

# Public Document Pack



To: Councillor Laing, Convener; Councillor Lumsden, Vice Convener; and Councillors Boulton, Jackie Dunbar, Grant, Houghton, McRae, Alex Nicoll and Yuill.

Town House,  
ABERDEEN 20 March 2020

## **URGENT BUSINESS COMMITTEE**

The Members of the **URGENT BUSINESS COMMITTEE** are requested to meet in **Council Chamber - Town House on FRIDAY, 20 MARCH 2020 at 3.00 pm.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

### **B U S I N E S S**

#### **DETERMINATION OF URGENT BUSINESS**

- 1 Determination of Urgent Business

#### **DETERMINATION OF EXEMPT BUSINESS**

- 2 Members are requested to determine that any items of exempt business be considered with the press and public excluded

#### **DECLARATIONS OF INTEREST**

- 3 Members are requested to declare any interests (Pages 3 - 4)

#### **B U S I N E S S**

- 4 COVID-19 Update - Verbal Update
- 5 Governance Arrangements - COVID-19 - GOV/20/076 (Pages 5 - 12)

- 6 Finance Resilience - COVID-19 - RES/20/077 (Pages 13 - 26)
- 7 Updates to Special Leave Policy - RES/20/073 (Pages 27 - 52)
- 8 Workplans and Business Cases - COM/20/078 (Pages 53 - 60)

**EXEMPT BUSINESS**

- 9 Workplans and Business Cases - Exempt Appendices in relation to item 8 (Pages 61 - 80)

Should you require any further information about this agenda, please contact Allison Swanson, tel 01224 522822 or [aswanson@aberdeencity.gov.uk](mailto:aswanson@aberdeencity.gov.uk)

## **DECLARATIONS OF INTEREST**

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

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

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

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

**OR**

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

**OR**

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

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

**OR**

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

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

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Urgent Business
<b>DATE</b>	20 March 2020
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Covid-19 Pandemic - Governance Arrangements
<b>REPORT NUMBER</b>	GOV/20/076
<b>CHIEF OFFICER</b>	Fraser Bell, Chief Officer - Governance
<b>REPORT AUTHOR</b>	Allison Swanson
<b>TERMS OF REFERENCE</b>	1

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### 1. PURPOSE OF REPORT

- 1.1 To present recommendations to facilitate and enable decision-making in light of the Covid-19 pandemic and UK and Scottish Government advice for people to restrict social contact.

### 2. RECOMMENDATIONS

That the Committee:-

- 2.1 agrees 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:-
- Planning Development Management Committee;
  - Appointments Panel; and
  - the Sub-Committees listed in recommendations 2.4 and 2.5 below;
- 2.2 agrees that Urgent Business Committee meetings be arranged between 23 March and 21 August 2020, as required, to determine business of an urgent nature which may otherwise have been reported to Full Council, other Committee or Sub-Committee meetings;
- 2.3 revises the membership of the Urgent Business Committee from 9 members to 5 members, consisting of each Group Leader;
- 2.4 appoints a 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 will be drawn from the membership of the Staff Governance Committee on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required;

2.5 in respect of the following Sub-Committees: (1) appoints a Convener; (2) confirms the membership number for each as 5; and (3) sets a composition and appoints members on the basis that names can be provided to the Chief Officer - Governance after the meeting and that he be authorised to finalise membership where required:-

2.5.1 Business Rates Appeals;

2.5.2 Community Asset Transfer; and

2.5.3 Licensing;

2.6 approves a new temporary Standing Order 16 with immediate effect (with the existing Standing Order 16 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;

2.7 agrees 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

2.8 notes that the Urgent Business Committee will 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.

### **3. BACKGROUND**

3.1 The Council's current governance arrangements provide for the Council to respond and make decisions during emergency or urgent situations to reduce disruption to business. The recommendations set out above are designed to streamline the Council's decision-making structure. This will better enable staff and Members to adhere to the UK and Scottish Government's guidance and support the operational response to the Covid-19 pandemic whilst allow business of an urgent nature to be determined. Given the dynamic situation, the governance arrangements will be kept under active review. Further proposals may need to be brought to the Members as the situation escalates or de-escalates.

3.2 Additional precautions to take account of government guidance will be put in place for any meetings that continue for example:

- The number of officers in attendance will be minimised;
- Efforts will be made to allow for social distancing within meeting rooms;

- Members will be encouraged to avoid physical contact with each other, officers, and members of the press/public;
- The Scottish Government advice with regard to basic hygiene precautions will be promoted;
- Hand sanitisers will be provided at the entrance/exit of committee rooms and members will be encouraged to use these; and
- Members who are unwell or who are self-isolating may organise a substitute where possible.

#### **4. Proposed New Standing Order 16**

- 4.1 At present the Council's Standing Orders do not make provision for Members to participate in meetings remotely - however this is permitted by legislation and may be advantageous during the current pandemic. Therefore, a new temporary Standing Order 16 is proposed below which would facilitate remote attendance and this would reduce risks to Members (and officers) further.

##### **16. Remote Attendance**

- 16.1 Subject to the Member notifying the Clerk at least 2 hours (or, if this is not possible, as soon as practicable) in advance of the meeting and availability of suitable facilities, the Convener (whom failing, the Vice Convener) may direct that any Member who is unable to attend, or cannot reasonably be expected to attend, a meeting in person may participate from a remote location by video or other communication link. For the avoidance of any doubt, such participation includes voting. A Member remotely participating in this way is referred to in this Standing Order as a "Remote Member".
- 16.2 Where the Convener is participating remotely, the Vice Convener will take the Chair, except in respect of Standing Order 16.7 where the Convener will take the Chair.
- 16.2.1 The Member chairing the meeting must be physically present at the meeting venue, therefore where both the Convener and Vice Convener are participating remotely or have sent apologies, Members present at the meeting venue will appoint a Convener to chair the meeting from amongst their number.
- 16.2.2 In the event that no agreement is reached between those Members present, the decision will be taken by means of a procedural motion.
- 16.3 Remote Members will be counted for the purposes of determining whether there is a quorum.
- 16.4 A Remote Member will cast their vote as if participating in a roll call vote.
- 16.5 Any Remote Member who has declared an interest in an item and withdrawn must pause/exit the video/communication link whilst the item is being considered. The Clerk will inform/re-invite the Remote

Member (whether by email or otherwise) when to re-start the link and resume their participation.

- 16.6 Any Remote Member must confirm that they are in a secure private location, and that no-one else is able to hear or view the proceedings from the device being used by that Remote Member, before they can participate in the Committee's consideration of any confidential and/or exempt item of business.
- 16.7 In exceptional circumstances, the Convener (whom failing, the Vice Convener) may direct that a meeting shall be conducted solely by means of the participation of Remote Members. Such a direction may be made during a meeting or otherwise.

## **5. Proposed Amendments to Powers Delegated to Officers**

- 5.1 As members will be aware, changes to the Powers Delegated to Officers were approved by Council on 2 March 2020, however one additional general delegation is proposed specific to quasi-judicial matters to enable the relevant Chief Officer, following consultation with the relevant Convener, to make decisions in an urgent situation/emergency without reference to Council or Committee.
- 5.2 Amendments to the current General Delegation to Chief Officers 33, and Chief Executive 1 are also set out below. These are minor and aim to ensure clarity and consistency with the Civil Contingencies Act 2004.

### New General Delegation to Chief Officers

Following consultation with the relevant Convener and the Chief Executive, to authorise the Chief Officer – Early Intervention and Community Empowerment, Chief Officer – Governance and Chief Officer – Strategic Place Planning to determine any matter on behalf of Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant committee or sub-committee.

### Amendment to General Delegation to Chief Officers 33

When acting as Duty Emergency Response Coordinator (DERC):  
to take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:

- an emergency (as “emergency” is defined in the Civil Contingencies Act 2004); **and/or**
- any incident **or situation** that requires the implementation of special arrangements in order to:
  - maintain statutory services at an appropriate level;
  - support the emergency services and other organisations involved in the immediate response;



- provide support services for the community and others affected by the incident;
  - enable the community to recover and return to normality as quickly as possible; and/or
  - provide aid to other local authorities,
- with any such action being reported to a future meeting of the Council or relevant committee or sub committee as an item on the agenda.

#### Amendment to Chief Executive 1

To take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:

- an emergency (as “emergency” is defined in the Civil Contingencies Act 2004), and/or
  - any incident or situation that requires the implementation of special arrangements in order to:
    - maintain statutory services at an appropriate level;
    - support the emergency services and other organisations involved in the immediate response;
    - provide support services for the community and others affected by the incident;
    - enable the community to recover and return to normality as quickly as possible; and/or
    - provide aid to other local authorities,
- with any such action being reported to a future meeting of the Council or relevant committee or sub committee as an item on the agenda.

## **6. Other Meetings**

- 6.1 The Council’s Local Review Body and the School Placings and Exclusions Appeal Committee will continue to meet as required in order to comply with statutory responsibilities.
- 6.2 The Aberdeen City Region Deal Joint Committee and the Northern Roads Collaboration Joint Committee are part of the Council’s Committee structure, however as Joint Committees they have their own arrangements and as such these will be looked at separately by the relevant local authorities.
- 6.3 The Licensing Board and the Integration Joint Board (and its sub committees) are separate to the Council’s committee structure, however both Boards will be considering their respective meeting arrangements in due course to reflect the current circumstances.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 Approving the recommendations in this report will have no direct financial implications.

## 8. LEGAL IMPLICATIONS

- 8.1 Under section 56 of the Local Government (Scotland) Act 1973, the Council may arrange for the discharge of any of its functions, subject to some exceptions, by committees or sub committees. These arrangements are set out in the Committee Terms of Reference. Section 56 also provides that the Council may arrange for the discharge of any of its functions, subject to some exceptions, by officers of the Council. These delegations are contained in the Powers Delegated to Officers. Section 62 of that Act empowers the Council to make, vary or revoke standing orders for meetings of Council, committees and sub committees. Amendment of the Powers Delegated to Officers and Standing Orders is proposed in response to the circumstances outlined in this report.

## 9. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	No direct financial risks	L	
<b>Legal</b>	Failure to streamline governance arrangements as proposed may result in delayed action and decision-making, thereby causing the Council to be in breach of its legal obligations	L	Approval of the recommendations will enhance the Council's ability to respond promptly to situations as they arise and reduce the risk of breach of legal obligations.
<b>Employee</b>	Failure to make changes, or put in place adequate measures, would put an increased number of employees (and Members) at risk.	M	Approval of the recommendations will reduce the number of meetings and minimise the number of officers (and Members) who have to attend meetings. It will better enable employees to adhere to government advice.
<b>Customer</b>	Customers will expect the Council to lead by example in relation to the pandemic.	L	Approval of the recommendations will streamline the Council's decision making process during this unprecedented situation and allow for

			business critical decisions to continue.
<b>Environment</b>	No direct risk	L	
<b>Technology</b>	Risk of Members/ officers being unable to attend meetings remotely using video technology	M	Guidance being developed and colleagues in Digital and Technology are fully involved. If there are technological difficulties, Members/officers can attend remotely via telephone.
<b>Reputational</b>	Failure to make the necessary changes in the face of such a high profile situation could present a reputational risk to the Council.	M	The recommended proposals have been developed in accordance with UK and Scottish Government guidance.

## 10. OUTCOMES

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

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	The Council's customers will expect the Council to demonstrate leadership at this challenging time and the report seeks to provide a proportionate response to the current circumstances.
<b>Governance</b>	This report is concerned with streamlining the Council's decision making structure in light of the pandemic and adhering to Government guidance.
<b>Partnerships and Alliances</b>	The proposals contained within report should strengthen arrangements during this unprecedented time.

## 11. IMPACT ASSESSMENTS

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

## 12. BACKGROUND PAPERS

None

## 13. APPENDICES

None

## 14. REPORT AUTHOR CONTACT DETAILS

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Urgent Business
<b>DATE</b>	20 March 2020
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Financial Resilience – Covid-19
<b>REPORT NUMBER</b>	RES/20/077
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Jonathan Belford
<b>REPORT AUTHOR</b>	Jonathan Belford
<b>TERMS OF REFERENCE</b>	1

### 1. PURPOSE OF REPORT

- 1.1 To describe the initial financial measures that the Council is putting in place to support the resilience of the city , by supporting the financial resilience of the cities businesses as well as individuals, citizens and families. In addition, the report considers the financial resilience of the council, the group family and our supply chain during this constantly changing and evolving operating environment.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the Financial Resilience Plan at Appendix 1;
- 2.2 Instruct the Chief Officer - Customer Experience to implement the relief / grant schemes announced for businesses in line with Scottish Government guidance;
- 2.3 Instruct the Chief Officer – Customer Experience 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;;

- 2.4 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;
- 2.5 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;
- 2.6 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.
- 2.7 Instruct the Chief Officer – Finance 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
- 2.8 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.

### **3. BACKGROUND**

- 3.1 The final quarter of the financial year has been marked by an escalating global response to the Coronavirus (Covid-19) pandemic. This is having an enormous impact on society and the Council and partners have been responding in line with government guidance.
- 3.2 To sustain critical frontline services to our city the Council has to ensure that it is sustainable and is resilient to address the issues that are arising, while flexible to deliver national schemes of support in a timely and accurate way.
- 3.3 The Scottish Government have announced national schemes of financial support to assist the economy and also to support communities and local government is at the centre of delivering on these obligations. The detail of the schemes are still being prepared and it is only by having this, including the necessary legal power's, will the Council be certain about what it is it has to do and the powers to do it.
- 3.4 The Council, through COSLA, is participating with the Scottish Government in ensuring that guidance is prepared as soon as possible. A summary of the schemes announced is as follows, and implementation is subject to the detailed scheme guidance.

### 3.5 Support to Businesses:

#### Non-Domestic Rates relief

- a full year's 100% non-domestic rates relief for retail, hospitality and tourism from April 2020; and
- 1.6% relief for all properties from 1 April 2020, effectively freezing the poundage rate next year

#### Business Grants

- £10,000 grants for small businesses in receipt of the Small Business Bonus Scheme or Rural Relief; and
- £25,000 grants for hospitality, leisure and retail properties with a rateable value between £18,000 and £51,000.

3.6 Other statements included in the announcement by the Cabinet Secretary for Economy, Fair Work and Culture on 19 March 2020 urged Councils to relax planning rules to allow pubs and restaurants to operate temporarily as takeaways; and extending the go-live date for the deposit return scheme until 2022.

### 3.6 Support to Communities:

#### To Local Authorities

- £50 million in Barnett consequentials from the UK Government's hardship fund is being passed direct to local authorities to support their own local resilience, support and hardship plans; and
- £45 million will be added to the existing Scottish Welfare Fund which makes Community Grants and Crisis Grants available to those in immediate need. This more than doubles the current £35.5 million fund. More flexibility is to be provided in how it is used to ensure Councils can fully support people in financial crisis, including workers in the 'gig economy'.

#### In addition

- a £70 million Food Fund will help organisations in the public, private and voluntary sectors address issues of food insecurity, especially for older people, and families who may not be able to rely on free school meals;
- a £50 million Wellbeing Fund will help charities and others who require additional capacity to work with at-risk people who may be worst affected by the crisis, including homeless people and those experiencing fuel poverty;
- a £40 million Supporting Communities Fund will be used to support the rapidly growing and inspiring community efforts at a local level which will be vital to national resilience, including supporting people at risk because of age, isolation, carers, homeless people and asylum seekers and signposting people to sources of help such as applying for benefits;
- £50 million will go to meet an anticipated increase in applications for the existing Council Tax Reduction Scheme and Scottish social security benefits;
- £20 million will be allocated to a Third Sector Resilience Fund, to help ensure the health and continued viability of the third sector organisations affected by cash flow and other problems, which have a key role to play in our national response; and

- £25 million will be kept in reserve to allow swift and flexible responses to rapidly changing circumstances
- 3.7 The local authority funding that has been announced for communities will fit comfortably into existing service delivery, with the Scottish Welfare Fund processes well established. The further flexibility announced does not yet have any guidance but Scottish Government, in conjunction with COSLA, is working on issuing this.
  - 3.8 Beyond the nationally funded schemes a sum of £50m for Local Authorities to use flexibly is welcome and that means additional funding of approximately £1.7m will be available for Aberdeen City Council.
  - 3.9 There are a number of financial implications facing the Council, its group structure and supply chain arising from the COVID-19 response.
  - 3.10 The additional money, received through the package of measures, provides an opportunity to cover some of the financial implications, but as the epidemic continues to spread we may find that the additional funding is not enough. The Corporate Management Team will keep this under review and will, as appropriate, try to ensure that only essential spend is undertaken as part of the response whilst ensuring financial control of approved budgets is maintained throughout.
  - 3.11 The Council resilience plan, shown at Appendix 1 is the initial working paper of actions to support the measures that are needed to protect the economy, our citizens and the organisation. The report recommends that this continues to be developed based on the latest information and guidance and to undertake the actions that are outlined.
  - 3.12 The future remains uncertain and the Council aims to do what it can to remain in a strong position to deliver critical services, and to support our economy and our citizens, through national schemes or through more local decision making. It recognises the impact that partners have in delivering the outcomes and in particular those in the Aberdeen City Council Group and Tier 1 ALEOs.
  - 3.13 It is clear that cashflow for many is immediately becoming an issue for businesses and individuals. The Council has some options available to it to assist, including reducing payment terms for invoices and delaying the recovery of new unpaid debts for a period. While the Council has time to understand the wider implications and the schemes available it is recommended to take some action now, and this be subject to further review as the circumstances and the government change.
  - 3.14 Already specific requests from the business sector in particular have been received, including a call from hotels to introduce a business rates moratorium for a minimum of three months for hotels; and in the event of hotel closures due to COVID-19, requesting business rates to be abolished for the period of non-trading.



- 3.15 As stated above, the dynamic nature of this epidemic makes it difficult, if not impossible, to anticipate the full impact, particularly in the business sector, which will be worst affected. The work that is being led by the Chief Officer – City Growth will keep the situation under review and where there is scope for more support then recommendations will be brought back to future meeting of the Urgent Business Committee.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The schemes backed by Scottish Government funding will provide the significant support to the country.
- 4.2 The Council will receive additional funding, estimated at £1.7m, in its General Revenue Grant to support Council activities for responding to the impact of Coronavirus.
- 4.3 An allocation to local government of £2.2bn of funding announced by the Scottish Government on Wednesday 18 March 2020 will mean a change in the Council's financial position in order to address the switch from Non-Domestic Rates to General Revenue Grant or specific funding allocation. This is designed to protect the Council from cashflow implications of implementing rates relief and paying large sums of money to businesses and the community by implementing the national schemes.
- 4.4 The full extent of financial implications cannot be described as this time due to the developing nature of the situation, and future reports will update the position based on the latest information available.
- 4.5 Further flexibility for the Local Authorities was announced yesterday by the Scottish Government in relation to schools and early learning and childcare providers, and includes:
- Relaxing current guidance on Pupil Equity Funding in order that headteachers and local authorities can support the most vulnerable children;
  - Applying the same flexibility to school and local authorities in receipt of Challenge Authority and Schools' Programme funding; and
  - Relaxing grant conditions in respect of funding for Regional Improvement Collaboratives, allowing resource linked to this initiative to be diverted to the Covid-19 response.

#### **5. LEGAL IMPLICATIONS**

- 5.1 The fiscal levers that the UK and Scottish Governments are using to respond to the COVID-19 situation, plus the extremely volatile global financial market could lead to UK sovereign credit ratings being reviewed, and any change in this will have an impact on the Council's credit rating. The resilience plan is designed to ensure the Council remains in a strong comparative rating position to the UK.
- 5.2 The Council will take account of on Scottish Government led guidance in relation to State-Aid in administering relief and grant schemes.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Financial</b>	<p>Loss of income to support the Council budget position.</p> <p>Cashflow / liquidity position of the Council insufficient to meet obligations if additional burdens are placed on the Council or agreed by the Council.</p> <p>Adverse impact on Council credit rating of not managing liquidity and financial position.</p>	H	<p>Actions proposed and being taken per the Financial resilience plan, per Appendix 1</p>
<b>Legal</b>	<p>Financial support conflicts with State Aid regulations.</p>	M	<p>European Commission has adopted temporary framework to enable further support to the economy to be possible during the Covid-19 pandemic.</p> <p>Scottish Government guidance on State Aid will be taken account of.</p>
<b>Employee</b>	<p>Not being responsive to the situation could lead to changes in availability of staff and delivery of services</p>	H	<p>Workstreams in place to monitor and business continuity arrangements activated appropriately</p>
<b>Customer</b>	<p>Service Standards change</p>	H	<p>Ongoing review of critical services by Council and Partners</p>
<b>Environment</b>	<p>No direct implications</p>		

<b>Technology</b>	Failure to maintain the digital infrastructure could lead to service changes	M	Active management by Digital & Technology of the changing situation and work from home arrangements.
<b>Reputational</b>	Failure to make the necessary changes in the face of such a high profile situation could present a reputational risk to the Council.	M	The recommended proposals have been developed in accordance with UK and Scottish Government guidance.

## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	Report supports the economy by recommending a number of immediate actions that the Council can take in the current climate and will implement the government backed schemes as directed by legislation and guidance.
<b>Prosperous People</b>	Report supports the economy by recommending a number of immediate actions that the Council can take in the current climate and will implement the government backed schemes as directed by legislation and guidance.
<b>Prosperous Place</b>	Report supports the economy by recommending a number of immediate actions that the Council can take in the current climate and will implement the government backed schemes as directed by legislation and guidance.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	Recognises that service standards may need to change in response to the changing operating landscape

<b>Governance</b>	Supports maintaining effective financial governance during the pandemic.
<b>Workforce</b>	Reassures the workforce that plans are in place to manage the resilience of the organisation and the wider group/tier 1 aleos during the pandemic.
<b>Partnerships and Alliances</b>	Provides assurance and support to the operation of our partners.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

None

## 10. APPENDICES (if applicable)

Appendix 1 – Financial Resilience Plan

## 11. REPORT AUTHOR CONTACT DETAILS

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## ABERDEEN CITY COUNCIL

## Financial Resilience Plan – COVID-19

Resilience of Aberdeen, the City – the business community			
Principles:	Measures:	Actions:	Lead Chief Officer:
Deliver Scottish Government Support (NDR)	<p>Non-Domestic Rates: Implement £1bn SG Relief Scheme. <i>(1-year rates holiday - 100% relief - for all retail, hospitality and leisure properties, from 1 April 2020; and 1.6% NDR relief for all properties across Scotland)</i></p> <p>Implement £1.2bn SG Grant Scheme. <i>(£10k grant for all businesses qualifying for Small Business Bonus Scheme, eligible for rural relief or nurseries relief, from 1 April 2020; and £25k grant for businesses in hospitality leisure, retail sectors for Rateable Values between £18,000 and £51,000 from 1 April 2020)</i></p>	<p>Hold NDR billing until guidance received. Engage NDR system supplier in potential changes required. Communicate relief scheme to businesses in advance of billing.</p> <p>Communicate SG guidance required before actioning, payments expected April 2020 – it's their grant scheme. Work with SG to simplify payment mechanism. Ensure cashflow from SG doesn't stretch Council liquidity ratios.</p> <p>Capture costs of administering schemes.</p> <p>Be prepared to respond to further announcements by Scottish Government.</p>	Customer Experience, in conjunction with Finance
Deliver liquidity support to businesses.	<p>Non-Domestic Rates – delay collection / offer alternative payment terms.</p> <p>Sundry Debts (commercial waste, etc.) – delay collection / offer alternative payment terms.</p>	<p>Respond positively to payment plans and back-loading payment profile in 2020/21. Develop criteria to help avoid double NDR in 2021/22.</p> <p>Respond positively to payment plans or agree no new collection action on unpaid debts taken for period of 1 months,</p>	

	Payment of creditors faster.	subject to regular review.  Prioritise critical and local suppliers to receive payments with 'next day' rather than waiting for normal terms (30 days).	
Use of Council Resources outside approved budgets	Decision making governance	Recognise emergency powers of CEO and DERC and capture decisions through IMT. Use Urgent Business Committee as appropriate.	Finance, in conjunction with Governance and Chief Executive

### Resilience of Aberdeen, the Citizens – our people

Principles:	Measures:	Actions:	Lead Chief Officer:
Deliver Scottish Government Support (Communities)	<p>Implement local government parts of £350m community support package. <i>(£50m hardship fund for Local Government with full flexibility; £45m additional funding for Scottish Welfare Fund, administered by Local Government for Community Care and Crisis Grants. This is in addition to the current £35m annual funding; £50m for increased eligibility for social security benefits and increased cost to the Council Tax Reduction Scheme; £70m food fund for organisations to address food insecurity, especially for older people, and families who may not be able to rely on free school meals, to be delivered through Councils)</i> <i>[Note balance of funding will bypass local government and be retained by SG or paid directly to third sector/communities].</i></p>	<p>Capture additional funding for Council (£1.75m) and identify risks for exposure to direct costs, set funding aside for this purpose. Apply new funding to Scottish Welfare Fund based on SG guidance, expected to follow current scheme. Apply eligibility changes per SG for benefits and apply to Council Tax Reduction Scheme. Apply SG guidance in relation to Food Fund; Create process and agree lead officer for delivery.</p>	Customer Experience, City Growth, Early Intervention and Community Empowerment

Prioritise payments to the vulnerable and carers in our city.	Guarantee payment continuity for foster carers, kinship carers, adoptive parents, self-directed support clients and housing benefits. Extend the Scottish Welfare Fund as announced by Scottish Government (see above).	Business continuity arrangements in place to support these payments and payment processes. SWF actions as per above.	Finance, in conjunction with Customer Experience
Provide flexibility and practical assistance with paying Council bills.	Delay collection / offer alternative payment terms as a matter of routine. Financial inclusion team...?	Finance and Customer Experience to agree parameters for scheme. Seek advice from Early Intervention and Community Empowerment on actions that could be taken and consider implications ahead of next meeting.	Finance, in conjunction with Customer Experience
Rent Collection	Housing rent arrears.  Tenanted Non-Residential Properties rent arrears.	Evaluate guidance from Scottish Government schemes when received. Seek advice from EI & CE and Corporate Landlord on appropriate recommendations that should be applied and consider implications ahead of next meeting of Urgent Business Committee. Agree no new collection action on unpaid debts taken for period of 1 months, subject to regular review.	Early Intervention & Community Empowerment  Corporate Landlord

### Resilience of the City Council – the institution

Principles:	Measures:	Actions:	Lead Chief Officer:
Protect Balance Sheet	Movement in Usable Reserves (earmarked and unearmarked).  Liquidity Ratios.	Early forecast of 31/3/20 and 31/3/21 balances.	Finance

	<p>Long-Term Asset Value.</p> <p>Long-term / Short-term borrowing.</p> <p>Long-Term Investment Value.</p> <p>Movement in Pension Liabilities.</p>	<p>Active management of cashflow.</p> <p>Review impact of economic position with valuers/audit.</p> <p>Consider additional L-T borrowing prior to year end and for Q1.</p> <p>Establish risk to ASV value at 31/3/20 and 31/7/20.</p> <p>Monitor value of pension liabilities.</p>	
Deliver Revenue Budget	<p>Achieve savings for year ahead.</p> <p>Deliver balanced budget 2020/21.</p> <p>Maximise 2019/20 position.</p> <p>Quantify 'real' and contingent liabilities as at 31 March 2020.</p> <p>Movement in customer income base.</p> <p>Supply chain resilience.</p> <p>Strong governance of COVID-19 additional spend.</p>	<p>Set out financial deliverables to Chief Officers.</p> <p>Close 2019/20 draft accounts per timetable and review provisions, contingent liabilities and usable reserves position.</p> <p>Collate data from Chief Officers on impact on customer income, etc.</p> <p>Re supply chain, see below.</p> <p>Instruct budget managers to work within budgets and to record costs directly attributable to COVID-19 response to activity code Z0001. CO approval required, unless DERC / CEO powers.</p>	Finance
Protect Group and Tier 1 ALEO's as going concerns	<p>Liquidity position.</p> <p>Minimise cost.</p>	<p>Obtain cashflow forecasts and liquidity resilience statements from Tier 1 ALEOs.</p> <p>Seek delegated authority for the Chief Officer – Finance to take necessary steps to support the group and Tier 1 ALEOs.</p>	Finance



Supply Chain	<p>Critical supplies under contract. On-contract compliance.</p> <p>Contract renewal pipeline known.</p>	<p>Verify critical suppliers. Instruct on-contract compliance and monitor adherence. Review contract renewals and prepare committee reports.</p>	Commercial and Procurement
Reputation and Communications	<p>Credit Rating relative to UK.</p> <p>External audit opinion and report.</p> <p>Essential spend message adhered to.</p>	<p>Manage balance sheet and respond to questions raised by Moody's. Prepare to deliver to draft accounts timetable (30 April 2020) and audit to conclude June 2020. Notify ECMT of position and emphasise through monitoring and business advice meetings.</p>	Finance

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Urgent Business Committee
<b>DATE</b>	20 March 2020
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Updates to Special Leave Policy
<b>REPORT NUMBER</b>	RES/20/073
<b>DIRECTOR</b>	Steve Whyte, Director of Resources
<b>CHIEF OFFICER</b>	Isla Newcombe, Chief Officer (Organisational Development)
<b>REPORT AUTHOR</b>	Lesley Strachan, Talent Acquisition Lead and Keith Tennant, Policy and Advice Officer
<b>TERMS OF REFERENCE</b>	1

### 1. PURPOSE OF REPORT

1.1 To seek approval from Committee to make changes to the Special Leave Policy to add a provision for 5 days' paid leave for Cadet Force Adult Volunteers as part of our commitment to our staff who support the Armed Forces, and to add a provision offering employees contractual pay for Parental Bereavement leave. A copy of the revised policy is shown at Appendix 1).

### 2. RECOMMENDATIONS

That Committee:

- 2.1 approve the addition of 5 days' paid leave for Cadet Force Adult Volunteers within our workforce into the Special Leave Policy, and
- 2.2 approve the provision of offering employees contractual pay for Parental Bereavement leave; and
- 2.3 thereby approve the amended Special Leave Policy as attached at Appendix 1.

### **3. BACKGROUND**

#### **Cadet Force Adult Volunteers**

- 3.1 The Council has signed the Armed Forces Covenant and is a Silver Award holder of the Defence Employer Recognition Scheme.
- 3.2 At the time of writing this report, the Council is in the process of submitting an application for the Gold Award of the Defence Employer Recognition Scheme (closing date 25 March 2020).
- 3.3 The Council's Special Leave Policy already provides paid special leave of up to 15 days per annum to Reservists to enable them to attend an annual training camp but has no provision for Cadet Force Adult Volunteers.
- 3.4 A Cadet Force Adult Volunteer (CFAV) is a person who helps instruct and advise Sea, Army or Air Cadets at their weekly training sessions.
- 3.5 Typically, CFAVs dedicate one or two evenings per week in supporting cadets, in their own time. In addition, CFAVs are expected to volunteer and support an annual cadet summer event, which to date has meant using their annual leave entitlement to undertake voluntary work which supports the country's armed forces.
- 3.6 Currently, data held indicates that there are only 2 employees who are Cadet Force Adult Volunteers across the organisation. These employees self-identified through a survey. It is possible, that there may be others that we are not aware of, but it is not anticipated that the number will be significant.
- 3.7 One of the application questions in the Gold Award submission form seeks to confirm whether an organisation provides paid special leave for Cadet Force Adult Volunteers (CFAVs). Currently, the Council does not offer this benefit. Employees who are CFAVs can take time off, but this would have to be taken from their annual leave entitlement.
- 3.8 Providing paid leave for CFAVs will support them in their work with the Armed Forces, the organisation with its work with the Armed Forces Covenant and, in our goal, to achieve the Gold Award in the Defence Employer Recognition Scheme. Other organisations that have received the award have this facility within their special leave policy.

#### **Parental Bereavement leave and pay**

- 3.9 The Parental Bereavement (Leave and Pay) Act 2018 is to come into force on 6 April 2020. This will give bereaved parents the right to two weeks of leave following the loss of a child under the age of 18, or a stillbirth after 24 weeks of pregnancy.

- 3.10 Bereaved parents will be entitled to take their leave in one two-week block or in two separate blocks of one week. The leave requires be taken before the end of a period of 56 weeks beginning with the date of the child's death.
- 3.11 Bereaved parents employed with a minimum of 26 weeks' continuous service will also be entitled to receive statutory parental bereavement pay. Those with less than 26 weeks' continuous service will be entitled to take two weeks of unpaid leave.
- 3.12 This new piece of legislation has been examined to identify what the Council requires to put in place to ensure legislative compliance. An appropriate process and documentation will be implemented.
- 3.13 It is proposed that contractual pay be offered for both weeks of Parental Bereavement Leave (rather than statutory pay), with this to be approved by Committee to enable a change to the Special Leave policy.
- 3.14 Approval is therefore being sought for a change to the Special Leave policy to enable contractual pay to be offered in accordance with paragraph 3.13 above.
- 3.15 The current bereavement leave provision offers up to 5 days paid leave for the death of an immediate family member, including a child. This wording will be slightly amended to state a child 18 or over, with the Parental Bereavement provision to cover the death of children under 18.
- 3.16 It is not expected that there will be many Parental Bereavement leave cases arising, with the death of a child being a relatively rare occurrence, hence the cost implications of the proposal should be minimal.

### **General**

- 3.17 As part of the review of the Special Leave policy the document has been put into the new policy template format and necessary terminology updating has been undertaken. The various policy provisions have been incorporated as an appendix to the policy document.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 In respect of offering 5 days paid leave for Cadet Force Adult Volunteers, whilst there would be a cost to the Council in terms of lost time, the number of employees using this provision is expected to be very low.
- 4.2 It is not expected that there will be many Parental Bereavement Leave cases arising, with the death of a child under 18 being a relatively rare occurrence, hence the cost implications of the Parental Bereavement pay proposal should be minimal.

## 5 LEGAL IMPLICATIONS

- 5.1 It is a requirement to implement the statutory aspects of Parental Bereavement Leave, with these arrangements currently being made. Part of the subject of this report concerns seeking approval to offer contractual pay for both weeks of Parental Bereavement Leave which is discretionary for the Council, going beyond what the law requires of applying statutory pay.

## 6 MANAGEMENT OF RISK

	<b>Risk</b>	<b>Low (L), Medium (M), High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	None	N/A	N/A
<b>Legal</b>	None	N/A	N/A
<b>Employee</b>	There is a risk of a reduction in employee morale if contractual pay for Parental Bereavement Leave were not offered.	L	Offering contractual pay for Parental Bereavement Leave should assist with employee morale, helping to remove financial related stress at a difficult time in an employee's life.
<b>Customer</b>	None	L	None
<b>Environment</b>	None	L	None
<b>Technology</b>	None	L	None
<b>Reputational</b>	If the Council were not to add the provision for 5 days paid leave for Cadet Force Adult Volunteers, it may not be successful in attaining the Gold Award of the Defence Employer Recognition Scheme.	L	By implementing this provision, it will increase the likelihood of the Council meeting the requirements to be successful in achieving the Gold Award and enhancing the Council's reputation as a good employer.

## 7 OUTCOMES

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Workforce</b>	Links to the 'Workforce' design principle in that these two changes to the Special Leave policy, which are supportive to staff, should assist in ensuring that the Council has an engaged workforce contributing positively to its outcomes and delivery of services to customers. They should also assist in contributing to a positive culture and hence with the retention of employees.

## 8 IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	An Equality and Human Rights Impact Assessment has been undertaken and no negative impacts have been identified in relation to the proposals in this report.
<b>Data Protection Impact Assessment</b>	Not Required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9 BACKGROUND PAPERS

None

## 10 APPENDICES

Appendix 1 – Revised Special Leave policy

## 11 REPORT AUTHOR DETAILS

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# Special Leave Policy

Approved by Committee on [DATE]  
2020 with an implementation date of [DATE] 2020



## Document Control

<b>Approval Date</b> Calibri bold 12pt	- Calibri Regular12pt
<b>Implementation Date</b>	
<b>Policy Number</b>	
<b>Policy Author(s) and Owner</b>	
<b>Approval Authority</b>	
<b>Scheduled Review</b>	
<b>Changes</b>	

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Appendix 1 – Special Leave policy provisions

## 1. Purpose Statement

- 1.1 This policy provides details of the Council's special leave provisions which may be available to employees in order to assist with their other responsibilities and personal circumstances in some situations, details of which can be found in Appendix 1.
- 1.2 Special leave covers various scenarios where an employee requires time off from work other than for planned annual leave or due to sickness absence.
- 1.3 The Council recognises that employees have responsibilities and personal circumstances, outwith work, that may occasionally impact upon their normal working lives. It is acknowledged that maintaining a work/life balance for employees has mutual benefits for staff and the organisation.
- 1.4 Special leave will also be applicable to other situations such as voluntary public duties, attendance at court as a witness or juror or undertaking election duties and training.

## 2. Application and Scope Statement

- 2.1 This policy applies to all employees in the Council except teachers and those other employees under SNCT terms and conditions who have a separate local agreement covering special leave.
- 2.2 Its main aim is to provide supportive provisions to employees to help them balance the demands of domestic and work responsibilities through offering paid and unpaid leave according to the circumstances.

## 3. Core Principles

- 3.1 The provisions of this policy will only apply with the prior agreement of management, whether statutory or not.
- 3.2 Special leave may be granted as paid or unpaid leave, depending on the circumstances.
- 3.3 Line Managers can submit requests on behalf of employees should the employee not have access to the Council's HR/Payroll system.
- 3.4 Requests for leave can be made and the decision given verbally, however, requests and decisions on special leave should all be recorded through the Council's HR and Payroll system.
- 3.5 For any period of unpaid leave, a deduction will be made to pay which will be based on the total number of hours lost for that period.
- 3.6 For periods of unpaid leave which exceed 90 days, annual leave entitlement will be recalculated based on the number of days lost. This will not be less than the statutory minimum annual leave entitlement.
- 3.7 Where an employee is dissatisfied with a decision under the provisions of this policy, they have the right to raise a grievance under the Managing Grievances policy/procedure.

3.8 During meetings arising under the provisions of this policy, special allowance will be made for those employees whose first language is not English or who have difficulty expressing themselves. The same applies to employees with a disability.

3.9 Whilst on unpaid authorised leave, neither an employee nor the Council will pay pension contributions. As such an employee will not build up a pension during this period. Upon returning from unpaid leave, if they wish to buy the pension “lost” while on no pay they can do so through an Additional Pension Contribution (APC) contract.

3.10 Employees who have term time or part year contracts have set annual leave and cannot normally take leave on their contracted working days. If time off is required, the manager and employee will agree if this is to be on the basis of unpaid leave or the time being made up later.

## 4. Responsibilities

4.1 The Council will adhere to all its statutory responsibilities in relation to the provisions of this policy.

4.2 Chief Officers are responsible for the application of the policy and associated guidance within their service delivery remit

4.3 Line Managers have responsibility for applying this policy, its provisions and managing requests for leave from their employees. Line Managers should also:

- Make every effort to ensure fairness and consistency in decision-making in relation to the provisions of this policy
- Maintain confidentiality
- Commit to consider options to allow individuals time off to deal with situations detailed in this policy and also to maintain work
- Create an environment where employees are aware of this policy and can make requests for special leave

4.4 Employees have a responsibility to:

- Familiarise themselves with the contents of this policy
- Co-operate with management in providing information in relation to any requests for special leave
- Commit to consider options to allow them time off to deal with situations detailed in this policy and also to maintain work

4.5 A breach or misuse of this policy may result in the potential use of a corporate procedure e.g. disciplinary procedure.

4.6 Non-compliance with this policy should be reported to the employee’s line manager or People and Organisational Development.

4.7 Any feedback on the policy or suggestions for improvement can be communicated to the policy author or owner in the first instance.

## 5. Supporting Procedures & Documentation

5.1 There is various guidance in place to support adherence to this policy including the Maternity, Adoption, Paternity, Shared Parental Leave, Disability Leave, Supporting Carers, IVF, Bad Weather and Employing Reservists.

5.2 This policy also links to:

- Supporting Attendance and Wellbeing policy
- Family-Friendly policy
- Managing Diversity and Equality policy
- Managing Grievances policy and procedure
- Managing Discipline policy and procedure
- Gender-Based Violence policy
- Framework Agreement for Industrial Relations (FAIR)
- Career Break policy
- Authorised Unpaid Leave process
- Employee Development policy
- The Council's Guiding Principles

## 6. Policy Statement/s

6.1 The policy is not creating any specific regulations or requirements other than what is stated in the Council's special leave provisions under Appendix 1.

## 7. Definitions

7.1 Special leave is leave provided to an employee to cover various scenarios where an employee requires time off from work other than for planned annual leave or due to sickness absence.

7.2 Details and definitions of specific special leave provisions are provided in Appendix 1.

## 8. Risk

8.1 The policy is designed to reduce compliance, operational, financial and reputational risks. Compliance risk is the risk that may prevent the Council adhering with laws and regulations. Operational risk is concerned with the risk of disruption to Council services and service users. Financial risk is where unexpected costs could be incurred that have not been budgeted for. Reputational risk concerns the threat of adverse media coverage for the organisation which could affect its standing in the community.

8.2 By having a special leave policy in place this helps ensure that the Council is legally compliant, with many of the time off provisions being statutory related. Operational risks will be reduced, as if employees who have a need for time off in relation to their personal circumstances are supported in the workplace through this policy, this should assist with performance and attendance levels at work and meeting service requirements. Financial risks should be mitigated by this policy as it should contribute to employee wellbeing reducing the chance of stress related claims being made against the Council, which can be costly. The policy will also contribute towards reducing reputational risks, as providing a range of special

leave provisions should assist with enhancing the Council's reputation as an employer of choice and an organisation that applies good employment practices.

8.3 There have been no unintended effects, consequences and risks identified resulting from the introduction of the policy.

8.4 The risks identified will be managed and mitigated through application of the policy across the Council. This will be undertaken by ensuring the policy is readily available to managers and employees and that support is provided from People and Organisational Development in the interpretation of the policy, where required.

8.5 The policy will also support the organisation's 'PREVENT' obligations as part of the 'CONTEST' framework by helping to ensure that employees requiring time off in relation to their personal circumstances are supported in the workplace, which should help to maintain their health and wellbeing and reduce their vulnerability. This should in turn make employees less susceptible to radicalization and being drawn into terrorist organisations.

## 9. Policy Performance

9.1 The main factors determining the effectiveness of the policy and whether it adds the value intended is the usage of the policy by employees requiring time off related to personal circumstances and the consistency in its application by managers.

9.2 The effectiveness of the policy will be measured through gathering data on the requests and authorisations for special leave, through monitoring corporate absence levels, including stress related absence, and through collecting feedback from users of the policy.

9.3 The Chief Officer – People and Organisational Development will decide where and when data is reported on the effectiveness of the policy, ensuring that confidentiality is maintained.

## 10. Design and Delivery

10.1 The policy links to the 'Workforce Design' principle of the Target Operating Model (TOM) in that it is concerned with organisational culture and promotion of equality in the workplace. Special leave provisions contribute to a supportive culture in the Council and many of the provisions are related to family leave involving caring for children or vulnerable adults, relevant to the equality agenda. It also accords with the Council's Guiding Principles, particularly in relation to the commitment to valuing and supporting staff.

10.2 The policy also links to the 'Prosperous Place' theme in the Local Outcome Improvement Plan (LOIP) which indicates that all people in the City are entitled to live in a manner in which they feel safe and protected from harm and supported where necessary. All citizens are equally entitled to enjoy these aspirations, including employees of the Council. Having a wide range of special leave provisions in place for staff will help to contribute to this objective, giving supportive provisions to cover a variety of circumstances.

## 11. Housekeeping and Maintenance

11.1 The Policy will be reviewed annually, and any necessary updates made to it and the accompanying guidance document.

## 12. Communication and Distribution

12.1 The policy will be communicated through the Council's Intranets and Leadership Forum to ensure all relevant parties are aware of its content.

## 13. Information Management

13.1 Information generated by the application of this policy will be managed in accordance with the Council's Corporate Information Policy and Supporting Procedures.



## Appendix 1

# Special Leave policy provisions

### **SECTION 1: FAMILY LEAVE**

#### **Maternity Leave**

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The provisions for pregnant employees include statutory time off for antenatal care as well as for maternity leave itself. See separate **Maternity Guidance** for full details including time off and applicable payments. Forms can be found within the guidance to inform the Council of pregnancy, which is essential to ensure appropriate risk assessments are undertaken, and to ensure maternity leave and pay can be processed.

#### **Adoption Leave**

---

This is a provision for employees who are adopting a child from within the UK or having a child through a surrogacy arrangement. Please see separate **Adoption Guidance** for full details on the leave, applicable payments and the application process. If the child is being adopted from outwith the UK, there may be entitlement to adoption leave or pay, subject to certain qualifying criteria.

## Paternity Leave

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This is a leave provision for the father, partner or nominated carer of an expectant mother at or around the time of the birth, or in the case of adoptions the spouse or civil partner or partner (of either sex) of the primary adopter or for surrogacy arrangements, the spouse or partner of the parental order surrogacy parent. Paternity leave applies to all employees of the Council (except casual and relief workers), irrespective of hours of work and length of service. It can either be taken as one week or two consecutive weeks but can't be taken as odd days. See separate **Paternity Leave Guidance** for full details.

## Shared Parental Leave

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These provisions apply to employees with babies due or matched with a child for adoption (including surrogacy arrangements), who meet the qualifying criteria. They enable mothers/adopters to commit to ending their Maternity or Adoption Leave and Pay at a future date and to share the untaken balance of leave and pay as Shared Parental Leave and Pay with their partner, or to return to work early from Maternity Leave or Adoption Leave and opt in to Shared Parental Leave and Pay at a later date. The provisions allow employees the flexibility to choose how to share the care of their child with their partner during the first year of birth or adoption and enable them to be on leave at the same time or stop and start their leave, returning to work between periods of leave. See separate **Shared Parental Leave Guidance** for full details.

## Parental Leave

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This is a statutory entitlement for parents where they can take **unpaid** leave to look after their child's welfare e.g. this could include for spending time with the child, looking at new schools, settling a child into a new school or for spending time with family members i.e. grandparents.

An employee is entitled to take 18 weeks' leave for each child and adopted child, up to their 18th birthday.

Time off must be taken as a whole week (not individual days unless the child is disabled), with a maximum 4 weeks per child per year (unless agreed with the Council). A week is the equivalent to the employee's usual working week and pro-rated for part-time employees.

Parental leave applies to each child not to an individual's job. For instance, where someone joins the Council and they have used 10 weeks parental leave with a previous employer, they can use up to 8 weeks (the remaining balance of the 18-week entitlement) with the Council, if they're eligible.

To be eligible for Parental Leave the following criteria must be met –

- The person must be an employee (not a "worker") and have at least 1 year's service with the Council

- The child must be under 18 years' old
- The employee must be named on the child's birth/adoption certificate (proof can be requested prior to first period of leave)
- Have or expect to have parental responsibility

**Note:** Both foster carers and kinship carers qualify for Parental Leave provided they meet the first two bullet points above.

The employee must give at least **21 days'** notice of their intention to take Parental Leave and provide the intended start and end dates.

The Council can delay the start of the period of Parental Leave where granting the leave would cause significant disruption to the Service.

However, it can't be delayed by the Council -

- If there is no "significant reason"
- When it is requested by the child's father immediately after the birth/adoption of the child
- Where it impacts the employee's eligibility for Parental Leave i.e. after the child's 18<sup>th</sup> birthday

If the Parental Leave is postponed by the Council, the manager must write to the employee within **7 days** from the date that the original request is received explaining the reasons for the change and suggesting a more suitable start date – which must be within 6 months of the original requested start date and in agreement with the employee. The Council cannot change the amount of leave that has been requested by the employee.

### **Time off for dependants/family emergencies**

---

This is a statutory right to **unpaid** reasonable time off to deal with **unforeseen** and **emergency** matters regarding a dependant. A dependant can be either a spouse, partner, child, parent or someone who depends on the employee for care. This time off can be granted in the following circumstances:

- To deal with a breakdown in a dependant's care arrangements.
- To put in place longer term care for a child or elderly relative.
- When a dependant falls ill or is taken to hospital.
- To make funeral arrangements. (See section on Compassionate Circumstances).

This provision does not include taking a dependant to hospital for planned appointments (see **Supporting Carers Guidance** for provision that may be applicable in this regard), and only applies in emergency situations that are unforeseen. Unpaid reasonable time off will be given to deal with the immediate emergency only. Where longer periods are required, this is no longer considered an emergency situation, therefore other leave provisions are more applicable, such as, annual leave or parental leave.

## **Employee Aide**

---

This is a provision within the Supporting Attendance and Wellbeing policy which provides time off to deal with domestic emergencies (which is different to dealing with family emergencies as above). This covers time off at short notice, where it is not possible to apply in advance for flexi leave, or annual leave etc. This would include, for example, dealing with a burst pipe or flooding within the home. Please see relevant section within the **Supporting Attendance and Wellbeing policy** for further information.

## **IVF Treatment**

---

This is unpaid time off provision for employees who decide to undertake IVF fertility treatment to try to become pregnant. The Council will be supportive where an employee wishes to go through IVF fertility treatment; however, there is no statutory right to time off to attend appointments or treatments before the stage at which the employee is pregnant. Options such as annual leave, flexi leave, unpaid leave, making the time up etc should be explored between the manager and employee to allow the employee to attend appointments and treatment. Please see **IVF Guidance** for further details.

## **SECTION 2: COMPASSIONATE CIRCUMSTANCES**

### **Bereavement Leave**

---

An employee will be granted bereavement leave on the death of a family member, relative, close friend/colleague. This includes time off for bereavement, making funeral arrangements and for attending the funeral.

The maximum amount of paid leave that can apply is as follows (pro-rated for part-time employees).

Immediate family member (e.g. spouse, partner, civil partner, child (18 or over), parent, resident relative living in employee's household)	Up to 5 days
Close family (e.g. brother, sister, son/daughter-in-law, parent-in-law) if not covered by the above	Up to 2 days
Other family members (e.g. grandparents, aunt, uncle, grandchild)	1 day
Others that are not specified above (e.g. neighbour, close friend)	½ day to attend funeral

The above is not intended to be fully prescriptive and circumstances will be assessed individually. The line manager may take into consideration special factors such as exceptional relationship to the bereaved, travelling time to attend the funeral etc.

### **Parental Bereavement**

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Parents are entitled to statutory leave of 2 weeks if they suffer the loss of a child under the age of 18 or suffer a still birth from 24 weeks of pregnancy. The leave can be taken as a single block of 2 weeks or discontinuously as 2 separate blocks of 1 week.

The Council offers employees contractual pay for the two weeks of Parental Bereavement Leave.

Full details of the provisions are contained in the Parental Bereavement Leave guidance.

### **Compassionate Leave**

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Paid time off may be granted where an employee is faced with a serious/critical family situation, for example where a close relative, partner or dependant has a serious illness, becomes critically ill or injured or is missing.

Service Managers may grant compassionate leave with pay following assessment of an employee's individual circumstances; this will not normally exceed 10 days (pro-rated for part-time employees). If a longer period of time off is required and deemed appropriate, the Service Manager and employee should discuss and agree other provisions that may be more suitable such as unpaid leave, temporary reduction in hours, use of TOIL /Flexi leave where appropriate etc.

This provision is not intended to include time off to look after children in the event of sickness due to difficulties in making childcare arrangements. These are covered by other provisions such as Time off for Dependents/family emergencies.

## **SECTION 3: APPOINTMENTS AND INTERVIEWS**

### **Leave to attend Medical and Dental Appointments**

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Where possible, employees should arrange medical and dental appointments either on non-working days or outwith core hours to minimise disruption to the working day. Where this is not possible, either due to an emergency situation or lack of available appointments, reasonable paid time off will be given in order to attend the appointment. However, if appointments become frequent, employees may be asked to make up the hours or to take annual/flexi leave or they could choose to make use of a flexible working option.

Appointments include medical, dental, hospital, physiotherapy, occupational therapy and speech/language therapy.

In certain circumstances where the employee has a disability (which is covered under the Equality Act 2010) and requires to attend frequent outpatient appointments in relation to their disability, this may be covered by the provisions within the **Disability Leave Guidance**. Please refer section 4.

Paid time off will not be provided where an appointment is to carry out a medical for the purpose of assessing an insurance claim, nor for elective cosmetic procedures.

### **Leave to attend Interviews**

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Employees who request time off to attend an employment interview within Aberdeen City Council will be granted paid leave of absence. Travelling time to and from the interview location will be taken into consideration when granting time off.

Employees, who request time off to attend an employment interview which is outwith Aberdeen City Council, will not be entitled to paid leave of absence. The employee is expected to use other leave to cover this period of absence e.g. annual leave or flexi-leave.

## **SECTION 4: DISABILITY LEAVE**

Disability Leave can be a form of reasonable adjustment in line with the requirements of the Equality Act 2010. It is provision offering reasonable paid special leave to disabled employees requiring time off for planned absences directly related to their disability, that prevent the employee from undertaking their usual working arrangements. The types of situation where Disability Leave would apply are e.g. where disability related equipment is being installed, dialysis treatment, planned therapy (including physiotherapy, occupational or speech and language therapy), hearing aid tests, receiving hospital treatment related to the disability as an outpatient. Full details, including eligibility and the application process, can be found in the separate **Disability Leave Guidance**.

## **SECTION 5: AUTHORISED UNPAID LEAVE OF ABSENCE**

### **Career Break**

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This is a provision to allow an extended period of unpaid leave. To be entitled to a career break the employee must meet the qualifying criteria within the Career Break policy and the career break must be approved in advance by the Service based on the requirements of the Service at the time. Please see the separate **Career Break Policy** for further details.

### **Authorised Unpaid Leave**

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An employee may make a request through their Service Manager for unpaid leave of absence providing this period does not exceed **one** consecutive calendar month. If a longer period of unpaid leave is requested, a request must be submitted in writing and approved by the relevant Chief Officer. Where an unpaid leave period is extended beyond one consecutive calendar month, consideration should be given to any potential impact on pension, annual leave abatement and continuous service. Employees should discuss with their line manager whether any other provision would be more suitable to allow the extended period of leave. Please see the separate **Authorised Unpaid Leave Process** for further details.

## **SECTION 6: BAD WEATHER**

There is normally **no** entitlement to paid time off when employees are unable to attend their usual work location due to adverse weather conditions. Other arrangements could be adopted such as working at another location, homeworking, or making use of annual leave, flexi leave or making up the time at a later date. If the above options are not possible, the time off can be recorded as authorised unpaid leave. Please refer to the separate guidance on **Failure to Attend Work Due to Bad Weather** for full details.

## **SECTION 7: DEVELOPMENTAL LEAVE**

### **Study Leave**

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This provision allows an employee who is undertaking an approved course of study to take paid time off for study leave and to attend exams. The time off includes a half day per assignment and a maximum of one day per exam, with the total leave being a maximum of 5 days per academic year. Please see the **Employee Development Policy** for further details.

### **Weekend Courses**

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Where an employee is authorised to attend a weekend course which falls outwith their normal working days, one or two days will be granted in lieu for attending on a Saturday and/or a Sunday. If the course requires employees to travel on a Saturday or a Sunday and these are not part of their normal working days, time off in lieu will be granted. Depending on the amount of time lost, this can be granted as a half or full day. A day off in lieu will be granted when an employee attends an approved course which takes place on a public holiday.

Part-time employees who undertake work related training outwith their normal working hours should be paid on the same basis as full time employees and should receive compensation up to the full time equivalent hours of the post, where applicable, either as time off in lieu or payment for hours.

The above arrangement does not apply to employees, either full/part-time who are undertaking evening classes or open learning outwith their normal working hours. Such learning will be carried out in the employee's own time. Please see the **Employee Development Policy** for further details.



## **SECTION 8: SPORTING/ARTISTIC EVENTS**

### **Leave for Employees to represent their country at National Sporting, Artistic or Related Event**

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This provision allows paid time off for employees to represent their country at a national sporting, artistic or related event. The employee should provide information in relation to the reason for the leave, including dates and times to be requested, at least one month in advance. The Service Manager may approve the leave request and grant paid time off, depending on operational requirements at the time of request.

### **Volunteering at a Multiple Sporting Event**

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This provision is for employees who wish to work in a volunteer role at an event involving multiple sporting disciplines e.g. at an Olympic or Commonwealth Games. This can be granted provided that it is subsequently approved by the Director in consultation with the Chief Officer – People and Organisational Development. The maximum entitlement is 10 days' leave, which includes any volunteer training. Of the total leave requested half can be paid special leave, with the remaining half being matched by the employee through other leave provisions.

E.g. If an employee requests 2 days in total, 1 day will be classed as paid special leave and the employee is expected to take 1 day as either unpaid leave, annual leave or flexi leave. Where 5 days in total are requested 2.5 days will be paid special leave and the employee is expected to take 2.5 days as above etc.

## **SECTION 9: PUBLIC/STATUTORY DUTIES**

### **Leave when called as a Witness in Court/or to attend for Jury Service**

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Where an employee has been summoned to attend court either as a witness or to serve on a jury, they must inform their line manager as soon as possible and provide the relevant documentation which must be submitted to the HR Service Centre. Special leave will be granted to allow the employee to attend this duty which can be requested and approved through the HR/Payroll system.

When attending for jury service the employee is responsible for claiming any loss of earnings by sending the documentation provided by the court prior to attendance, to the Payroll Team through the HR Service Centre. Payroll will return the completed documentation to the employee for submission at the Court.

When attending as a witness in court, the employee will be granted paid time off. They can also retain any additional out of pocket witness expenses paid for by the court.

## **Leave for Trade Union Duties**

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Time off for Trade Union duties is provided for in the **Framework Agreement for Industrial Relations (FAIR)**.

## **Reservists**

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This provision covers those who are, or considering becoming a reservist within the Army Reserves, the Royal Navy Reserves, Royal Marines Reserves or Royal Air Force Reserves. Reservists must inform their Manager when they have been accepted on the Reservist list and the manager must pass the Notification Paperwork provided by the Reserve Force to the HR Service Centre.

Paid special leave up to a maximum of 15 days will be granted to volunteer reservists to attend their annual training event/camp (this covers the period in attendance at the event but does not include travel time). Payment will be subject to the deduction of service pay and allowances received from the forces.

Reservist employees who require time off for other Reservist activities are expected to use days from their normal annual leave entitlement (or to take unpaid or flexi leave or to agree with their Manager to make the lost time up at a later point).

Please see separate **Employing Reservists Guidance** for full details on employing reservists and for mobilisation of reservists.

## **Cadet Force Adult Volunteers (CFAV)**

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This provision covers those who are Cadet Force Adult Volunteers (CFAV).

Paid special leave up to a maximum of 5 days will be granted to CFAV to attend relevant / annual training and camps. Payment will be subject to the deduction of service pay and allowances received from the forces.

CFAV who require further time off are expected to use days from their normal annual leave entitlement (or to take unpaid or flexi leave or to agree with their Manager to make the lost time up at a later point).

## **Leave for Undertaking Election Duties and Training**

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Paid special leave can be granted for employees to undertake work in relation to election duties. If granted, time off will be given for employment at polling stations, at counts etc. and for associated elections training. Employees can also retain the fee received in respect

of election work. Time off will be granted by the employee's Service Manager in accordance with operational requirements.

### **Leave for Carrying out Public Duties**

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This applies to employees who hold certain public positions such as Justice of the Peace, being a member of a Children's Panel or being an elected member for another local authority, excluding Aberdeen City Council. Paid time off will be granted provided that the request satisfies the following conditions for it to be a reasonable request:

- The amount of time off required in general to perform the particular public duty and the amount of time off required on the particular occasion in question is reasonable.
- The amount of time the employee has been granted already for this purpose or any other activities has not been excessive.
- Conforms with section 10 of the Local Government Housing Act 1989 which states that paid leave of absence to serve as an elected member of some other Local Authority cannot exceed 208 hours within one financial year.
- It will have no significant impact on service delivery.

### **Leave for Special Police Constables and Volunteer Emergency Responders**

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Employees who are Special Police Constables or volunteering in what the Council considers to be an emergency service may be entitled to paid special leave to attend training or duties related to the role e.g. emergency call out situations. The maximum paid special leave entitlement is 10 days per year, and this will be granted in line with operational demand at the time of request.

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Urgent Business Committee
<b>DATE</b>	20 March 2020
<b>EXEMPT</b>	Not exempt: Covering Report; Appendix 1 – Workplan, Summary of business cases Exempt: Yes – Paragraph 8 Appendix 2 The report refers to the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services <b>provided</b> that disclosure to the public of the amount there referred to would be likely to give an advantage to a person or organisation entering, or seeking to enter, a contract with the Council.
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Workplans and Business Cases - Revenue
<b>REPORT NUMBER</b>	COM/20/078
<b>DIRECTOR</b>	Rob Polkinghorne
<b>CHIEF OFFICER</b>	Craig Innes
<b>REPORT AUTHOR</b>	Craig Innes
<b>TERMS OF REFERENCE</b>	1

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present procurement workplans where revenue expenditure is included for the Commissioning and Operations Functions to Committee for review and to seek approval of the total estimated revenue expenditure for each proposed contract as contained in the Procurement Business Cases appended to the report.

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 reviews the workplans as detailed in the Appendices;  
2.2 approve each of the individual procurement business cases, including the total estimated revenue expenditure for each proposed contract,

- 2.3 approve the direct awards of contract where there are special circumstances outlined in each of the respective procurement business cases which justify not issuing a tender or calling off a framework agreement.

### **3. BACKGROUND**

- 3.1 The ACC Procurement Regulations 2019 requires that authority to incur expenditure must be sought prior to any invitation to tender or contract entered into. The method of authorising depends upon the contract value, with contracts above £50,000 (supplies/services) or £250,000 (works) requiring to be listed on a workplan with an associated Procurement Business Case and submitted by the relevant Chief Officer to the Strategic Commissioning Committee (Revenue budget only), and/or to City Growth and Resources Committee (Capital and Capital with Revenue implications). The approval of the applicable Committee is required prior to the procurement being undertaken.
- 3.2 Committee is asked to review the Commissioning and Operations Functions workplans and to approve the expenditure detailed in each Procurement Business Case appended to the report.
- 3.3 Approval of the appended Business Cases is sought to enable these areas of business to continue however, considering the current dynamic situation, it is prudent for all procurements to be reviewed by Head of Commercial and Procurement following tender returns and prior to the entering into a formal contract. Should the Head of Commercial and Procurement Services deem it not to be in the best interests of the authority to continue with the procurement at that time, the procurement will not progress and the Head of Commercial and Procurement Services will notify the Strategic Commissioning Committee accordingly.
- 3.4 There are no business cases for the Customer, Commissioning, Governance, Place or Resources Functions.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The indicative value of each proposed contract is shown within the respective workplan in the Appendices. The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach. The refreshed approach to governance ensures that all contracts are aligned to the approved budget provision for each financial year with controls in place for flexibility if required. This also assists the Council in meetings its statutory duty to keep a Contracts Register.

### **5. LEGAL IMPLICATIONS**

- 5.1 All contracts shall be procured in accordance with procurement legislation and the Commercial Legal Team within C&PS shall provide legal advice where necessary.

## 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	Escalation of costs	L	A strong focus on value for money in all commissioning activities.
	Unable to control demand	M	Ongoing focus on demand reduction strategies.
	Differing market conditions depending on commodity/service	M	Use of Business Intelligence to help predict market changes and trends.
<b>Legal</b>	Failure to comply with procurement and other legislation.	L	Engagement with Commercial Legal Team within the Commissioning Function.
<b>Employee</b>	Insufficient information provided by officers and lack of resources.	M	Workplan shall allow for the proportionate allocation of resource depending on the risks and business criticality of each contract.
	Insufficient commissioning skills across the organisation.	M	Workforce development and training plan will be put in place across the Council.
<b>Customer</b>	New approach to customer services	M	Involving Customers in the re-design of provision.
<b>Environment</b>	Failure to consider sustainable options.	L	Ensure all contracts consider environmental considerations.
<b>Technology</b>	New technology is not embraced in full.	L	Market research undertaken by Commissioning officers and support and advice from the Council's Digital Partner.
<b>Reputational</b>	Lack of understanding or appreciation of the new process of workplans and business cases.	L	Engagement sessions with all Council Functions to ensure an understanding of the benefits of forward-planning and the value that strategic commissioning brings to the delivery of outcomes.

## 7. OUTCOMES

- 7.1 All outcomes of the LOIP will be considered as part of the development of new contract specifications and specifications will align to any related outcomes'

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	Commissioning will work with Customer services on the design and monitoring of impact.
<b>Organisational Design</b>	Enabling a strategic commissioning approach is a key aspect of the future organisational design.
<b>Governance</b>	There will be close working between the City Growth and Resources and the Strategic Commissioning Committees and any relevant governance arrangements. The submission of the workplan complies with the requirements of the Council's Procurement Regulations.
<b>Workforce</b>	A key aspect of developing this approach will be the development and involvement of key staff within the commissioning cycle of all contracts.
<b>Process Design</b>	Co-design of future provision and the development of outcome-based specifications will be an important aspect of delivering best value.
<b>Technology</b>	The use of technology will be important particularly regarding analysis of data and performance.
<b>Partnerships and Alliances</b>	As part of contract design, partnership working will be embedded in the approach.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required for this report
<b>Data Protection Impact Assessment</b>	Not required for this report
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

None.



## 10. APPENDICES

### Public

Appendix 1 Summary Workplan of business cases

### Private

Appendix 2 Operations Workplan, and business cases

## 11. REPORT AUTHOR CONTACT DETAILS

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Reference	Service	Team	Description of Requirement	Type of Budget	Estimated Start date of Contract or Extension	Estimated End date of Contract (Excluding extension)	Maximum Extension Period (months)	Estimated End date of Contract (Including extension)	Summary
OPS086	Integrated Children and Family Services	Children's Services	Secure Care Framework Agreement	Revenue	01/04/2020	31/03/2022	24	31/03/2024	The secure care national framework allows local authorities to spot purchase placements at secure units for children and young people. The primary function of the service is to provide a safe and secure environment within an approved facility to a child or young person who meets secure care criteria as defined by the relevant legislation, such as, for example, the Children's (Scotland) Act 1995 or the Criminal Proceeding Act 1995.
OPS087	Operations & Protective Services	Environmental Services	Horticultural Supplies	Revenue	01/04/2020	31/03/2021	0	31/03/2021	Aberdeen is recognised nationally as city of horticultural and is renowned across the world for its beautiful parks and green spaces. A contract is required for the procurement of plants, flowers and trees to ensure that the parks and greenspace continue to be well stocked and maintained.
OPS089	Operations & Protective Services	Environmental Services	Public Toilets Servicing	Revenue	01/04/2020	31/03/2021	24	31/03/2023	Contract for the management of Public Toilets to ensure that there is access to public toilets that are well managed, clean and accessible.
OPS090	Operations & Protective Services	Environmental Services	Green Space Infrastructure	Revenue	01/04/2020	31/03/2021	0	31/03/2021	Contract for the repair & maintenance of paths and other associated green space infrastructure, including bins, drainage, street furniture and cemetery headstone concrete foundations. The investment on infrastructure is critical to ensuring that Aberdeen's greenspace assets are kept safe and accessible.
OPS091	Operations & Protective Services	Environmental Services	Play Area Inspection & Maintenance	Revenue	01/04/2020	31/03/2021	0	31/03/2021	Contract for a range of works including Play Equipment parts, loose fill safer surfacing top ups, insitu rubber repairs or resurfacing, supply and installation of seating, fencing and railings supply and install, landscaping soft and hard works, Health and Safety removal of play equipment, and painting. These works support the play area Refurbishment Programme which provides the opportunity for communities to become involved in the decision-making process to help to create the improvements to the Greenspaces around them.

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