

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

URGENT BUSINESS COMMITTEE - FRIDAY, 20 MARCH 2020

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<u>Determination of Urgent Business</u>	The Committee resolved: to agree that the items of business listed on the agenda were of an urgent nature and required to be considered this day to enable the Committee to consider the matters at the earliest available opportunity and take decisions thereon.	N/A	
2	<u>Members are requested to determine that any items of exempt business be considered with the press and public excluded</u>	The Committee resolved: in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the item 9 so as to avoid disclosure of exempt information of the classes described in paragraph 8 of Schedule 7A of the Act.	N/A	
3	<u>Members are requested to declare any interests</u>	The Committee resolved: Councillor Boulton declared an interest in relation to the item 6 (Financial Resilience – COVID19) on the agenda by virtue of being a Council appointed members of Aberdeen Performing Arts, but chose to remain in the meeting as Aberdeen Performing Arts was	N/A	

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		<p>a body being a company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.</p>		
4	<p><u>COVID-19 Update - Verbal Update</u></p>	<p><u>The Committee resolved:</u> (a) to note the verbal update from the Chief Executive in relation to COVID-19; and (b) to commend and thank all staff for their exemplary response to the situation to date.</p>	Chief Executive	A Scott
5	<p><u>Governance Arrangements - COVID-19 - GOV/20/076</u></p>	<p><u>The Committee resolved:</u> (a) to agree that all Full Council, Committee, Sub-Committee and Working Group meetings be cancelled from 23 March to 21 August 2020 (inclusive), with the exception of the Planning Development Management Committee, Appeals Sub-Committee, Business Rates Appeals Sub-Committee, Community Asset Transfer Review Sub-Committee and Licensing Sub-Committee; (b) to agree that Urgent Business Committee meetings be arranged between 23 March and 21 August 2020, as required, to determine business of an urgent nature which might otherwise have been reported to Full Council, other Committee or Sub-</p>	Governance	F Bell/A Swanson

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		<p>Committee meetings;</p> <p>(c) to revise the membership of the Urgent Business Committee from 9 members to 5 members, with a composition of 1(Aberdeen Labour) + 1 (Conservative) + 1 (Independent) + 1 (Liberal Democrat) + 1 (SNP) and agreed to keep this under review from the next meeting of Urgent Business Committee;</p> <p>(d) to appoint Councillor Allan as Convener to the Appeals Sub-Committee and confirms the membership number for the Sub-Committee as 5 members with a quorum of 3, noting that the pool of Members would be drawn from the membership of the Staff Governance Committee and that names be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;</p> <p>(e) to agree the appointments of Conveners, membership number and compositions for appoints for the Sub-Committees as set out in the table appended to the decision sheet and that names be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;</p> <p>(f) to approve a new temporary Standing Order 16 with immediate effect (with the existing Standing Order 16</p>		

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		<p>becoming Standing Order 17 and so on) as contained within paragraph 4.1 of the report, and instructs the Chief Officer - Governance to make the relevant amendments to Standing Orders as a result of this change, and agrees that the temporary Standing Order be reviewed by the Urgent Business Committee in accordance with recommendation 2.8 below;</p> <p>(g) to agree to amend the Powers Delegated to Officers - General Delegations to Chief Officers 33 (regarding Duty Emergency Response Coordinator), and Chief Executive 1 (regarding emergencies etc) - and approve an additional General Delegation to Chief Officers, all as outlined within paragraph 5.2 of the report with immediate effect; and</p> <p>(h) to note that the Urgent Business Committee would review whether Full Council, Committee, Sub-Committee and Working Group meetings should proceed from 24 August 2020 and delegates authority to the Chief Officer – Governance to determine any necessary arrangements.</p>		
6	<u>Finance Resilience - COVID-19 - RES/20/077</u>	<p>The Committee resolved:</p> <p>(a) to note the Financial Resilience Plan at Appendix 1;</p> <p>(b) to instruct the Chief Officer - Customer Experience to implement the relief / grant schemes announced for businesses in line with Scottish</p>	Customer	J McKenzie

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		<p>(c) Government guidance; to instruct the Chief Officer – Customer Experience as appropriate to suspend new recovery activity for unpaid debts across all Council accounts i.e. Council Tax, rents, sundry debts, for businesses and individuals until 1 May 2020, and delegate authority to the Chief Officer – Finance to extend this suspension, following consultation with the Convener of the City Growth and Resources Committee, should circumstances require it;</p> <p>(d) to instruct the Chief Officer – Customer Experience to delay Non-Domestic Rates annual billing as appropriate, following consultation with Convener of the City Growth and Resources Committee;</p> <p>(e) to instruct the Chief Officer – Customer Experience to provide businesses with flexible payment terms on Non-Domestic Rates and sundry debts as appropriate, following consultation with Convener of the City Growth and Resources Committee;</p> <p>(f) to delegate authority to the Chief Officer – Finance to, following consultation with the Convener of the City Growth and Resources Committee, take any necessary steps to support the Council Group entities and Tier 1 ALEOs;</p> <p>(g) to instruct the Chief Officer – Finance</p>	<p>Customer</p> <p>Chief Executive</p> <p>Customer</p> <p>Finance</p> <p>Finance</p>	<p>J McKenzie</p> <p>A Scott</p> <p>J McKenzie</p> <p>J Belford</p> <p>J Belford</p>

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		<p>to prepare a report for the Urgent Business Committee on proposals for use of the additional funding expected to be received by the Council, as part of the Scottish Government support to Communities announcement; and</p> <p>(h) to instruct the Chief Executive, through the CMT Strategic Group, to monitor the development of, and the actions arising out of the financial resilience plan at Appendix 1, and for the Chief Officer – Finance to report as appropriate to the Urgent Business Committee.</p>	Chief Executive	A Scott
7	<u>Updates to Special Leave Policy - RES/20/073</u>	<p>The Committee resolved:</p> <p>(a) to approve the addition of 5 days' paid leave for Cadet Force Adult Volunteers within our workforce into the Special Leave Policy;</p> <p>(b) to approve the provision of offering employees contractual pay for Parental Bereavement leave; and</p> <p>(c) to thereby approve the amended Special Leave Policy as attached at Appendix 1 to the report.</p>	Organisational Development	I Newcombe
8	<u>Workplans and Business Cases - COM/20/078</u>	<p>The Committee resolved:</p> <p>(a) to note the workplan as appended;</p> <p>(b) to approve each of the individual procurement business cases, including the total estimated revenue expenditure for each proposed contract,</p> <p>(c) to approve each of the individual procurement business cases,</p>	Commissioning	C Innes

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		<p>including the estimated revenue expenditure for each proposed contract; and to approve the direct awards of contract where there were special circumstances outlined in the each of the respect procurement business cases which justified not issuing a tender or calling off a framework agreement:-</p> <p>OPS86 OPS87 OPS89 OPS90</p>	<p>Integrated Children's and Family Services Operations and Protective Services</p>	<p>G Simpson M Reilly/S Shaw</p>
9	<u>Workplans and Business Cases - Exempt Appendices in relation to item 8</u>	The Committee resolved: to note the exempt appendices.	N/A	

If you require any further information about this decision sheet, please contact Allison Swanson, tel 01224 522822 or aswanson@aberdeencity.gov.uk