

## DECISION SHEET

### URGENT BUSINESS COMMITTEE - WEDNESDAY, 6 MAY 2020

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

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<b><u>Determination of Urgent Business</u></b>	<b><u>The Committee resolved:</u></b> to agree that the items of business listed on the agenda were of an urgent nature and required to be considered this day to enable the Committee to consider the matters at the earliest available opportunity and take decisions thereon.		
2	<b><u>Members are requested to determine that any exempt business be considered with the press and public excluded</u></b>	<b><u>The Committee resolved:</u></b> in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of items 15, 16 and 17 so as to avoid disclosure of exempt information of the classes described in paragraphs 8, 10 and 12 of Schedule 7A of the Act.		
3	<b><u>Members are requested to intimate any declarations of interest</u></b>	to note the declarations of interest which would be recorded in the minute.		

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4	<b><u>Minute of Previous Meeting of 20 March 2020</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the minute; and</p> <p>(ii) to note that the Chief Officer - Governance would report to a future meeting of the Urgent Business Committee on various governance matters, including the membership of the Committee, live streaming of meetings and arrangements for meetings beyond 22 August 2020.</p>	Governance	<p>Fraser Bell</p> <p>Martyn Orchard (business planner)</p>
5	<b><u>Financial Resilience - COVID-19 - RES/20/091</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to note the content of the report and the unprecedented financial pressure under which the Council was now operating;</p> <p>(ii) to instruct the Chief Officer - Finance to report back to the meeting of the Urgent Business Committee on 30 June 2020 with proposals to ensure the Council maintained a balanced budget position, which would include a review of the Council's commissioning intentions and service standards;</p> <p>(iii) to instruct the Chief Officer - Finance, having considered national government guidance, to prioritise Council resources for critical services and to minimise all other expenditure stopping non-essential or non-critical spend where possible;</p> <p>(iv) to note the current status of the major capital projects that the Council had underway which would, likely, result in increased costs and time extensions</p>	<p>Finance</p> <p>Governance</p>	<p>Jonathan Belford</p> <p>Stephanie Dunsmuir (business planner)</p>

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		<p>requested by contractors (meaning previously advised completion dates and budgets would now not be met);</p> <p>(v) to note the use of the Food Fund to support children entitled to free school meals and food provision/delivery for people in poverty, as detailed in Appendix 1;</p> <p>(vi) to delegate authority to the Chief Officer - Finance, following consultation with the Chief Officer - Education and Chief Officer - Early Intervention and Community Empowerment, to allocate further funds in line with Food Fund guidance up to the current allocation of £802,000 and that the Committee be notified thereafter;</p> <p>(vii) to instruct the Chief Executive to email all employees where possible, and to post on the internal website, thanking them on behalf of elected members for the way in which they have risen to the challenge of providing vital public services at a time of national crisis; and agree that our employees are our greatest asset and their response to the pandemic reminds us why;</p> <p>(viii) to note the implications of the Financial Resilience Covid-19 report; and recognising the wider impacts of Covid-19 to the city, and building on the work to date that had seen over 1,000 applications for £13.4m of business grants with an average</p>	<p>Chief Executive</p> <p>City Growth Governance</p>	<p>Angela Scott/ Isla Newcombe</p> <p>Richard Sweetnam</p> <p>Stephanie Dunsmuir (business planner)</p>

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		<p>turnaround of seven days, to instruct the Chief Officer - City Growth in consultation with Administration Leaders, to provide the Urgent Business Committee on 30 June 2020 with a Socio-economic Rescue Plan for 20/21 that would consider other short term responses under business, people and place themes in line with the Stronger Together policy decision by Council in August 2017;</p> <p>(ix) to note the UK Government had provided the Scottish Government with £155m of additional revenue for local authorities and instruct the Chief Executive to write to the Minister for Local Government and Housing and the Cabinet Secretary for Finance requesting our fair share of that allocation from the Scottish Government and that any allocation should be distributed with no conditions attached to the use of the funding. The letter should reference paragraphs 3.25 to 3.27 and 3.29 to 3.30 of the report, and that a letter also be sent to COSLA requesting their support;</p> <p>(x) to instruct the Chief Executive to write to the Chancellor of the Exchequer and the Cabinet Secretary for Finance at the Scottish Government providing them with a copy of the report and asking for additional funding on top of our share of the £155m provided to</p>	<p>Chief Executive</p> <p>Chief Executive</p>	<p>Angela Scott/ Jonathan Belford</p> <p>Angela Scott/ Jonathan Belford</p>



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		(xiv) to thank the Director of Resources, the Chief Officer - Finance and their staff for the considerable effort that had gone into the report and all of the work in relation to it.		
6	<b><u>Council Financial Performance Quarter 4 2019/20 - RES/20/079</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the unaudited final outturn position for financial year 2019/20 as detailed in Appendix 1;</p> <p>(ii) to note that the General Fund had recorded a surplus of £0.8m for 2019/20, which had been added to the uncommitted working balance;</p> <p>(iii) to note that the Housing Revenue Account and Common Good surpluses for the year increased their working balances;</p> <p>(iv) to approve the various transfers for 2019/20, between Council Reserves and Earmarked sums for the General Fund, Housing Revenue Account, Common Good and Statutory Funds as at 31 March 2020, as detailed in Appendix 1;</p> <p>(v) to approve the reprofiling of the 2020/21 - 2024/25 capital programmes to take account of the year end position and that the outcome of this was incorporated into the 2020/21 Quarter 1 reporting;</p> <p>(vi) to note that the Chief Officer - Finance would provide Councillor Alex Nicoll with more detailed information following the meeting on the Housing</p>	Finance	Jonathan Belford/ Lesley Fullerton

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		<p>Capital Programme in relation to the approved budgets and actual expenditure on page 21 of the report;</p> <p>(vii) to agree, in light of the positive outturn against budget for the Common Good, that a contribution of £100,000 from the Common Good Fund be made to the Lord Provost's Charitable Trust's 'Aberdeen Covid-19 Emergency Appeal' Hardship Fund; and</p> <p>(viii) to thank the Director of Resources and the Chief Officer - Finance and his staff for the huge amount of work that had been carried out in relation to the financial results, as well as the unaudited annual accounts.</p>		
7	<b><u>Unaudited Annual Accounts 2019/20 - RES/20/080</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the Annual Governance Statement as included in the Council's unaudited Annual Accounts for the financial year 2019/20;</p> <p>(ii) to note the Council's unaudited Annual Accounts 2019/20;</p> <p>(iii) to note the unaudited Annual Accounts 2019/20 of the Council's registered charities;</p> <p>(iv) to note that following the meeting the Council's and the registered charities' unaudited Annual Accounts would be finalised, signed and submitted to the Council's external auditors, KPMG, and Audit Scotland;</p> <p>(v) to note that it was the intention that the Urgent Business Committee on 30</p>	<p>Finance</p> <p>Governance</p>	<p>Jonathan Belford/ Lesley Fullerton</p> <p>Stephanie Dunsmuir (business planner)</p>

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		<p>June 2020 would receive the Council's audited Annual Accounts for consideration and approval prior to their signature by the Chief Officer - Finance, the Chief Executive and a Council Leader;</p> <p>(vi) to note that the Urgent Business Committee of 30 June 2020 would also receive the external auditor's report on the annual accounts for debate and consideration and that this report would set out the auditor's findings and conclusions, highlight the significant issues arising from the audit of the annual accounts and inform elected members of the proposed audit opinion in advance of the accounts being certified;</p> <p>(vii) to note that the Urgent Business Committee on 30 June 2020 would also receive the audited Annual Accounts for the registered charities for consideration and approval prior to their signature along with the associated external auditor's report;</p> <p>(viii) to agree in 2019/20, Aberdeen City Council received total income of £457 million, comprising £385 million raised locally through non-domestic rates and Council Tax, with only £72 million received from Scottish Government general revenue grants, with the balance coming from service-related grants, fees, charges and other income;</p>		



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		<p>(ix) to agree the Council continued to maintain a healthy credit rating of Aa3 with a negative outlook, recognising “a strong institutional framework” and “a strong track record of operating performance” and thereby demonstrating external assurance on the financial governance and strength of the organisation;</p> <p>(x) to note the 2019/20 financial year results showed a surplus of £2.2 million for the year across all Council accounts, which showed another strong performance over the year and demonstrated the underlying ability of the Council to deliver longer term financial and service outcomes going forward;</p> <p>(xi) to agree the impact of the COVID-19 outbreak brought global economic insecurities and specific uncertainties for the city of Aberdeen and the Council, and that through the Council’s governance arrangements for responding to the emergency, and specific financial resilience plans it aimed to manage and mitigate risks in a robust way to protect the sustainability of Council finances; and</p> <p>(xii) to note that the Chief Officer - Finance would provide the members of the Committee with further information following the meeting in respect of (a) a breakdown of the £51 million of net spend on the corporate budgets,</p>		

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		including capital financing costs; and (b) an update on additional payments to Councillors in respect of Group Leader/Interim Group Leader positions.		
8	<b><u>Internal Audit Plan 2020/21 - IA/20/009</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the revised Internal Audit Plan for 2020/21 as appended to the report;</p> <p>(ii) to agree that audits contained in the reserve list be progressed as and when possible during the year at the discretion of Internal Audit following consultation with Cluster management and the Convener and Vice Convener of the Audit, Risk and Scrutiny Committee; and</p> <p>(iii) to note that any further changes required to the Internal Audit Plan would be referred to the Audit, Risk and Scrutiny Committee.</p>	Internal Audit	David Hughes
9	<b><u>Net Zero Vision and Infrastructure Plan - PLA/20/088</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the Net Zero City Vision for Aberdeen;</p> <p>(ii) to agree the governance framework, to be led by Co-Leader, Councillor Laing, to drive and lead the vision for the city and instruct the Chief Executive to report back to the June 2020 Urgent Business Committee on the proposed governance model, its composition and the terms of</p>	<p>City Growth</p> <p>Chief Executive</p> <p>Governance</p>	<p>Richard Sweetnam/ Andrew Win</p> <p>Angela Scott</p> <p>Stephanie Dunsmuir (business planner)</p>

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		<p>reference (including monitoring of delivery to target emissions);</p> <p>(iii) to approve the Strategic Infrastructure Plan - Energy Transition and the outline prioritisation of projects;</p> <p>(iv) to instruct the Chief Officers - City Growth and Strategic Place Planning to update the evidence base and baseline data in order to provide a monitoring and evaluation framework against which progress can be measured;</p> <p>(v) to instruct the Chief Officers - City Growth and Strategic Place Planning to engage external partners to develop business cases for priority projects;</p> <p>(vi) to instruct the Chief Officer - City Growth, in consultation with the Chief Officer - Finance to develop a supporting cohesive finance and investment plan to support delivery of the city's energy transition, including those projects with national and transformational significance;</p> <p>(vii) to instruct the Chief Executive to write to the Chancellor of the Duchy of Lancaster and Minister for the Cabinet Office seeking to reschedule the meeting arranged in March 2020 for a suitable date enclosing a copy of the Net Zero Vision and Strategic Infrastructure Plan - Energy Transition report for his attention; and</p> <p>(viii) to instruct the Chief Executive to write</p>	<p>City Growth</p> <p>Strategic Place Planning</p> <p>As above</p> <p>City Growth</p> <p>Chief Executive</p> <p>Chief Executive</p>	<p>Richard Sweetnam</p> <p>Gale Beattie</p> <p>As above</p> <p>Richard Sweetnam</p> <p>Angela Scott/ Richard Sweetnam</p> <p>Angela Scott/</p>

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		to the First Minister seeking a meeting with the First Minister and/or the Scottish National Investment Bank, given the primary mission of the bank was to ensure a net zero carbon emissions economy and provide a copy of the report for her attention.		Richard Sweetnam
10	<b><u>Council Energy and Climate Plan Routemap - PLA/20/082</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to approve the proposed Council Energy and Climate Plan 'Routemap' as outlined in Appendix 1;</li> <li>(ii) to note the indicative remit and activities of the Council's Energy and Climate Thematic Groups, as outlined in Appendix A of the Routemap;</li> <li>(iii) to instruct the Chief Operating Officer to ensure consistency between the Council's Energy and Climate Routemap and Plan and the closely related Place focused work packages led by the Chief Officer - City Growth;</li> <li>(iv) to instruct the Director of Customer Services, in conjunction with Co-Leaders, to produce an external Communications Plan to deliver consistent communications and key messages on the Council's Energy and Climate Routemap and Plan, using a range of communication methods and channels while ensuring consistency with the Council's place-based approach;</li> <li>(v) to instruct the Director of Resources to produce an internal Communications</li> </ul>	<p>Strategic Place Planning</p> <p>Operations</p> <p>Customer</p> <p>Resources</p>	<p>Alison Leslie/ Sinclair Laing</p> <p>Rob Polkinghorne</p> <p>Andy MacDonald</p> <p>Steve Whyte</p>

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		<p>and Engagement Plan to deliver consistent communications, key messages and inspire action to assist with the realisation of the Council's Energy and Climate Routemap and Plan, ensuring consistency with the external Communications Plan (subject of (iv) above); and</p> <p>(vi) to instruct the Chief Operating Officer to report back to Full Council with a Council Energy and Climate Plan for the Council's operations and assets by March 2021, ensuring alignment with the Council's annual budget setting process.</p>	<p>Operations</p> <p>Governance</p>	<p>Rob Polkinghorne</p> <p>Martyn Orchard (business planner)</p>
11	<p><b><u>Roads and Transport Related Budget Programme 2020/21 - OPE/20/081</u></b></p>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the schemes listed in the appendices as the detailed proposals for expenditure within each budget heading; and</p> <p>(ii) to instruct the Chief Officer - Operations and Protective Services following consultation with the Head of Commercial and Procurement, to undertake or instruct appropriate procedures in accordance with the Council's Procurement Regulations to procure works referred to in the exempt appendices for the roads capital budget programme for the financial year 2020/21 and award contracts relating thereto.</p>	<p>Operations and Protective Services</p>	<p>Mark Reilly/ Doug Ritchie</p>



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		Business Cases report, as listed in paragraph 3.8.		
13	<b><u>South College Street Junction Improvements (Phase 1) - Compulsory Purchase Order - RES/20/090</u></b>	<b>The Committee resolved:</b> to make a Compulsory Purchase Order in respect of the land identified in the CPO Map contained in Appendix 1 and instruct the Chief Officer - Governance to implement the statutory procedures following on from the making of the Order.	Capital  Governance	John Wilson/ Alan McKay  Fraser Bell
14	<b><u>Workplans and Business Cases - Revenue/Capital - COM/20/088</u></b>	<b>The Committee resolved:</b> (i) to note the workplans as detailed in the appendices; (ii) to approve the procurement business cases, including the total estimated expenditure for the proposed contracts; and (iii) to 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.	Commercial and Procurement  Operations and Protective Services  Strategic Place Planning	Mel Mackenzie  Angus MacIver  Joanna Murray
15	<b><u>Financial Resilience - COVID-19 - Exempt appendices</u></b>	See decision at item 5.		
16	<b><u>Roads and Transport Related Budget Programme 2020/21 - Exempt appendices</u></b>	See decision at item 11.		

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17	<u>Workplans and Business Cases - Reserve/Capital - Exempt appendices</u>	See decision at item 14.		

If you require any further information about this decision sheet, please contact Martyn Orchard 01224 523097 or email [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)