i) to approve the recommendations; and
- (ii) to congratulate officers for their work in securing funding for the projects.

NOTICE OF MOTION BY COUNCILLOR DUNCAN

9. The Council had before it the following notice of motion by Councillor Duncan:-

“Council notes that Fast Track Cities is a global partnership and initiative, focusing on developing a network of cities pledged to achieve the commitments in the Paris Declaration on HIV prevention, diagnosis and treatment; that Glasgow City Council signed up to be a fast track city at the end of 2018 and the aim is to have all 7 Scottish cities signed up, making Scotland the first country in the world to have all cities signed up to the Fast Track Cities initiative by signing the Paris Declaration.

The Paris Declaration commitments are:

- (a) 90-90-90 targets:

- To ensure that 90% of people living with HIV know their status
- To improve access to antiretroviral treatment for people living with HIV to 90%
- To increase the proportion of people living with HIV on ART with an undetectable viral load to at least 90%; and

- (b) To reduce stigma and discrimination related to HIV to zero with long term goals by 2030:

- Zero new HIV transmissions
- Zero HIV-related deaths
- Zero HIV-related stigma

Council welcomes the fact Aberdeen City meets the 90-90-90 targets already but acknowledges that there is more work to do to reach the 2030 goals and reduce stigma and notes that there are issues in Aberdeen in particular with reducing the incidence of late diagnosis of HIV, maintaining the number of people who are on treatment with antiretroviral treatment, which is a particular challenge in our city due to a transient population, and ensuring that ‘harder to reach’ groups are engaging with treatment and support.

Council agrees that tackling HIV stigma and maintaining and improving the treatment rates in Aberdeen meets the aims of the Aberdeen City Health & Social Care Partnership’s Strategic Plan 2019 - 2022 which promotes person-centred care and peer support and also the Resilient, Supported and Included aims of the Local Outcome Improvement Plan.

Council therefore recommends that the Lord Provost signs the Paris Declaration on behalf of the Council and instructs the Chief Officer of the Aberdeen City Health & Social Care Partnership to work with Community Planning partners to produce an action plan which will improve performance on the 90-90-90 targets and make progress towards the 2030 goals and report back to Community

Planning Aberdeen and the Integration Joint Board on implementation of the Action Plan and work done as part of the Fast Track Cities initiative.”

The Council resolved:-

to approve the notice of motion.

NOTICE OF MOTION BY COUNCILLOR YUILL

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

“This Council notes:

1. Human activity has already caused irreversible climate change, the impact of which is felt around the world, that global temperatures have increased by over 1 degree Celsius from pre-industrial levels that atmospheric CO₂ levels are over 406 parts per million (ppm), far exceeding the 350 ppm deemed a ‘safe’ level for humanity, and that the world is on track to overshoot the Paris Agreement’s 1.5°C temperature increase limit before 2030;
2. The IPCC’s Special Report on Global Warming of 1.5°C published in November 2018 describes the harm that a 2°C rise is likely to cause, and tells us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities;
3. In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that each of us reduces our CO₂ eq. (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes without delay;
4. Individuals can accept responsibility for living in a more sustainable way but cannot be expected to make these changes on their own, that carbon emissions result from both production and consumption, and so Governments - national, regional and local - must change legislation, standards and their approach to meet the need to reduce our CO₂ eq. emissions and make low carbon living easier to achieve and the new ‘norm’;
5. Local authorities and councils across the world are responding by declaring a ‘Climate Emergency’ and committing to address this emergency.

This Council believes that:

1. All governments have a duty to limit the negative impacts of Climate Breakdown, and local government recognises it cannot and should not wait for national governments to act;

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2. It is important for the residents of Aberdeen that the council and other public authorities commit to reducing CO₂ eq. emissions and work towards carbon neutrality as quickly as possible;
3. Bold climate action can deliver economic benefits by way of new jobs, economic savings, market opportunities and improved well-being.

This Council agrees to:

1. Declare a 'Climate Emergency';
2. Pledge to work proactively with others to make Aberdeen carbon neutral by 2030;
3. Continue to work with partners and community groups across Aberdeen to deliver this new goal through all relevant strategies and plans;
4. Assist communities to become more resilient to the impacts of global warming, particularly to flooding and to drought;
5. Instruct the Director of Resources to report to Full Council before the end of 2019 on how carbon budgeting could be introduced into the council's budget setting processes; and
6. Instruct the Chief Executive to report to Full Council before the end of 2019 with the actions the Council has taken, and proposals for action to be taken, to address this emergency."

Councillor Yuill moved, seconded by Councillor Greig:-

That the Council approve the notice of motion and parts 4(a) to (e) of the amendment.

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

That the Council agree -

- (1) That human activity has caused a world temperature increase of an average of 1degC since pre-industrialisation;
- (2) To note that the IPCC's special report SR15, published on 8 October 2018, notes the +1.5degC global warming target in the Paris Accord is possible but would require 'deep emissions reductions' and 'rapid, far-reaching and unprecedented changes in all aspects of society'. The SR15 modelling shows that global net human-caused emissions of carbon dioxide would need to fall by 45% from 2010 levels by 2030, reaching 'net zero' around 2050;
- (3) To note that the UK Government greenhouse gas emissions tables show that road transport accounts for over 30% of CO₂ emissions, whilst residential heating accounts for over 17% of CO₂ emissions;
- (4) To press ahead with all forms of carbon emission reductions which include:-
 - (a) improving the energy efficiency of existing and new housing by providing high levels of insulation;

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- (b) continuing the deployment of low carbon vehicles and associated infrastructure to deliver economic and environmental benefits to the city;
- (c) working with Government, industry and other relevant bodies to secure funding focussing on the economic opportunities associated with the wider energy transition priority actions in the Regional Economic Strategy, including hydrogen, renewable energy and carbon capture utilisation and storage;
- (d) continuing to engage with the Oil and Gas industry and local supply chain to meet well documented city carbon reduction targets; and
- (e) supporting the Oil & Gas Technology Centre (OGTC) recent report to the City Region Deal Committee noting that it has developed proposals for the creation of a Net Zero Solution Centre. The overall objective of that additional proposal is that the UK Continental Shelf becomes the first net zero hydrocarbon basin.

On a division, there voted:-

For the motion (20) - Councillors Al-Samarai, Allard MEP, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Flynn, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Nicoll, Noble, Townson and Yuill.

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

The Council resolved:-
to adopt the amendment.

In accordance with Standing Order 31.7, Councillors Delaney, Greig and Yuill intimated their dissent against the foregoing decision.

NOTICE OF MOTION BY COUNCILLOR YUILL

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

“That this Council has no confidence in the new UK Prime Minister and Government to act in the best interests of the citizens of Aberdeen, Scotland and the UK and instructs the Chief Executive to write to Aberdeen’s MPs urging them to support any no confidence motion in the UK Government that is tabled in the House of Commons.”

Councillor Yuill moved, seconded by Councillor Delaney:-
That the Council approve the notice of motion.

Councillor Laing moved as an amendment, seconded by Councillor Duncan:-
That this Council -

- (1) Condemns the decision by the Conservative Government to use royal prerogative powers to suspend Parliament;

- (2) Believes the action taken by the Conservative Government supports the proposition that there is a danger that the royal prerogative is being set directly against the wishes of a majority within the House of Commons;
- (3) Supports the attempts being made by Labour, SNP, Plaid Cymru, Green, Change UK, Independent MPs and others to ensure our Parliament has enough time to discuss Brexit and the implications a no deal Brexit will have on the UK and out economy;
- (4) Notes the Supreme Court decision that it is in the interest of justice and the public interest that Scotland's highest Court should determine a position on any abuse of power orchestrated by the Prime Minister and/or the Conservative Government; and
- (5) Instructs the Chief Executive to write to Jeremy Corbyn, Leader of Her Majesty's Official Opposition; Nicola Sturgeon, Scottish First Minister; Ian Blackford, Leader of the SNP at Westminster and Jo Swinson, Leader of the Liberal Democrats urging them to support any motion tabled by the Leader of Her Majesty's Official Opposition and others to stop this blatant abuse of power.

Councillor Lumsden moved as a further amendment, seconded by Councillor Donnelly:-
That Council -

- (1) Has confidence in the new UK Prime Minister and Government to act in the best interests of the citizens of Aberdeen, Scotland and the UK;
- (2) Welcomes the new £14billion in educational funding announced by the UK Government on Friday 30 August 2019 from 2020/21 to 2022/23;
- (3) Notes that Scotland is estimated to receive £1.9billion of extra funding as a result of the Barnett Formula;
- (4) Instructs the Chief Executive to write to the Cabinet Secretary for Finance, Economy and Fair Work and Alison Evison, President of COSLA, requesting a guarantee that all additional funding received as a result of the spending announcement is ring fenced for spending on education spending; and
- (5) Notes the higher £1,661 per person spend for people in Scotland than other parts of the United Kingdom on public services, only made possible by Scotland being part of the UK and benefitting from the Union dividend.

Councillor Boulton moved as a further amendment, seconded by the Depute Provost:-
That Council condemns the use of Council time and resources to further political party point-scoring. Condemns attempts to draw the Chief Executive into political shenanigans and reminds the Chamber that Aberdeen Councillors should be focused on delivering services and outcomes for the people of Aberdeen in a time of very challenging financial constraints.

During the course of summing up, Councillor Laing indicated that she was willing to include Liberal Democrat MPs within part (3) of her amendment, as well as writing to Liz Saville Roberts, Leader of Plaid Cymru, and the city's three MPs within part (5) of her amendment. Consequently, Councillor Yuill agreed to withdraw his motion, as a result of which Councillor Laing's amendment became the substantive motion.

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 Lumsden (10) - Councillors Bell, Donnelly, Houghton, Imrie, John, Lumsden, MacKenzie, Mason MSP, Wheeler and Sellar.

For the amendment by Councillor Boulton (3) - Depute Provost; and Councillors Boulton and Reynolds.

Declined to vote (28) - Lord Provost; and Councillors Al-Samarai, Allan, Allard MEP, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Lesley Dunbar, Duncan, Flynn, Graham, Grant, Greig, Henrickson, Hutchison, Laing, Macdonald, MacGregor, McLellan, McRae, Malik, Nicoll, Noble and Yuill.

Absent from the division (1) - Councillor Townson.

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

For the motion by Councillor Laing (28) - Lord Provost; and Councillors Al-Samarai, Allan, Allard MEP, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Lesley Dunbar, Duncan, Flynn, Graham, Grant, Greig, Henrickson, Hutchison, Laing, Macdonald, MacGregor, McLellan, McRae, Malik, Nicoll, Noble and Yuill.

For the amendment by Councillor Lumsden (12) - Depute Provost; and Councillors Bell, Boulton, Donnelly, Houghton, Imrie, John, Lumsden, MacKenzie, Mason MSP, Wheeler and Sellar.

Declined to vote (1) - Councillor Reynolds.

Absent from the division (1) - Councillor Townson.

The Council resolved:-

to adopt the motion by Councillor Laing as below.

That this Council -

- (1) Condemns the decision by the Conservative Government to use royal prerogative powers to suspend Parliament;
- (2) Believes the action taken by the Conservative Government supports the proposition that there is a danger that the royal prerogative is being set directly against the wishes of a majority within the House of Commons;
- (3) Supports the attempts being made by Labour, SNP, Liberal Democrat, Plaid Cymru, Green, Change UK, Independent MPs and others to ensure our Parliament has enough time to discuss Brexit and the implications a no deal Brexit will have on the UK and our economy;
- (4) Notes the Supreme Court decision that it is in the interest of justice and the public interest that Scotland's highest Court should determine a position on any abuse of power orchestrated by the Prime Minister and/or the Conservative Government; and
- (5) Instructs the Chief Executive to write to Jeremy Corbyn, Leader of Her Majesty's Official Opposition; Nicola Sturgeon, Scottish First Minister; Ian Blackford, Leader of the SNP at Westminster; Jo Swinson, Leader of the

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Liberal Democrats; Liz Saville Roberts, Leader of Plaid Cymru; and the city's three MPs urging them to support any motion tabled by the Leader of Her Majesty's Official Opposition and others to stop this blatant abuse of power.

MATTER OF URGENCY

The Lord Provost intimated that he had directed in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable the Council to consider the matter at the earliest opportunity in light of the consultation and the impact the proposals would have on the citizens of Aberdeen.

NOTICE OF MOTION BY COUNCILLORS LAING AND LUMSDEN

12. The Council had before it the following notice of motion by Councillors Laing and Lumsden:-

"This Council notes -

- (1) That the proposed sale of First Bus Aberdeen is imminent;
- (2) That First Bus Aberdeen has recently started a one-week consultation on axing some of its services; and
- (3) That many in our communities rely on a quality bus service to get to work, doctors' appointments etc.

This Council agrees to -

- (a) Instruct the Chief Executive to write to the Cabinet Secretary for Transport, Infrastructure and Connectivity, highlighting the present situation with First Bus Aberdeen and urging him to use any power at his disposal to stop First Bus Aberdeen putting profit before passengers by cutting the bus services on which the public of Aberdeen rely;
- (b) Instruct the Chief Executive to meet with the management of First Bus Aberdeen, and at which meeting to urge them to maintain the same level of service until the sale of the First Bus Aberdeen business and to then report to Group Leaders with the details of the discussion and result of that meeting; and
- (c) Instruct the Chief Executive to write to the 3 constituency MSPs and 7 Regional List MSPs urging them to lobby the Cabinet Secretary for Transport, Infrastructure and Connectivity to use any power at his disposal to stop First Bus Aberdeen cutting the bus services on which the public of Aberdeen rely whilst the business is up for sale."

The Council resolved:-

to approve the amended notice of motion in the following terms:-

"This Council notes -

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- (1) That the proposed sale of First Bus Aberdeen is imminent;
- (2) That First Bus Aberdeen has recently started a one-week consultation on axing some of its services; and
- (3) That many in our communities rely on a quality bus service to get to work, doctors' appointments etc.

This Council agrees to -

- (a) Instruct the Chief Executive to write to the Cabinet Secretary for Transport, Infrastructure and Connectivity, highlighting the present situation with First Bus Aberdeen and urging him to use any power at his disposal to stop First Bus Aberdeen putting profit before passengers by cutting the bus services on which the public of Aberdeen rely;
- (b) Instruct the Chief Executive to meet with the management of First Bus Aberdeen along with Group Leaders, and at which meeting:
 - (i) To urge them to maintain the same level of service until the sale of the First Bus Aberdeen business; and
 - (ii) To urge them to hold public meetings in the communities affected by the proposed changes to allow residents to express directly to First Bus Aberdeen their views and concerns about the proposed changes to services; and
- (c) Instruct the Chief Executive to write to the 3 constituency MSPs and 7 Regional List MSPs urging them to lobby the Cabinet Secretary for Transport, Infrastructure and Connectivity to use any power at his disposal to stop First Bus Aberdeen cutting the bus services on which the public of Aberdeen rely whilst the business is up for sale."

DATE OF NEXT MEETING

13. The Lord Provost advised that in terms of Standing Order 7.3 he was bringing forward the date of the next Council meeting by one week to 9 December at 10.30am.

The Council resolved:-

to note the position.

- BARNEY CROCKETT, Lord Provost.

	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			09 December 2019						
4	Proposed Aberdeen Local Development Plan	To present the proposed Aberdeen Local Development Plan.		Gale Beattie	Strategic Place Planning	Place	8	D	The Council is awaiting a report from the Scottish Government regarding the Strategic Development Planning Authority before the proposed Local Development Plan can be published. This item will therefore be delayed until the Council meeting in March 2020.
5	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.	A report is on the agenda.	Derek McGowan	Early Intervention and Community Empowerment	Customer	Council decision		
6	Guildry Trust Constitution	Report presenting proposed changes to the Guildry Constitution.	This item is subsumed within the report on Governance Review - Trusts on today's agenda.	Kundai Sinclair	Governance	Governance	Introduction 6		
7	Governance Review of 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.	A report is on the agenda.	Kundai Sinclair	Governance	Governance	Introduction 6		
8	Appointment of External Members - Education Operational Delivery Committee	To present two nominations in respect of the parent representatives on EODC for ratification.	A report is on the agenda.	Stephanie Dunsmuir	Governance	Governance	7		
9	Licensing Board Vacancy	To appoint a member to the Licensing Board to replace Councillor John.	A report is on the agenda.	Sandy Munro	Governance	Governance	Introduction 1		
10	Treasury Management Policy and Strategy - Mid Year Review	To update the Council on Treasury Management activities undertaken to date during the financial year 2019/20.	A report is on the agenda.	Neil Stewart	Finance	Resources	5		

	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									
11	Family Leave for Elected Members	To provide details of guidance which was endorsed by COSLA Leaders and issued to Scottish Councils to consider adopting which would support elected members during periods of maternity, paternity, shared parental and adoption leave.	A report is on the agenda.	Mark Masson/ Amy Jones	Governance	Governance	Introduction 6		
12			02 March 2020						
13	Scheme of Governance Review	To report with proposals following a further review of the Scheme of Governance.		Fraser Bell	Governance	Governance	13		
14	Treasury Management Policy and Strategy	To outline the Treasury Management Policy and Strategy for 2020/21 to 2022/23 for approval.		Neil Stewart	Finance	Resources	5		
15			03 March 2020 (Budget meeting)						
16	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		
17	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		
18	Common Good Budget	To provide details of the draft Common Good Budget for consideration by members		Jonathan Belford	Finance	Resources	2		
19	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		
20			29 June 2020						
21	Treasury Management Policy and Strategy - Year-End Review	To update the Council on Treasury Management activities undertaken during financial year 2019/20.		Neil Stewart	Finance	Resources	5		
22	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, which have been considered by those committees.		Allison Swanson	Governance	Governance	10		
23			24 August 2020						
24									
25			14 December 2020						
26	Fairer Aberdeen Fund Annual Report 2019/20	To provide members with the Fairer Aberdeen Fund Annual Report for 2019/20.		Susan Thoms	Early Intervention and Community Empowerment	Customer	Council decision		
27	Treasury Management Policy and Strategy - Mid-Year Review	To update the Council on Treasury Management activities undertaken to date during the financial year 2020/21.		Neil Stewart	Finance	Resources	5		

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	9 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Appointment of External Members – Education Operational Delivery Committee
REPORT NUMBER	GOV/19/402
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Stephanie Dunsmuir
TERMS OF REFERENCE	7

1. PURPOSE OF REPORT

- 1.1 To seek approval for the appointment of two new parent representatives to the Education Operational Delivery Committee.

2. RECOMMENDATIONS

That Council:-

- 2.1 agrees the appointment of Ms Tracey Blackie and Mr Rick Sansom as the new parent representatives on the Education Operational Delivery Committee with immediate effect.

3. BACKGROUND

- 3.1 The Education Operational Delivery Committee has seven persons with voting rights who are not members of the Council. This includes two parent representatives, one to represent primary and additional support needs, including nursery, schools and one to represent secondary schools.
- 3.2 In accordance with the procedure agreed by Council in October 2011, the Aberdeen City Parent Councils Forum (ACPCF) selects two representatives who are capable of remaining in post for two years and who must have parental responsibility, be a guardian, and/or be liable to maintain or have parental

responsibilities (within the meaning of Section 1 (3) of the Children (Scotland Act 1995) in relation to a child, or who will have care of a child or young person who is currently receiving education and is expected to do so for at least two years within Aberdeen City Council schools. The parent representatives must also be members of the ACPCF.

3.3 The recent parent representatives, Mrs Louise Bruce and Mr Colm O’Riordan have reached the end of their tenure and the ACPCF has selected Ms Tracey Blackie, as the Primary/ASN representative and Mr Rick Sansom as the Secondary/ASN representative to replace them on the Education Operational Delivery Committee and therefore Council is requested to ratify the appointments.

3.4 Ms Blackie has recently joined the ACPCF after expressing an interest in representing parents on the Education Operational Delivery Committee. She has been a member of Parent Councils for nine years and is currently the Chair of Stoneywood Parent Council and a member of Bucksburn Parent Council. She is enthusiastic about supporting and working with children and young people, including those with additional support needs. Mr Sansom has been a member of the ACPCF for a year. He has been on the Cults Academy Parent Council for two and a half years, having joined when he retired, and he is currently the Chair. He has two children, one in S4 and one in S6.

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 two parent representatives would mean that the Council is not complying with the Terms of Reference for the	L	Appointment of the nominated representatives ensure that the Council is adhering to the approved Committee Terms of Reference.

	Education Operational Delivery Committee.		
Employee	None		
Customer	None		
Environment	None		
Technology	None		
Reputational	There is a reputational risk if the Council does not agree the appointments, as the external parent members of the Education Operational Delivery Committee ensure that the viewpoints of the Aberdeen City Parent Councils Forum are represented in respect of educational matters.	L	Appointment of the nominated representatives ensure that the Council is adhering to the approved Committee Terms of Reference.

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Governance	Appointment of the two parent representatives ensures that the Council is adhering to its agreed Terms of Reference for the Education Operational Delivery Committee.
Partnerships and Alliances	The approval of the appointment of the two parent representatives ensures that the Council can continue to work in partnership with the Aberdeen City Parent Councils Forum.

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

None.

11. REPORT AUTHOR CONTACT DETAILS

Name Stephanie Dunsmuir
Title Committee Services Officer
Email sdunsmuir@aberdeencity.gov.uk
Tel 01224 522503

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	9 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Licensing Board Vacancy
REPORT NUMBER	Gov/19/427
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Sandy Munro
TERMS OF REFERENCE	Introduction 1

1. PURPOSE OF REPORT

To inform the Council in terms of s4(2) of Schedule 1 to the Licensing (Scotland) Act 2005 (“the 2005 Act”) of the resignation of a Member of the Licensing Board, and to seek the appointment of a Member to fill the resultant vacancy in terms of s2(4) of Schedule 1 of the 2005 Act.

2. RECOMMENDATION(S)

That Council :-

- 2.1 note the resignation of Cllr John from the Licensing Board as of 2 September 2019
- 2.2 hold an election at the meeting of 9 December to appoint a Member to fill the vacancy on the Licensing Board.

3. BACKGROUND

- 3.1 A Licensing Board is to consist of such number (not fewer than 5 and not more than 10) of members as may be determined by the relevant council. Aberdeen City Council has agreed that the Licensing Board comprise 9 members. The

members of a Licensing Board are to be elected by the council from among its councillors

- 3.2 A Member of the Licensing Board may, at any time, resign by giving notice to the clerk of the Board.
- 3.3 Councillor John submitted a notice of resignation by way of e-mail on 2 September 2019.
- 3.4 The clerk to the Board must, on receipt of a notice of resignation, give the Council a copy of the notice. A copy of the notice is attached as Appendix 1.
- 3.5 Where there is a vacancy in the membership of a Licensing Board, the Council must, at their first meeting after the vacancy arises, hold an election to fill the vacancy.

4. FINANCIAL IMPLICATIONS

- 4.1 Each Member of a Licensing Board is required to comply with statutory training requirements before he or she is permitted to take part in any proceedings of the Board.
- 4.2 Expenditure related to the Licensing Board however is required to be funded from licensing income and should not therefore affect any existing budgets.

5. LEGAL IMPLICATIONS

- 5.1 The procedure detailed in paragraph 3 is stipulated in the 2005 Act. Failure to follow that procedure would therefore breach licensing legislation.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	Training Costs	L	Funded from licensing income
Legal	Failure to comply with legislation	L	Fulfilling the recommendations will ensure compliance with legislation.
Employee	None		

Customer	None		
Environment	None		
Technology	None		
Reputational	Failure to comply with legislation	L	Fulfilling the recommendations will ensure compliance with legislation.

7. 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

8. BACKGROUND PAPERS

Licensing (Scotland) Act 2005

9. APPENDICES (if applicable)

Notice of resignation

10. REPORT AUTHOR CONTACT DETAILS

Name	Sandy Munro
Title	Interim Licensing Team Leader
Email Address	AleMunro@aberdeencity.gov.uk
Tel	523027

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Your Ref.
Our Ref. FJ/
Contact Freddie John
Email frjohn@aberdeencity.gov.uk
Direct Dial (01224) 346634
Mobile 07500 999533

2 September 2019

AleMunro@aberdeencity.gov.uk



ABERDEEN
CITY COUNCIL

Office of the Chief Executive

Aberdeen City Council
1st Floor Town House
Broad Street
Aberdeen AB10 1FY

Tel 01224 522000
Minicom 01224 522381
DX 529451, Aberdeen 9
www.aberdeencity.gov.uk

Dear Clerk of the Board,

It is with regret I wish to notify you of my intention to resign from my position on the Licensing Board with immediate effect.

Due to my various other commitments I am unable to meet the commitment required as Board Member which I feel comprises my position.

Yours sincerely

Councillor Freddie John

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	9 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Family Leave for Elected Members
REPORT NUMBER	GOV/19/429
DIRECTOR	N/A
CHIEF OFFICER	Fraser Bell (Chief Officer – Governance)
REPORT AUTHOR	Mark Masson
TERMS OF REFERENCE	Introduction 6

1. PURPOSE OF REPORT

- 1.1 This report provides details of guidance which was endorsed by COSLA (Convention of Scottish Local Authorities) Leaders and issued to Scottish Councils to consider adopting which would support Elected Members during periods of maternity, paternity, shared parental and adoption leave.

2. RECOMMENDATION(S)

That Council:-

- 2.1 agrees to adopt COSLA’s “Family Leave Guidance for Councils”, as appended to this report.

3. BACKGROUND

- 3.1 At the COSLA Leaders’ meeting on 27th September 2019, the “Family Leave Guidance for Councils” was endorsed by Leaders for circulation to Scottish Councils for adoption on a voluntary basis.
- 3.2 This Guidance had been created as part of the work being undertaken by COSLA’s ‘Barriers to Elected Office Special Interest Group on Family Leave’. The aim of this work had been to remove a barrier to standing or re-standing for elected office for those who may wish to start a family and, as a result, to increase the diversity of elected members - a key COSLA priority.
- 3.3 This Guidance had also been repeatedly sought by member Councils and elected members and provides an initial framework to support Councils in managing family leave for Councillors within the constraints of current legislation.
- 3.4 The Councillors’ Code of Conduct highlights that there is a general exclusion to the requirement for members to declare an interest “in relation to matters affecting councillors’ remuneration, allowances; expenses, support services and pension...”. This is found in section 5.18(1)(iii) of the Code.

3.5 Main Issues of the Guidance

- 3.5.1 At present there is no legal right to family leave of any kind for people in elected public office.
- 3.5.2 The objective of the Guidance is to ensure that insofar as is possible, Elected Members can take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.
- 3.5.3 Members giving birth would be entitled to up to 6 months maternity leave from 28 days before their due date.
- 3.5.4 Members would be entitled to take a maximum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 3.5.5 A Member who made Shared Parental Leave arrangements through their employment would be requested to advise the Council of these at the earliest possible opportunity. Every effort would be made to replicate such arrangements in terms of leave from the Council.
- 3.5.6 All Members would continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.
- 3.5.7 If an election was held during the Member's maternity, paternity, shared parental or adoption leave and they were not re-elected, or they decided not to stand for re-election, their basic allowance and SRA if appropriate would cease from the Monday after the election date when they would technically leave office.
- 3.5.8 In the third paragraph of the introduction section of the Guidance on page one, it states "Individuals who are employees or workers of the Local Authority will be entitled to any additional rights associated with family leave by virtue of their employment status and associated policies". COSLA advise that this sentence is simply intended to contrast the position of employees or workers with that of elected members. As members will be aware, section 31A of the Local Government (Scotland) Act 1973 provides that a person elected a member of a local authority who is the holder of any paid office or employment is disqualified from remaining a member of the authority unless they resign from that office or employment no later than the day after their election.

3.6 Council Staff Maternity/Paternity Entitlement (for reference purpose only)

- 3.6.1 Employees are entitled to up to 52 weeks maternity leave (out of which a compulsory 2-week period must be taken after the birth). The earliest the maternity leave can start is the beginning of the 11th week before the expected week of childbirth.

- 3.6.2 Paternity leave is available to a baby's father or the partner/nominated carer of the expectant mother at or around the time of birth/placement of child or surrogacy birth. Leave can be taken as one week or two consecutive weeks but cannot be taken in odd days and must be taken within 56 days of the birth (or if the child is born earlier than the expected date, between the birth and 56 days from the expected week of birth).
- 3.6.3 There are different Paternity entitlements for Teachers. Details can be found on the Council's Intranet Zone.

3.7 Implementation of the Guidance

- 3.7.1 Elected Members on family leave are to continue to receive their allowance as normal, therefore there are no implications for the HR Service Centre in terms of processing/payment transactions (with this new provision not being legislative and there being no statutory payments involved).
- 3.7.2 Elected Members should contact the Service Centre to let them know if there were to be any acting up cases to Senior Councillor roles to provide cover for a member on family leave, with this notification done in the normal way. It is worth noting that any decision to appoint to a Senior Councillor role (e.g. interim Convener) would be taken at Full Council and colleagues would be alerted to acting up cases via the Council Decision Sheet.
- 3.7.3 There would be no requirement to update any HR or Payroll systems.

4. FINANCIAL IMPLICATIONS

- 4.1 There will only be a financial impact on the Council where the Member who covers for another's maternity, paternity or adoption leave effectively acts up as a result.
- 4.2 The remuneration of councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 as amended. The Regulations provide for the grading of councillors for the purpose of remuneration arrangements, as either the Leader of the Council, the Lord Provost, Senior Councillor or Councillor. A Senior Councillor is a councillor who holds a significant position of responsibility in the council's political management structure.
- 4.3 The salary that is paid to the Leader of the Council is set out in the Regulations. For 2019/20, the salary of the Leader of Aberdeen City Council is £40,765. The Regulations permit the Council to remunerate one Lord Provost and sets out the maximum salary that may be paid. Council policy is to pay at the national maximum, £30,575.
- 4.4 The Regulations also set out the remuneration that may be paid to Senior Councillors. The maximum yearly amount that may be paid to a Senior Councillor is 75 per cent of the total yearly amount payable to the Leader of the

Council. Council practice is to pay each of the five Committee Conveners 75 per cent of the total yearly amount payable to the Leader of the Council, £30,575, with the remaining Senior Councillors receiving 75 per cent of that sum, £22,930. As a result, the five Committee Conveners receive a Special Responsibility Allowance (SRA) of £7,645, being the difference between the two salaries.

4.5 All other councillors receive a yearly salary of £17,470.

4.6 The following table shows the cost to the Council in various scenarios. All assume that the maximum leave is taken and that there are no elections held during this time. All salaries have been based on the 2019/20 amounts quoted above:

Councillor acting up as	Senior Councillor	Senior Councillor with SRA
	£	£
Maternity/Adoption Leave (6 months)	2,730	6,553
Paternity Leave (2 weeks)	210	504

Senior Councillor acting up as	Senior Councillor with SRA
	£
Maternity/Adoption Leave (6 months)	3,823
Paternity Leave (2 weeks)	294

4.7 The Regulations do not make provision for Members taking leave. There are restrictions on the remuneration of the Lord Provost and Council Leader. The Council cannot pay more than one Member the allowance for either the Lord Provost or Council Leader. It is also not possible to split such an allowance between two or more Members. As such, if the recipient of either of these allowances takes family leave, they will continue to receive the allowance and the Member providing cover will not receive the allowance.

4.8 It should be borne in mind that the total yearly amount payable by the Council for remuneration of all of its Senior Councillors cannot exceed £456,416 and that no member can be paid more than one allowance. For this Council, the maximum number of Senior Councillors is 19. This needs to be adhered to when determining cover arrangements. At present there are 16 Senior Councillors being paid a total of £405,105.

4.9 Any additional financial impact to the Council, as a result of any cover arrangements, will need to be managed in line with existing budgets.

5. LEGAL IMPLICATIONS

- 5.1 The Local Government (Scotland) Act 1973 provides the legal foundation for the operation of the Council and the role of Elected Members. This Act does not entitle Elected Members to leave and does not make any provisions for Elected Members to take leave. This Guidance is recommended to be voluntarily adopted by Aberdeen City Council. It does not replace the statutory foundation of the Elected Member's role and does not confer any contractual, worker or employment status
- 5.2 As such, any Elected Member on leave will remain in the same legal position as any other Elected Member. In particular, Elected Members on leave should be aware that they retain the legal duty under the Act to attend a meeting of the Council within a six-month period unless the Council agrees to an extended leave of absence prior to the expiration of that six-month period.
- 5.3 Elected Members who take family leave will also remain subject to the Councillors' Code of Conduct for the duration of their leave.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	The main financial risk to the Council as a result of implementing this Guidance would be managing an increased cost pressure on budgets.	M	Ongoing monitoring of budgets to ensure all costs are known and can be met from existing budgets.
Legal	There is a risk that the total paid to all Senior Councillors exceeds the maximum set out in the Regulations.	L	Prior to action being taken there would require to be an assessment of the legal implications
Employee	No Risk	N/A	
Customer	No significant or unusual risks	N/A	
Environment	No Risk	N/A	

Technology	No Risk	N/A	
Reputational	No significant or unusual risks	N/A	

7. OUTCOMES

The proposals in this report have no impact on the Local Outcome Improvement Plan or the Design Principles of the Target Operating Model.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

9.1 COSLA's "Family Leave Guidance for Councils"

10. APPENDICES

10.1 COSLA's "Family Leave Guidance for Councils"

11. REPORT AUTHOR CONTACT DETAILS

Name: Mark Masson
Title: Committee Services Officer
Email Address: mmasson@aberdeencity.gov.uk
Tel: 01224 522989

Name: Amy Jones
Title: Accountant
Email Address: amyjones@aberdeencity.gov.uk
Tel: 01224 523565

Family Leave Guidance for Councils

Introduction

This Guidance sets out some key principles which Local Authorities may wish to adopt to support Elected Members during periods of maternity, paternity, shared parental and adoption leave. **There is no legal right to family leave of any kind for people in elected public office.**

The objective of this guidance is to ensure that insofar as is possible, Elected Members can take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

This Guidance is to be implemented on a voluntary basis and confers no contractual, nor worker / employment status. The Guidance can be amended or withdrawn at any time. Councillors continue to retain their status as office holders. The rights as set out in this Guidance extend to (1) maternity, paternity, shared parental and adoption leave and (2) pay during maternity, paternity, shared parental and adoption related leave only. Individuals who are employees or workers of the Local Authority will be entitled to any additional rights associated with family leave by virtue of their employment status and associated policies. No such additional rights, over and above what is set out in this Guidance, shall apply to Elected Members and nothing in this Guidance shall render Elected Members as employees or workers.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of Local Authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

1. Leave Periods

1.1 Members giving birth are entitled to up to 6 months maternity leave from 28 days before their due date.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period.

1.3 Members shall be entitled to take a maximum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

1.4 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from the Council.

1.5 Where both parents are Members leave may be shared up to a maximum of 26 weeks. Special and exceptional arrangements may be made in cases of prematurity.

1.6 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months' adoption leave from the date of placement.

1.7 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1973 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.8 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return. (It is recommended that a minimum of 28 days' notice is provided to take leave. A MatB1 form or an adoption matching certificate should be provided when applying for maternity and adoption leave respectively).

1.9 Any Member taking leave should ensure that they respond to reasonable requests for information from the Council as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

1.10 In the event of an Elected Member taking family-related leave, Councils are encouraged to consider:

- how to ensure there is minimal impact on the relevant ward by arranging, where possible, reasonable and appropriate cover to ensure the needs of constituents continue to be met; and
- providing what additional support may be required to facilitate an Elected Member's return from family related leave to ensure they feel supported and ready to return to the Council.

2. Basic Allowance

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

3.1 Members entitled to a Special Responsibility Allowance (SRA) shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave where this is possible within the constraints of the Local Governance (Scotland) Act 2004 (Remuneration) and amendments thereto. Where this is not possible local arrangements should be made that best support both the Elected Member on leave and their replacement.

3.2 The payment of SRA, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date when the Member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six-month period.

3.3 Should a Member appointed to replace the Member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.

3.4 Unless the Member taking leave is removed from their post whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall

return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	9 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Governance Review of Trusts - Update
REPORT NUMBER	GOV/19/446
CHIEF OFFICER	Fraser Bell Chief Officer – Governance
REPORT AUTHOR	Kundai Sinclair
TERMS OF REFERENCE	Intro. 6

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide elected members with an update on the ongoing work to review, wind up and/or amalgamate uneconomic or obsolete Trusts.

2. RECOMMENDATIONS

That Council: -

- 2.1 acting in their capacity as trustees of the Educational Trusts listed in Appendix A:-
- (i) approve the proposed actions in relation to each Trust as detailed in Appendix A; and
 - (ii) instruct the Chief Education Officer, following consultation with the Chief Officer – Governance, to take any necessary steps to implement these proposals.
- 2.2 acting in their capacity as trustees of the Children’s Social Work Trusts listed in Appendix B:-
- (i) approve the proposed actions in relation to each Trust as detailed in Appendix B; and

- (ii) instruct the Chief Officer – Integrated Children’s and Family Services, following consultation with the Chief Officer – Governance, to take any necessary steps to implement these proposals.
- 2.3 acting in their capacity as trustees of the Adult Social Work Trusts listed in Appendix C:-
 - (i) approve the proposed actions in relation to each Trust as detailed in Appendix C; and
 - (ii) instruct the Chief Officer – Aberdeen City Health and Social Care Partnership (ACHSCP), following consultation with the Chief Officer – Governance, to take any necessary steps to implement the proposals.
- 2.4 acting in their capacity as trustees of the Arts & Culture Trusts listed in Appendix D:-
 - (i) approve the proposed actions in relation to each Trust as detailed in Appendix D; and
 - (ii) instruct the Chief Officer – City Growth, following consultation with the Chief Officer – Governance, to take any necessary steps to implement these proposals.
- 2.5 acting in their capacity as trustees of the Trusts listed in Appendices A to D, instruct the Chief Officer – Governance, following consultation with the Chief Officer – Finance, to obtain authorisation from relevant regulatory authorities to vary the constitutions of the Trusts with a balance sheet of less than £20,000 to allow trustees to apply reserves.
- 2.6 acting in their capacity as trustees of the City of Aberdeen Council Guildry & Mortification Funds (SC011857), Lands of Skene (SC018533) and Lands of Torry (SC021299), note the progress of the reorganisation of these Trusts.
- 2.7 acting in their capacity as trustees of the Bridge of Don Fund (SC018551),
 - (i) approve the change of name of this charity from the Bridge of Don Fund to the Bridges of Aberdeen Heritage Trust; and
 - (ii) instruct the Chief Officer – Governance to take any necessary steps to implement this proposal.
- 2.8 acting in their capacity as trustees of the Robert Skene Mathew Bequest, Molly Craig Fund and Stewart Reid Memorial Fund,
 - (i) instruct the Chief Officer – Governance, following consultation with the Chief Officer – Finance, to wind up the Trusts and transfer the funds to the Lord Provost’s Charitable Trust (SC028829).

2.9 nominate an elected member for appointment as a trustee to Robb's Trust.

3. BACKGROUND

3.1 There are several Trusts that the Council is affiliated with that have administration costs which are greater than the assets held. The main aim of the governance review of trusts is to streamline Trusts that are deemed to be uneconomic or whose trust purposes may be considered to be out-dated. At the Council meeting of 10 September 2018, Council instructed Officers to develop proposals for the future of such Trusts. These proposals were to be bought back to this Council meeting for consideration.

3.2 While previous efforts have focussed on whether Trusts should be wound up and/or amalgamated; the prime objective of this report is to highlight proposed actions that have the potential to ensure the effective utilisation of trust funds. These proposed actions are detailed in Appendices A – D. They illustrate that this objective can be achieved by raising public awareness and encouraging members of the public and charities to make applications for funding. The proposed actions are as follows:-

3.2.1 Educational Trusts

- (i) The Chief Education Officer shall be the Council lead in relation to all Educational Trusts.
- (ii) There are 37 Educational Trusts with a balance sheet value of £6,412,483 (as at 31 March 2019), which have been identified as having trust purposes that support the advancement of education within the City of Aberdeen.
- (iii) Council is being asked to approve the proposed actions in relation to each Trust as detailed in Appendix A.

3.2.2 Children's Social Work Trusts

- (i) The Chief Officer – Integrated Children's and Family Services shall be the Council lead in relation to all Children's Social Work Trusts.
- (ii) There are 11 Children's Social Work Trusts with a balance sheet value of £56,742 (as at 31 March 2019), which have been established to support the delivery of social work services.
- (iii) Council is being asked to approve the proposed actions in relation to each Trust as detailed in Appendix B.

3.2.3 Adult Social Work Trusts

- (i) The Chief Officer – Aberdeen City Health and Social Care Partnership shall be the Council lead in relation to all Adult Social Work Trusts.

- (ii) There are 20 Adult Social Work Trusts with a balance sheet value of £319,153 (as at 31 March 2019) that relate to specific adult social work functions or specific residential homes.
- (iii) Council is being asked to approve the proposed actions in relation to each Trust as detailed in Appendix C.

3.2.4 Arts & Culture Trusts

- (i) The Chief Officer – City Growth shall be the Council lead in relation to all Arts & Culture Trusts.
- (ii) There are 25 Arts & Culture Trusts with a balance sheet value of £7,101,019 (as at 31 March 2019), which have been listed in Appendix D.
- (iii) Council is being asked to approve the proposed actions in relation to each Trust as detailed in Appendix D.

3.2.5 Robert Skene Mathew Bequest, Molly Craig Fund and Stewart Reid Memorial Fund

- (i) The Robert Skene Mathew Bequest, Molly Craig Fund and Stewart Reid Memorial Fund form part of a group of Trusts that the Council has sole control over. The spirit of these Trusts has always been to distribute funds to trusts operating within the City of Aberdeen as the trustees may, from time to time determine.
- (ii) Every Trust has to be managed within existing charity/trust legislation to maximise funds available for expenditure on charitable/trust purposes. At present, the funds from these Trusts are not being maximised for expenditure on trust purposes. Streamlining the administration of Trusts by winding up and transferring the remaining assets of these Trusts will ensure that their administration is carried out in a cost-effective manner.
- (iii) Council is being asked to instruct the Chief Officer – Governance, following consultation with the Chief Officer – Finance, to wind up the Trusts and transfer the remaining assets to the Lord Provost's Charitable Trust (SC028829). The Lord Provost's Charitable Trust was founded in 1999, by then Lord Provost Dr Margaret Farquhar CBE, with the aim providing financial assistance to small city groups and charities with the City of Aberdeen. The Lord Provost's Charitable Trust is deemed to have similar Trust purposes to the Robert Skene Mathew Bequest, Molly Craig Fund and Stewart Reid Memorial Fund. Transferring the funds from these smaller Trusts into the Lord Provost's Charitable Trust will allow trustees to maximise funds available for expenditure on charitable/trust purposes.

3.3 POWER TO USE RESERVES

- 3.3.1 Currently, Trust reserves are held in the Council's Consolidated Loans Fund (CLF). The Council maintains a CLF under the powers contained in the Local Government (Scotland) Act 1975. All loans raised by the Council are paid into the Fund and all advances to finance capital expenditure are made from the Fund except projects financed directly from Revenue Accounts.
- 3.3.2 In essence the Loans Fund acts as a bank to the Council's Services. That is it finances the daily cash flow of Services (and either pays or charges interest) as well as deciding the amount of borrowing to undertake to finance capital expenditure.
- 3.3.3 The Loans Fund offers a Temporary Investment service to Trusts, Festivals and other Arms Length External Organisations, which enables them to obtain a risk free return on their excess funds. These excess funds are transferred into the Council's Loans Fund as a Temporary Loan, and a fixed rate of interest, calculated daily, is paid to the organisations for the use of these funds every six months. It should be noted that this facility is offered as a service to these organisations to assist them in obtaining a fair return on their monies, rather than as a means of borrowing for the Council.
- 3.3.4 Due to low levels of investment income, expenditure on trust purposes for Trusts with a balance sheet value of less than £20,000 are currently at a level which may be considered immaterial to beneficiaries. It would be desirable to add a provision in the constitutional documents of each of these Trusts to permit use of reserves as revenue expenditure. This will allow trustees to use their discretion to disburse grants of higher value to beneficiaries and ultimately wind up the Trust. Officers are seeking approval from Council to contact relevant regulatory authorities to obtain authorisation to allow trustees to spend the reserves of the Trusts.
- 3.3.5 Deciding the level of reserves that a Trust needs to hold is an important part of financial management and forward financial planning. Failure to do this may result in reserves levels which are either:
- (i) higher than necessary and may tie up money unnecessarily. Holding excessive reserves can unnecessarily limit the amount spent on trust activities and the potential benefits a trust can provide;
 - (ii) too low, increasing the risk to the trust's ability to carry on its activities in future in the event of financial difficulties, and increasing the risks of unplanned and unmanaged closure and insolvency.
- 3.3.6 There is no single level, or even a range of, reserves that is right for all trusts. Any target set by trustees for the level of reserves to be held should reflect the circumstances of the individual trust. To do this, trustees need to know why the charity should hold reserves and, having identified those needs, the trustees should consider how much should be held to meet them.

3.4 GENERAL PROGRESS REPORT

3.4.1 *The City of Aberdeen Council Guildry & Mortification Funds (SC011857)*

- (i) Officers are currently working with the Office of the Scottish Charity Regulator (OSCR) and the Burgesses of Guild of the City and Royal Burgh of Aberdeen to update the trust purposes for the City of Aberdeen Council Guildry & Mortification Funds.
- (ii) Currently, the Trust has two purposes:
 - 1) relief of financial hardship among the Burgesses of Guild of Aberdeen and their families; and
 - 2) assistance of persons resident in Aberdeen to pursue educational or vocational training courses.
- (iii) Consideration is being given to making the funds available as a targeted support fund for education for those within Scottish Index of Multiple Deprivation (SIMD) bands 1 to 3. The aim being to ensure that a wider pool of people can benefit from the trust purposes. The finalised documents will be brought to Council for approval.

3.4.2 *Lands of Skene (SC018533) and Lands of Torry (SC021299)*

Constitutional documents for these Trusts will be brought to Council for approval in due course.

3.4.3 *Bridge of Don Fund (SC018551) – Change of Charity’s Name*

- (i) On 23rd August 2017, Council agreed to amalgamate the Bridge of Dee Fund into the Bridge of Don Fund. Both charities were historic trusts whose funds were used originally to build and maintain the bridges of the River Dee and Don (including the Brig O Balgownie). At this meeting it was agreed that the charity purpose be changed from the maintenance of bridges to the advancement of heritage within the City of Aberdeen. This change reflects the historic nature of the bridges and takes into account their status as listed monuments within the City.
- (ii) At the Council meeting of 10 September 2018, it was agreed that officers would bring a report to this Council meeting with a proposed new name for the Bridge of Don Fund charity. It is proposed that the charity’s name be changed to "Bridges of Aberdeen Heritage Trust" to reflect the purpose of the remaining trust.

3.5 APPOINTMENTS TO TRUSTS WITH UNFILLED POSITIONS

In 2017, the Council made a number of appointments to outside bodies on a proportionate basis between the Administration and Opposition Groups. There is currently one vacant position on the following Trust:

- 3.5.1 **Robb's Trust** – Following the elections in May 2017, a place on the board of trustees of Robb's Trust was allocated to the Opposition Groups. To date, both Opposition Groups have declined to nominate one of their members as a trustee of Robb's Trust. A legal representative from Stronachs LLP has contacted the Council on behalf of Robb's Trust seeking an update on the situation. The Trust Deed stipulates that the board of trustees for Robb's Trust should be comprised of 2 Elected Members who have been appointed by Aberdeen City Council. The Council is being asked to fill the one outstanding vacancy on this Trust.

4. FINANCIAL IMPLICATIONS

- 4.1 Officers within Finance and Governance will be progressing with the applications for reorganisation with OSCR, the Lord Advocate or the Scottish Courts, as required, to its conclusion. The cost of that time may be re-charged to the trusts. The charges will be in line with the normal charge out rate applied to public bodies.
- 4.2 The effective and efficient management of all these trusts will maximise the funds available for expenditure on purposes.

5. LEGAL IMPLICATIONS

- 5.1 Every charity has to be managed within existing charity/trust legislation. This report provides an overview of the current and planned position of creating an appropriate governance environment that will maximise funds available for charitable purposes.
- 5.2 Approval of the above recommendations is not considered to pose any risk to the Council and will ensure that the Council meets its statutory obligations under various trust/charity legislation.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	The administration of the Trusts is no longer cost effective, in some cases most of the trust funds are being used	L	Council Officers provide support to trustees to help them ensure that they are obtaining appropriate advice when making any decisions

	to administer the Trusts rather than to fulfil the trust purposes. Failure to approve the proposals in this report will result in failure to maximise the funds available for trust purposes.		relating to the financial position of the trust.
Legal	Trustees need to be aware that if they act in breach of their legal duties they can be held responsible for consequences that flow from such a breach and for any loss the trust incurs as a result. When the regulators look into cases of potential breach or other misconduct or mismanagement, they may take account of evidence that trustees have exposed the trust, its assets or its beneficiaries to harm or undue risk by not following good practice.	L	Council Officers provide support to trustees to help them ensure that they continue to act within the powers set out in the trust's constitution.
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

Local Outcome Improvement Plan Themes
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	Impact of Report
Prosperous Economy	<p>The Trusts are Public Trusts created for the benefit of the people of the city of Aberdeen. Combined, these Trusts have various trust purposes ranging from the advancement of education, heritage, arts, culture, health, recreational activities and facilities, religion, and the prevention or relief of poverty.</p> <p>Approval of the recommendations will help ensure that the available funds are used as efficiently and effectively as possible to help contribute to the delivery of the outcomes set out in the Local Outcome Improvement Plan.</p>
Prosperous People	As above.
Prosperous Place	As above.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	The project aims to increasing the public's awareness of the Trusts and will potentially have the effect of increasing the pool of people who can benefit from the trust funds.
Partnerships and Alliances	<p>These Trusts do not operate in a vacuum rather they are there to provide support to the public, private and third sectors.</p> <p>Key stakeholders are consulted as part of the trust review.</p>

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required. Any impact at all will be positive as a wider pool of people would be able to benefit for the Trust purposes.

Data Protection Impact Assessment	Not required.
Duty of Due Regard / Fairer Scotland Duty	Any impact at all will be positive as a wider pool of people would be able to benefit for the Trust purposes.

9. BACKGROUND PAPERS

[Governance Review - Trusts Update - GOV/18/124 \(reported to Council on 10 September 2018\).](#)

[Governance Review - Trusts Update - CG/17/082 \(reported to Council on 23 August 2017\).](#)

10. APPENDICES (if applicable)

Appendix A – Educational Trusts
Appendix B – Children’s Social Work Trusts
Appendix C – Adult Social Work Trusts
Appendix D – Arts & Culture Trusts

11. REPORT AUTHOR CONTACT DETAILS

Name: Kundai Sinclair
Title: Solicitor
Email Address: kusinclair@aberdeencity.gov.uk
Tel: 01224 5233283

Appendix A - Educational Trusts

Name	Function / Purpose	Balance Sheet Value 31 March 2019	Assets	Proposed Actions	Beneficiary
1 Kenneth MacIntosh Bequest	For paying or supplementing the expenses of pupils of Aberdeen Grammar School who might otherwise be unable to afford the cost of school trips.	£16,014	Share of listed investments and cash in Loans Fund.	Advise school of existence of fund and details of how to access funds.	Aberdeen Grammar School
2 Charles McLeod Trust	For purchase of books on Physical Science and Astronomy at Aberdeen Grammar School.	£2,728	Share of listed investments and cash in Loans Fund.	Advise school of existence of fund and details of how to access funds.	Aberdeen Grammar School
3 Edith and David R. Bishop Prize Fund	For prizes to pupil or pupils at Aberdeen Grammar School selected by the Rector.	£4,945	Share of listed investments and cash in Loans Fund.	Rector is Headteacher. Advise school of existence of fund and details of how to access funds.	Aberdeen Grammar School
4 John M. Robertson Memorial Prize Fund	For prize to best pupil in commercial subjects at Aberdeen Grammar School.	£1,894	Share of listed investments and cash in Loans Fund.	Commercial subjects are viewed as Business and Enterprise related subject. Advise school of existence of fund and details of how to access funds.	Aberdeen Grammar School
5 D.M. Andrew Bequest	For prizes in Classics at Aberdeen Grammar School.	£16,791	Share of listed investments and cash in Loans Fund.	Use as "Social Subjects" prize fund. Advise school of existence of fund and details of how to access funds.	Aberdeen Grammar School
6 Aberdeen Institution for Deaf and Dumb Fund	For the benefit of Aberdeen School for the Deaf.	£70,730	Share of listed investments and cash in Loans Fund.	Advise school of existence of fund and details of how to access funds.	Aberdeen School for the Deaf
7 Lands of Torry	The advancement of education. Provide income to participants- 51% Common Good Fund and 49% to Aberdeen University.	£2,680,081	£2.8m in lands and buildings.	Constitutional documents to be brought to Council in due course.	Aberdeen University
8 Liddel Prize Fund known as Alexander Kilgour Fund	For Liddle prize, which may take the form of a medal, to an undergraduate at Aberdeen University for best composition in Latin and Greek. Conditions governing the award shall be determined by the Professors in the Faculty of Arts.	£84,066	Share of listed investments and cash in Loans Fund.	Agree to discussions with university based on fund requirements.	Aberdeen University
9 Lizzie L. Milne Prize Fund	For prize in all-round excellence to pupil in senior classes at Ashley Road School.	£7,224	Share of listed investments and cash in Loans Fund.	Discuss with school. Advise school of existence of fund and details of how to access funds.	Ashley Road School
10 M. S. Smith Prize Fund	For prize or prizes for proficiency in art or handicrafts at Ashley Road School.	£5,677	Share of listed investments and cash in Loans Fund.	Discuss with school. Advise school of existence of fund and details of how to access funds.	Ashley Road School
11 Logie Pirie Scholarship Fund	For the benefit of schools in the Dyce, Bucksburn area.	£40,034	Share of listed investments and cash in Loans Fund.	Advise Bucksburn Academy, Stoneywood School, Brimmond School, Kingswells School, Dyce School and Dyce Academy how to access funds.	Bucksburn Academy, Stoneywood School, Brimmond School, Kingswells School, Dyce School and Dyce Academy
12 Mary Thomson Scottish Poetry Prize	For the three best reciters of a Scottish poem at Cults Primary School, Cults Academy, Harlaw Academy and Rubislaw Academy	£8,778	Share of listed investments and cash in Loans Fund.	Advise Cults School, Cults Academy, Harlaw Academy and Aberdeen Grammar (Aberdeen Grammar used to be called Rubislaw Academy) how to access funds.	Cults School, Cults Academy, Harlaw Academy and Aberdeen Grammar
13 William Meston Bursary Fund	For bursary to pupil of merit at Culter School undertaking a secondary course.	£28,408	Share of listed investments and cash in Loans Fund.	Refers to any pupil moving from primary to secondary education. Advise Culter Primary School of existence of fund and details how to access funds.	Culter Primary School
14 Margaret Duthie Memorial Prize Fund	For pupil showing the greatest endeavour at Dyce School.	£10,630	Share of listed investments and cash in Loans Fund.	Advise Dyce Primary School how to access funds.	Dyce Primary School
15 Lucy Cruickshank Prize Fund	For prize to best pupil or pupils in French or German at High School for Girls.	£26,115	Share of listed investments and cash in Loans Fund.	Kaimhill Secondary School closed sometime prior to 1973. Target school would now be Harlaw Academy. Advise school how to access funds.	Harlaw Academy
16 Bessie Heriot Prize Fund	For prize to best girl at Kaimhill Secondary School.	£6,619	Share of listed investments and cash in Loans Fund.	Advise Harlaw Academy how to access funds.	Harlaw Academy
17 Duncan B. Heriot Prize Fund Kaimhill	For prize to best boy at Kaimhill Secondary School.	£6,574	Share of listed investments and cash in Loans Fund.	Advise Harlaw Academy how to access funds.	Harlaw Academy
18 Jessie Durno Prize Fund	For prize in Mathematics at Aberdeen Academy.	£9,368	Share of listed investments and cash in Loans Fund.	Aberdeen Academy closed in 1970 when Hazlehead Academy was opened. Allocate funds to Hazlehead Academy. Advise school of existence of fund and details how to access funds.	Hazlehead Academy

19	Mary Durno Prize Fund	For prize in English at Aberdeen Academy .	£15,194	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details of how to access funds.	Hazlehead Academy
20	George Mackenzie Prize Fund	For prize to best pupil in German at Aberdeen Academy.	£2,627	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details of how to access funds.	Hazlehead Academy
21	Margaret C. Harper Prize Fund	For best pupil in German at Aberdeen Academy.	£1,018	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details how to access funds.	Hazlehead Academy
22	Elizabeth M. M. Laing Prize	Prize for best pupil in French at Aberdeen Academy.	£618	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details of how to access funds.	Hazlehead Academy
23	Athol Benzie Prize Fund	For best all-round pupil in the fifth year at Aberdeen Academy .	£3,597	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details of how to access funds.	Hazlehead Academy
24	Duncan B. Heriot Prize Fund Aberdeen Academy	For prizes in English and History at Aberdeen Academy.	£3,287	Share of listed investments and cash in Loans Fund.	Advise Hazelhead Academy of existence of fund and details of how to access funds.	Hazlehead Academy
25	St Fittick (Aberdeen) Rotary Club Prize	For prizes to pupils at Torry Secondary School .	£1,752	Share of listed investments and cash in Loans Fund.	Torry Academy was closed on 6 July 2018 funds go to Lochside Academy. Advise school how to access funds.	Lochside Academy
26	H. Shepherd Bequest	For annual award to the head boy and head girl at Torry Academy .	£5,930	Share of listed investments and cash in Loans Fund.	Advise Lochside Academy how to access funds..	Lochside Academy
27	James Findlay Prize Fund known as James Findlay Bursary Fund	Annual prize or prizes to a student or students attending Aberdeen College in teaching practice and before awarding shall consult the Principal of the College .	£38,864	Share of listed investments and cash in Loans Fund.	Teaching practice is part of Initial Teacher Education which is delivered by Aberdeen University (following the previous merger with Northern College Aberdeen. This should be discussed with Aberdeen University rather than NesCOL.	North East Scotland College/Aberdeen Univeristy
28	William C. B. Thomson Memorial Fund	For prizes in art at Northfield Secondary School	£3,809	Share of listed investments and cash in Loans Fund.	Advise school of existence of fund and details of how to access funds.	Northfield Academy
29	Jayne Cable Smart Bequest	Prize(s) to most promising pupil(s) in Music at Skene Square School .	£11,096	Share of listed investments and cash in Loans Fund.	Advise school of existence of fund and details of how to access funds.	Skene Square School
30	Rose Hip Fund	35.9% of the Rose Hip Fund to be used at the discretion of Chief Education Officer .	£1,248	Share of listed investments and cash in Loans Fund.	Create an all schools fund, where miscellaneous funds are merged.	Available to all school students in Aberdeen school
31	Norman Moy Prize	Prize for the best jazz musician in Aberdeen schools .	£8,483	All Funds in ACC Loans Fund.	Make available through Music Tutition Service. Accept applications from Aberdeen Music School, The Music Service and Faculty Heads of Music in Secondary Schools.	Available to all school students in Aberdeen schools.
32	Corporation Prize Fund	For school prizes .	£463,802	Share of listed investments and cash in Loans Fund.	Create an all schools fund, where miscellaneous funds are merged.	Available to all school students in Aberdeen school
33	Primary and Intermediate Schools Sports Fund	General use in relation to sport .	£29,997	Share of listed investments and cash in Loans Fund.	Advise schools of existence of fund and details of how to access funds.	Available to all school students in Aberdeen school
34	Murray Pictures Prize Fund	Promoting knowledge and love of art among children of the City . Circulating the Murray Circulating Collection among educational establishments in the City. Council to award annual prizes and certificates to pupils attending schools in the City for the most meritous essays on pictures in the collection and to publish any essay of exceptional merit.	£44,024	Share of listed investments and cash in Loans Fund.	Art Gallery or Archivist may know the location of collection. Advise all schools of existence of fund and details how to access funds.	Available to all school students in Aberdeen school
35	Elizabeth H. Bain Bequest	For music tuition and instruments to pupils in City schools .	£16,271	Share of listed investments and cash in Loans Fund.	Make available through Music Tutition Service.	Available to all school students in Aberdeen school
36	Mina Brooks Memorial Prize	For prizes for children's theatre .	£2,695	Share of listed investments and cash in Loans Fund.	Advise schools of existence of fund and details of how to access funds.	Available to all school students in Aberdeen school
37	The City of Aberdeen Council Guildry & Mortification Funds (Guildry)	Relief of financial hardship among the Burgesses of Guild of Aberdeen and their families and for the assistance of persons resident in Aberdeen to pursue educational or vocational training courses .	£2,731,494	£1.543m in land and buildings, £743k in Loans Fund., £400k cash.	Make available as a targeted support fund for education for those within Scottish Index of Multiple Deprivation (SIMD) bands 1 to 3. Discuss plans with the Burgesses of Guild of the City and Royal Burgh of Aberdeen. Advise schools how to access funds.	Available to all school students in Aberdeen school

Total funds held: £6,412,483

Appendix C - Adult Social Work Trusts						
Name	Function / Purpose	Balance Sheet Value 31 March 2019	Assets	Proposed Actions	Beneficiary	
1	Aberdon-Comforts Fund	To provide comforts for residents at the named home.	£2,631	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that supports people with far end dementia will be asked to put forward proposals for utilising a share of the funding to provide comforts for resident.	Care Homes in the City of Aberdeen that support people with far end dementia
2	Gladys Pickman	For the use of Aberdon House.	£11,592	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that supports people with far end dementia will be asked to put forward proposals for utilising a share of the funding to provide comforts for resident.	Care Homes in the City of Aberdeen that support people with far end dementia
3	Albyn-Comforts fund	To provide comforts for residents at the named home.	£34,412	Share of listed investments and cash in Loans Fund.	Care homes in the city will be asked to put forward proposals for utilising a share of the funding.	Care Homes in the City of Aberdeen
4	Elizabeth M. M. Laing	To provide comfort at homes for the elderly.	£1,152	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
5	Agnes Park Legacy	To provide comfort at homes for the elderly.	£11,365	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
6	Thorngrove-Comforts Fund	To provide comforts for residents at the named home.	£4,162	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
7	Westbank-Comforts Fund	To provide comforts for residents at the named home.	£319	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
8	Ferryhill House-Comforts Fund	To provide comforts for residents at the named home.	£7,756	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
9	Northfield-Comforts Fund	To provide comforts for residents at the named home.	£16,067	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
10	Polmuir-Comforts Fund	To provide comforts for residents at the named home.	£84,111	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
11	Croft House-Comforts Fund	To provide comforts for residents at the named home.	£9,769	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
12	Balnagask Home-Comforts Fund	To provide comforts for residents at the named home.	£6,993	Share of listed investments and cash in Loans Fund.	Balnagask House Care Home is run by Bon Accord Care (BAC). BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Balnagask House.	Balnagask House Care Home

13	Friends of Balnagask Court	To provide comforts for residents at the named home.	£621	Share of listed investments and cash in Loans Fund.	BAC will be asked to put forward a proposal for how these funds will benefit sheltered housing residents in or near the areas surrounding Balnagask Court.	Sheltered housing residents in or near the areas surrounding Balnagask Court
14	Fergus House-Comforts Fund	To provide comforts for residents at the named home.	£17,539	Share of listed investments and cash in Loans Fund.	Fergus House Care Home is run by BAC. BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Fergus House.	Fergus House Care Home
15	Rosewell-Comforts Fund	To provide comforts for residents at the named home.	£16,580	Share of listed investments and cash in Loans Fund.	Rosewell House Rehabilitation Unit is run by BAC. BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Balnagask House	Rosewell House Rehabilitation Unit
16	Victoria House-Comforts Fund	To provide comforts for residents at the named home.	£44,470	Share of listed investments and cash in Loans Fund.	Potentially to be used to support homeless people to access GP services or Housing First project.	Homeless people/Housing First Project
17	Social Work Department Mental Health Training	To be used at discretion of the Director of Social Work.	£9,432	Share of listed investments and cash in Loans Fund.	Will be used for forensic training for mental health officers	Social Workers within Aberdeen City Council's Social Work Department
18	Horizon Amenity Fund	For the benefit of users of the service.	£2,834	Share of listed investments and cash in Loans Fund.	Advise Horizons Rehabilitation Centre of the existence of funds and ask the Manager to come up with a proposal for spend that will benefit the users of Horizons.	Horizons Rehabilitation Centre
19	Park House Amenity Fund	For the benefit of users of the service.	£652	Share of listed investments and cash in Loans Fund.	BAC will be asked to put forward a proposal for how these funds will benefit sheltered housing residents in or near the areas highlighted	Sheltered housing residents in or near the area.
20	M J Elliot Trust	For the benefit of users of Rosehill House.	£36,695	Share of listed investments and cash in Loans Fund.	Day care providers will be asked to put forward proposals for how they will use funds to benefit day care users.	Day Care providers with the City of Aberdeen.

Total funds held: £319,153

Appendix C - Adult Social Work Trusts						
Name	Function / Purpose	Balance Sheet Value 31 March 2019	Assets	Proposed Actions	Beneficiary	
1	Aberdon-Comforts Fund	To provide comforts for residents at the named home.	£2,631	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that supports people with far end dementia will be asked to put forward proposals for utilising a share of the funding to provide comforts for resident.	Care Homes in the City of Aberdeen that support people with far end dementia
2	Gladys Pickman	For the use of Aberdon House.	£11,592	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that supports people with far end dementia will be asked to put forward proposals for utilising a share of the funding to provide comforts for resident.	Care Homes in the City of Aberdeen that support people with far end dementia
3	Albyn-Comforts fund	To provide comforts for residents at the named home.	£34,412	Share of listed investments and cash in Loans Fund.	Care homes in the city will be asked to put forward proposals for utilising a share of the funding.	Care Homes in the City of Aberdeen
4	Elizabeth M. M. Laing	To provide comfort at homes for the elderly.	£1,152	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
5	Agnes Park Legacy	To provide comfort at homes for the elderly.	£11,365	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
6	Thorngrove-Comforts Fund	To provide comforts for residents at the named home.	£4,162	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
7	Westbank-Comforts Fund	To provide comforts for residents at the named home.	£319	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
8	Ferryhill House-Comforts Fund	To provide comforts for residents at the named home.	£7,756	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
9	Northfield-Comforts Fund	To provide comforts for residents at the named home.	£16,067	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
10	Polmuir-Comforts Fund	To provide comforts for residents at the named home.	£84,111	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
11	Croft House-Comforts Fund	To provide comforts for residents at the named home.	£9,769	Share of listed investments and cash in Loans Fund.	Advise Care Homes in the City of existence of fund and details of how to access funds.	Care Homes in the City of Aberdeen
12	Balnagask Home-Comforts Fund	To provide comforts for residents at the named home.	£6,993	Share of listed investments and cash in Loans Fund.	Balnagask House Care Home is run by Bon Accord Care (BAC). BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Balnagask House.	Balnagask House Care Home

13	Friends of Balnagask Court	To provide comforts for residents at the named home.	£621	Share of listed investments and cash in Loans Fund.	BAC will be asked to put forward a proposal for how these funds will benefit sheltered housing residents in or near the areas surrounding Balnagask Court.	Sheltered housing residents in or near the areas surrounding Balnagask Court
14	Fergus House-Comforts Fund	To provide comforts for residents at the named home.	£17,539	Share of listed investments and cash in Loans Fund.	Fergus House Care Home is run by BAC. BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Fergus House.	Fergus House Care Home
15	Rosewell-Comforts Fund	To provide comforts for residents at the named home.	£16,580	Share of listed investments and cash in Loans Fund.	Rosewell House Rehabilitation Unit is run by BAC. BAC will be asked to put forward a proposal for how this fund will be used to provide comforts for residents of Balnagask House	Rosewell House Rehabilitation Unit
16	Victoria House-Comforts Fund	To provide comforts for residents at the named home.	£44,470	Share of listed investments and cash in Loans Fund.	Potentially to be used to support homeless people to access GP services or Housing First project.	Homeless people/Housing First Project
17	Social Work Department Mental Health Training	To be used at discretion of the Director of Social Work.	£9,432	Share of listed investments and cash in Loans Fund.	Will be used for forensic training for mental health officers	Social Workers within Aberdeen City Council's Social Work Department
18	Horizon Amenity Fund	For the benefit of users of the service.	£2,834	Share of listed investments and cash in Loans Fund.	Advise Horizons Rehabilitation Centre of the existence of funds and ask the Manager to come up with a proposal for spend that will benefit the users of Horizons.	Horizons Rehabilitation Centre
19	Park House Amenity Fund	For the benefit of users of the service.	£652	Share of listed investments and cash in Loans Fund.	BAC will be asked to put forward a proposal for how these funds will benefit sheltered housing residents in or near the areas highlighted	Sheltered housing residents in or near the area.
20	M J Elliot Trust	For the benefit of users of Rosehill House.	£36,695	Share of listed investments and cash in Loans Fund.	Day care providers will be asked to put forward proposals for how they will use funds to benefit day care users.	Day Care providers with the City of Aberdeen.

Total funds held: £319,153

Appendix D - Arts & Culture Trusts

Name	OSCR Charity No.	Function / Purpose	Governance docs (type)	Balance Sheet Value 31 March 2019	Assets	Proposed action	Beneficiary
1 John M. Henderson Bequest	Not a registered charity	To enabling Libraries to expend funds on music download services.	Revised constitution adopted in 2015.	£9,070	Share of listed investments and cash in Loans Fund.	Expenditure ongoing and when funds expended trust will be wound up.	Libraries within the City of Aberdeen.
2 Robert Skene Mathew Bequest	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£17,878	Share of listed investments and cash in Loans Fund.	Trust to be wound up and funds to be transferred to the Lord Provost's Charitable Trust SC028829.	Scottish Charities operating within the City of Aberdeen a
3 Molly Craig Fund	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£1,710	Share of listed investments and cash in Loans Fund.	Trust to be wound up and funds to be transferred to the Lord Provost's Charitable Trust SC028829.	Scottish Charities operating within the City of Aberdeen a
4 Stewart Reid Memorial Fund	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£2,744	Share of listed investments and cash in Loans Fund.	Trust to be wound up and funds to be transferred to the Lord Provost's Charitable Trust SC028829.	Scottish Charities operating within the City of Aberdeen a
5 Mrs Vera R E Taylor	Not a registered charity	Maritime Museum display.	Unknown at present	£15,808	All Funds in ACC Loans Fund.	Advise the Maritime Musuem of the existance of fund and details of how to access funds.	Maritime Musuem
6 Miss Hilda B S Duthie Bequest	Not a registered charity	Benefit of Aberdeen Maritime Museum . Trustees can expend both capital and income in furtherance of the trust purposes .	Will 1991 - no restrictions on retaining any set capiutal sum	£29,002	All Funds in ACC Loans Fund.	Advise the Maritime Musuem of the existance of fund and details of how to access funds.	Maritime Musuem
7 Aberdeen Art Gallery & Museum Trust	Registered charity number SC018575	The advancement of the arts by providing for the purchase of works of art for the collection of Aberdeen Art Gallery & Museum.	Trust Deed, dated 2013	£26,140	All Funds in ACC Loans Fund.	Advise Aberdeen Art Gallery of the existance of fund and details of how to access funds.	Aberdeen Art Gallery & Museum
8 Alexander McDonald Bequest	Not a registered charity	The acquisitions of works of art.	Will	£31,105	£31k in ACC Loans Fund.	Advise Aberdeen Art Gallery of the existance of fund and details of how to access funds.	Aberdeen Art Gallery & Museum
9 McBey Trust	Not a registered charity	Acquisitions of works of art for Aberdeen Art Gallery & Museum.	Trust Deed, dated 10 May 2001	£71,252	All Funds in ACC Loans Fund.	Advise Aberdeen Art Gallery of the existance of fund and details of how to access funds.	Aberdeen Art Gallery & Museum
10 Cole Bequest	Not a registered charity	For the benefit of Aberdeen Art Gallery.	Unknown at present	£7,578	All Funds in ACC Loans Fund.	Advise Aberdeen Art Gallery of the existance of fund and details of how to access funds.	Aberdeen Art Gallery & Museum
11 Elsie M Byrne	Not a registered charity	For the benefit of Aberdeen Art Gallery.	Unknown at present	£9,117	All Funds in ACC Loans Fund.	Advise Aberdeen Art Gallery of the existance of fund and details of how to access funds.	Aberdeen Art Gallery & Museum

12	Marguerite McBey Trust	Registered charity number SC031654	To advance the education of the people of Aberdeen and others through promotion and support of the arts by the protection, conservation and development of the Fine Art collection at the Aberdeen Art Gallery.	Trust Deed, dated 10 May 2001	£495,721	All Funds in ACC Loans Fund	Advise Aberdeen Art Gallery of the existence of fund and details of how to access funds.	Aberdeen Art Gallery & Museum
13	Lands of Skene	Registered charity number SC018533	Provide income to be shared with participants-The City of Aberdeen Council Guildry & Mortification Funds (Guildry) 40%, Bridge of Don Fund 30% and Common Good Fund 30%.	None at present	£3,988,959	£1.7M in land and buildings and £2.1M in ACC Loans Fund.	Constitutional documents to be brought to Council in due course.	Guildry 40%, Bridge of Don Fund 30% and Common Good Fund 30%
14	Bridge of Don Fund	Registered charity number SC018551	The advancement of heritage with the City of Aberdeen.	Revised constitution adopted in 2017.	£1,285,513	£1.1m investment in Lands of Skene and £94k in ACC Loans Fund.	It is proposed that the charity's name be changed to "Bridges of Aberdeen Heritage Trust" to reflect the purpose of the remaining trust.	Citizens of Aberdeen City
15	Grampian Japan Trust	Not registered charity	To encourage and sustain the development of cultural and educational links between the North-East of Scotland, Japan and in particular Nagasaki, building on ties first initiated by Thomas Blake Glover.	Established in 1996 by Grampian Regional Council	£509,000	Sole Asset is the property at Glover House, Bridge of Don, Aberdeen	No action.	North-East of Scotland and Japan
16	Glover House Trustees Ltd	Company Limited by Guarantee company number SC503243	Sole trustee of Grampian Japan Trust which owns Glover house.	Company incorporated on 14 April 2015	£1	All Funds in ACC Loans Fund	No action.	N/A
17	Aberdeen International Football Festival	Not a registered charity	To promote and encourage the playing of the game of football in the context of an International Festival of Youth Football to be held in the City of Aberdeen once per annum.	Trust Deed, dated 11 May 1988	NIL	NIL	Trustees agreed to wind up the Trust. The Trust is currently defunct.	None
18	Aberdeen Recreational Facilities Trust	Not a registered charity	To provide facilities for recreational, sporting, cultural, social and educational activities in the City of Aberdeen.	Trust Deed, dated 17 July 1988	NIL	NIL	Trustees agreed to wind up the Trust. The Trust is currently defunct.	None
19	The Aberdeen Music Festival Trust (Aberdeen International Youth Festival)	Registered charity number SC014935	The promotion and encouragement of the playing of music and participation in the performing arts on the part of young people of different countries.	Trust Deed, dated 29 July 1983	£281,343	Restricted funds totalling £281, 343	Trustees agreed to wind up the Trust. The Trust is currently defunct.	None
20	Lord Provost's Charitable Trust	Registered charity number SC028829	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Trust deed, dated 1999.	£3,772	Loans Fund Balance & Balance on External Events Bank account.	No action.	Scottish Charities operating within the City of Aberdeen a
21	M. Mowat & G. Davidson	Not a registered charity	Upholding Ardo's Tomb 1662	Will 1740	£821	All Funds in ACC Loans Fund.	No action.	Ardo's tomb, St Nicholas' Church
22	Rickart (Richard) Mortification Fund	Not a registered charity	In 1740 John Richard left £12 to be invested with interest to be used for the perpetual maintenance of Richards Tomb.	Will 1740	£52,930	All Funds in ACC Loans Fund.	No action.	Richard's Tomb located in the centre of the west wall of the St Nicolas Kirkyard

23	Proctors Trust	Not a registered charity	To award a quarterly grant payments to VSA for the benefit of children and families in Aberdeen City and Aberdeenshire.	Disposition dated 1892 (along with various variations)	£203,743	All Funds in ACC Loans Fund + a strip of ground 1 metre in width around the perimeter of Proctor's, Kirkton of Skene.	No action.	VSA
24	Bulawayo Trust	Registered charity number SC009373	The purpose of the Trust shall be to relieve poverty among the inhabitants of the City of Bulawayo, Zimbabwe.	Trust Deed, dated 1 March 1989	£761	All Funds in ACC Loans Fund. Trust Income is solely a grant from the Common Good Fund.	No action.	City of Bulawayo, Zimbabwe
25	Gomel Trust	Not a registered charity	Assist the city of Gomel and Gomel Oblast in Byelorussia.	Trust Deed, dated 28 May 1994	£57,051	All Funds in ACC Loans Fund.	No action.	City of Gomel and Gomel Oblast in Byelorussia.

Total funds held: £7,101,019

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	09 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Treasury Management Policy and Strategy – Mid-Year Review
REPORT NUMBER	RES/19/432
DIRECTOR	Steven Whyte
CHIEF OFFICER	Jonathan Belford
REPORT AUTHOR	Neil Stewart
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

- 1.1 To update the Council on Treasury Management activities undertaken to date during financial year 2019/20.

2. RECOMMENDATION(S)

That Council:-

- 2.1 Consider and note the Treasury Management activities undertaken in the 2019/20 financial year to date, as detailed in this report.

3. BACKGROUND

3.1 Introduction

The Council approved a Treasury Management policy for the financial years 2019/20 to 2021/22 on 4 March 2019. Part of this policy is to report a mid-year review to full Council on Treasury Management activities undertaken to date during financial year 2019/20.

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

3.3 **Treasury Management 2019/20**

The following is a summary of the significant Treasury Management activities which have been undertaken to date during financial year 2019/20: -

3.3.1 Long-Term Borrowing

Four new long-term Public Works Loan Board (PWLB) loans have been drawn down during this financial year totalling £80m. The average rate of the new borrowing is 1.96%. PWLB loans totalling £43m have matured over the past few years but were not replaced at the time due to the level of funds held from the 2016 Bond Issuance. This borrowing effectively replaces that matured debt and the additional sum will be used to fund the Council's capital programme.

3.3.2 HM Treasury announced on 9 October that it was increasing the interest rate it charges on new PWLB borrowing by an additional 1%. Although this increase was unprecedented, it was not completely surprising as there had been very high levels of local authority borrowing during the previous period of relatively low interest rates. At the time of writing and after the rate rise, long-term PWLB rates were around 3%, which is still well within the Council's budgeted borrowing range.

3.3.3 There are no plans for any further long term borrowing this year. We will monitor this situation throughout the remaining part of the financial year. We remain open to the possibility of undertaking some longer-term borrowing, should market conditions become favourable.

3.3.4 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). 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 has now been built back up to a manageable level, with available rates currently well below long-term borrowing levels.

3.3.5 At the time of writing, the Council currently has c£60m of temporary borrowing from other local authorities. The average interest rate on these loans is 0.78%. More borrowing of this type may be undertaken during the year, should market conditions continue to be favourable.

3.3.6 The Council's Loans Fund also has an ongoing Temporary Loan from the North East of Scotland Pension Fund. Earlier this year, the level of the loan was increased on a short-term basis, at the Pension Fund's request. This increase helped the Pension Fund by providing it with a reasonable rate of return on their temporary excess funds, while also assisting the Council's short-term cashflow liquidity. The level of the temporary loan is c£63m at the time of writing.

3.3.7 Investments

The Council currently has c£160m of Temporary Investments. These funds are invested across a range of highly rated Banks and Money Market Funds in line with the Council's current Counterparty List. This figure includes the Pension Fund's Temporary Loan funds, which are kept in call accounts to enable the funds to be repaid back at very short notice.

3.3.8 Money Market Funds

Money Market Funds are AAA rated, short term pooled investment vehicles. They offer security, counterparty diversification and instant access to funds, when required.

3.3.9 The Council operates eight Money Market Fund accounts. These Money Market Fund accounts greatly assist the Council in spreading its Counterparty risk while also improving short-term cashflow liquidity.

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.

7. OUTCOMES

The proposals in this report have no impact on the LOIP/ TOM.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

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

10. APPENDICES

None.

11. REPORT AUTHOR CONTACT DETAILS

Neil Stewart
Accountant
nstewart@aberdeencity.gov.uk
01224 522696

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	9 December 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Progress Update on Armed Forces Covenant accreditation process
REPORT NUMBER	CUS/19/461
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Derek McGowan
REPORT AUTHOR	Derek McGowan
TERMS OF REFERENCE	Council Decision

1. PURPOSE OF REPORT

To provide Council with an update on progress made to date on the Armed Forces Covenant accreditation process.

2. RECOMMENDATION(S)

That Council:-

- 2.1 Notes progress made to date on the Armed Forces Covenant and Defence and Employer Recognition Scheme (ERS).
- 2.2 Notes the intention to submit an application for gold award accreditation by 31 March 2020.

3. BACKGROUND

- 3.1 In September 2018 Council considered a report on the Armed Forces Covenant, adopting the Armed Forces Covenant and establishing an Advisory Working Group to oversee the implementation of the covenant.
- 3.2 The Advisory Working Group chaired by the Chief Officer – Early Intervention and Community Empowerment and comprising Elected Members and Officers has been meeting, with an Officer Sub-Group established.
- 3.3 The Defence Employer Recognition Scheme (ERS) encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the Armed Forces Covenant.
- 3.4 Aberdeen City Council was awarded the silver award in 2017. Since then, an action plan has been identified and officers are working towards completing the identified actions with the intention of applying for gold award accreditation in 2020.
- 3.5 A Service Update was provided to Council in August 2019, setting out progress towards implementing the requirements of the Covenant, and advising that it was the intention of the Advisory Group that Gold award accreditation be applied for.
- 3.4 At a meeting in November 2019, the Council's new allocated Regional Employer Engagement Director (REED) from the Highland Reserve Forces and Cadets Association (HRFCA) encouraged a future application for gold award accreditation.
- 3.5 The table provided at Appendix 1 demonstrates progress that has been made towards achieving gold award accreditation, and that a workshop has been arranged with the REED in January to assist the application.
- 3.6 Application submissions for gold award accreditation must be submitted by 31 March 2020 and outcomes will be advised in August 2020 and notified to Council via Service Update.

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 financial implications arising from the recommendations of this report

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	N/A		
Legal	N/A		
Employee	N/A		
Customer	N/A		
Environment	N/A		
Technology	N/A		
Reputational	Not fulfilling the actions as outlined in the Covenant	L	<p>An action plan is in place to track progress and to ensure on track</p> <p>Regular meetings of the Advisory Working Group and</p> <p>Meetings established with a representative from the Highland Reserve Forces and Cadets Association (HRFCA) to support the accreditation process.</p>

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	No direct link.
Prosperous People	No direct link.
Prosperous Place	No direct link.

Design Principles of Target Operating Model	
	Impact of Report
Workforce	The promotion of employment opportunities with Armed Forces personnel and veterans will ensure that

	the Council has the benefit of a wide range of skills and fits with our commitments to equality, diversity and inclusion.
Partnerships and Alliances	The Covenant will strengthen the work and partnership we have with the Armed Forces.

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

[Council report September 2018 on Community Covenant](#)

10. APPENDICES (if applicable)

Appendix 1 – action plan for Gold Award accreditation

11. REPORT AUTHOR CONTACT DETAILS

Name Derek McGowan
 Title Chief Officer – Early Intervention and Community Empowerment
 Email Address demcgowan@aberdeencity.gov.uk
 Tel 01224 522226

Appendix 1

Action	Lead	Progress / Complete
must have signed the Armed Forces Covenant		Complete and ongoing: – signed by Full Council
employers must have an existing relationship with their National Account Manager/REED/appropriate defence representative	Lesley Strachan	Complete and ongoing. 'Gold' Workshop arranged in January as support for ACC.
the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level		Complete and ongoing.
the employer must proactively demonstrate their forces-friendly credentials as part of their recruiting and selection processes. Where possible, they should be engaged with Career Transition Partnership (CTP) in the recruitment of service leavers	Lesley Strachan	Complete and ongoing. All recruitment activities reference that the Council is a Forces friendly employer. We are working with Career Transition Partnership to promote our vacancies to service leavers.
employers must employ at least one individual from the armed forces	Lesley Strachan	Complete and ongoing:

<p>community category that the nomination emphasises. For example, an employer nominated for support to the Reserves must employ at least one Reservist</p>		<ul style="list-style-type: none"> • Confirmation of two employees who are active Reservists and one who is a veteran and CFAV • Refreshed Communication to workforce November 2019 to encourage employees are Reservists, Veterans, Military Spouses / Partners or Cadet Forces Adult Volunteers to come forward and to become part of a network group • Information Page set up on People Anytime with content, videos • Email address: armedforces@aberdeencity.gov.uk established for questions.
<p>the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves</p>	<p>Lesley Strachan</p>	<p>Complete and ongoing:</p> <ul style="list-style-type: none"> • Guidance on Employing Reservists is available for managers and employees on the People Anytime pages on the zone. • The Guidance is under review in line with benchmarking with other organisations and Armed Forces Covenant best practice.
<p>the employer must be an exemplar within their market sector, advocating support to Defence People issues to partner organisations, suppliers and customers with tangible positive results</p>	<p>Lesley Strachan</p>	<p>Complete and ongoing:</p> <ul style="list-style-type: none"> • Working in partnership with other organisations locally on joint events to promote defence people issues e.g. already linking with Wood and Aberdeenshire Council. • Social media coverage of events / workshops etc. • Advocacy and information pages to be developed on the council website evidencing the Council's commitment to the Covenant and to employing forces personnel. • Plan with other partners and local employers to participate in events to promote our support to defence people issues.

within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must provide at least 10 days' additional leave for training, fully paid, to the Reservist employee	Lesley Strachan	Complete and ongoing
the employer must not have been the subject of any negative PR or media activity		Complete and ongoing
We will offer up to 1% of our 2,000 new Council houses to those leaving the armed forces and adapt up to a further 0.5% for those injured in service.	Derek McGowan	Complete and ongoing – this is reflected in our Allocations policy.
We will support the employment of veterans and work with the Career Transition Partnership (CTP) to establish a tailored employment pathway for Service leavers.	Lesley Strachan	Complete and ongoing - Link with REED and work with other local employers to arrange local recruitment events and workshops for army leavers / reservists etc showing vacancies, how to apply and other support.
We will support the employment of Service spouses and partners and provide advice services to support cadet forces to	Lesley Strachan	Complete – as an employer ACC promotes flexibility of work patterns; and support to spouses of those deployed e.g counselling service.

prepare for future employment.		
We will support our employees who are members of the Reserve forces, including by accommodating their training and deployment where possible.	Lesley Strachan	Complete and ongoing – Guidance for managers and employees in place and is under review.
We will offer support to our local cadet units, either in our local community or in local schools and we will engage with local schools and communities to promote the role and benefits of cadet forces and Reserve Armed Forces.	Lesley Stopani	Complete and ongoing - refreshed communications to Head Teachers circulated, encouraging support and awareness of: <ul style="list-style-type: none"> • enrolment of children of Armed Forces personnel • transition to / from schools • learning support • cadets • general support for the Armed Forces within the school setting
We will work with other organisations across the city to promote sporting opportunities for the armed forces.	Derek McGowan	Complete and ongoing – Sport Aberdeen recently awarded Silver Armed Forces Accreditation and opportunities available through SA for veterans.
We will arrange for colleagues from SAAFA, the Armed Forces Charity, to use a council office one day a week to improve access to support for veterans.	Derek McGowan	Complete and ongoing – this offer has been made to SAAFA for space at either Marischal College or Local offices and buildings. SAAFA have indicated it is unlikely that they will seek to do so however due to the nature of their work.

<p>We will ensure that Armed Forces Personnel are not disadvantaged when it comes to gaining a place at a school for their children.</p>		<p>Complete and ongoing</p> <ul style="list-style-type: none"> – there is an existing policy for school allocations
<p>We will take part in Armed Forces Day.</p>		<p>Complete and ongoing</p> <ul style="list-style-type: none"> – we are participants in this each year.

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